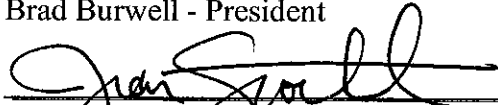


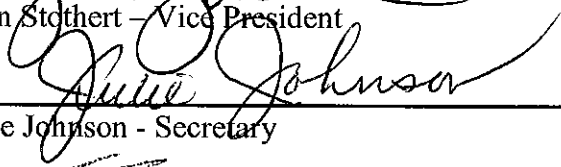
**ACKNOWLEDGMENT OF RECEIPT  
OF NOTICE OF MEETING**

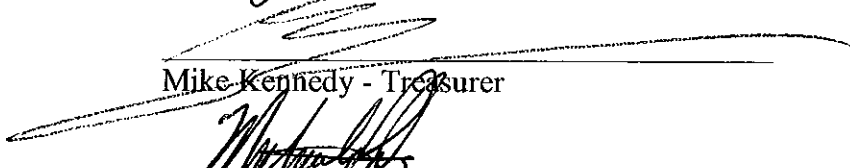
The undersigned members of the Board of Education of Millard, District #017, Omaha, Nebraska, hereby acknowledge receipt of advance notice of a meeting of said Board of Education and the agenda for such meeting held at 7:00 P.M. on July 10, 2006, at Don Stroh Administrative Center 5606 South 147th Street Omaha, NE 68137

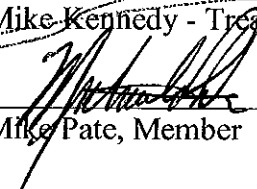
Dated this 10th day of July, 2006.

\_\_\_\_\_  
Brad Burwell - President

  
\_\_\_\_\_  
Jean Stothert - Vice President

  
\_\_\_\_\_  
Julie Johnson - Secretary

  
\_\_\_\_\_  
Mike Kennedy - Treasurer

  
\_\_\_\_\_  
Mike Pate, Member

\_\_\_\_\_  
Linda Poole, Member

**NOTICE OF MEETING  
SCHOOL DISTRICT NO. 17**

Notice is hereby given of a Board of Education meeting of School District No. 17, in the County of Douglas, which will be held at 7:00 p.m. on **Monday, July 10, 2006** at 5606 South 147th Street, Omaha, Nebraska.

An agenda for such meetings, kept continuously current are available for public inspection at the office of the superintendent at 5606 South 147th Street, Omaha, Nebraska.

JULIE JOHNSON,  
Secretary

7-7-06

**THE DAILY RECORD  
OF OMAHA**

**RONALD A. HENNINGSEN, Publisher  
PROOF OF PUBLICATION**

UNITED STATES OF AMERICA, }  
The State of Nebraska, } ss.  
District of Nebraska, }  
County of Douglas, }  
City of Omaha, }

**J. BOYD**

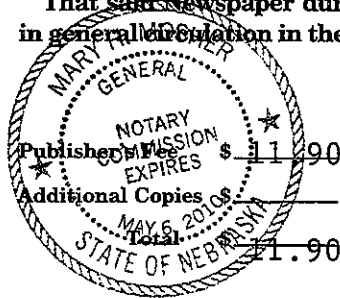
being duly sworn, deposes and says that she is

**LEGAL EDITOR**

of **THE DAILY RECORD**, of Omaha, a legal newspaper, printed and published daily in the English language, having a bona fide paid circulation in Douglas County in excess of 300 copies, printed in Omaha, in said County of Douglas, for more than fifty-two weeks last past; that the printed notice hereto attached was published in **THE DAILY RECORD**, of Omaha, on

July 7, 2006

That said Newspaper during that time was regularly published and in general circulation in the County of Douglas, and State of Nebraska.



Subscribed in my presence and sworn to before

me this 7th day of

July 20 06

Notary Public in and for Douglas County,  
State of Nebraska

BOARD OF EDUCATION MEETING – JULY 10th, 2006

NAME:

REPRESENTING:

Tammy Wotte  
Ally Sunde  
Jason R Sunde  
Bill Kelly



*BOARD OF EDUCATION*  
MEETING



*JULY 10, 2006*



BOARD OF EDUCATION  
MILLARD PUBLIC SCHOOLS  
OMAHA, NEBRASKA

2

BUSINESS MEETING  
7:00 P.M.

STROH ADMINISTRATION CENTER  
5606 SOUTH 147th STREET  
JULY 10, 2006

AGENDA

Call to Order

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Public Comments on agenda items - This is the proper time for public questions and comments on agenda items only. Please make sure a request form is given to the Board President before the meeting begins.
- E. Routine Matters\*
  - 1. \*Approval of Board of Education Minutes – June 19, 2006
  - 2. \*Approval of Bills
  - 3. \*Receive the Treasurer’s Report and Place on File
- F. Information Items
  - 1. Superintendent’s Report
  - 2. Board Comments/Announcement
- G. Unfinished Business:
- H. New Business
  - 1. Approval of NASB Resolution
  - 2. Approval of Middle School and High School Guidelines
  - 3. Approval of Subdivision Assignments for Elementary #24 and #25
  - 4. Approval of Professional/Technical Salaries 2006-2007
  - 5. Approval of Food Service Salaries 2006-2007
  - 6. Approval of Personnel Actions: Resignation(s), Leave(s) of Absence, Amendment to Contracts, and New Hire(s)
- I. Reports
  - 1. Bond Construction Report
  - 2. Construction Report (Non-Bond)
  - 3. Educational Services Year-End Report
  - 4. Quarterly Operation and Maintenance Report
  - 5. Student Performance on Science ELO Assessments
  - 6. Re-Teaching Evaluation

J. Future Agenda Items/Board Calendar

1. Special Board Meeting for Bond Sale on Tuesday, July 25, 2006 at 12:00 Noon
2. New Teacher Breakfast on Monday, August 7, 2006 at 7:45 a.m. – 9:30 a.m. at Millard West High School
3. Board of Education Meeting on Monday, August 7, 2006 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street
4. Fall Workshop Kick-Off on Thursday, August 10, 2006 at Holiday Inn Central at 9:00 a.m.
5. Committee of the Whole Meeting on Monday, August 14, 2006 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street
6. Board of Education Meeting on Monday, August 21, 2006 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street
7. PAYBAC Planning on Monday August 28, 2006 at 4:00 – 5:30 p.m. at Millard South High School
8. Board of Education Meeting on Tuesday, September 5, 2006 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street.
9. Committee of the Whole Meeting on Monday, September 11, 2006 at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street
10. Board of Education Meeting on Monday, September 18, 2006 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street

K. Public Comments - This is the proper time for public questions and comments on any topic. Please make sure a request form is given to the Board President before the meeting begins.

L. Adjournment

All items indicated by an asterisk (\*) will comprise the Consent Agenda and may be acted on in a single motion. Items may be deleted from the Consent Agenda by request of any board member.

.BOARD OF EDUCATION  
MILLARD PUBLIC SCHOOLS  
OMAHA, NEBRASKA

BUSINESS MEETING  
7:00 P.M.

STROH ADMINISTRATION CENTER  
5606 SOUTH 147TH STREET  
JULY 10, 2006

ADMINISTRATIVE MEMORANDUM

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Public Comments on agenda items - This is the proper time for public questions and comments on agenda items only. Please make sure a request form is given to the Board President prior to the meeting.
  - \*E.1. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Board of Education Minutes – June 19, 2006, 2006. (See enclosure.)
  - \*E.2. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the bills. (See Enclosures.)
  - \*E.3. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to receive the Treasurer’s Report and Place on File. (See enclosure.)
- F.1. Superintendent’s Comments
- F.2. Board Comments/Announcements
- H.1. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the NASB Resolution. (See enclosure.)
- H.2. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Middle School and High School Guidelines for 2006-2007. (See enclosure.)
- H.3. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the proposed assignments for #24 and #25 elementary schools; reassign Stonecrest from Rohwer to Rockwell, with busing. (See enclosure.)
- H.4. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve 2006-2007 Professional/Technical Salary Schedule and Benefit Package (Equivalent to the raises given to other groups of Millard employees.). (See enclosure.)
- H.5. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the recommended changes to the Food Service Wage and Benefit Package. (See enclosure.)

July 10, 2006

Page 2

H.6. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Personnel Actions: Resignation(s), Leave(s) of Absence, Amendment to Contracts, and New Hire(s). (See enclosure.)

I. Reports:

1. Bond Construction Report
2. Non-Bond Construction Report
3. Educational Services Year-End Report
4. Quarterly Operation and Maintenance Report
5. Student Performance on Science ELO Assessments
6. Re-Teaching Evaluation

J. Future Agenda Items/Board Calendar

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K. Public Comments - This is the proper time for public questions and comments on any topic. Please make sure a request form is given to the Board President before the meeting begins.

L. Adjournment

All items indicated by an asterisk (\*) will comprise the Consent Agenda and may be acted on in a single motion. Items may be deleted from the Consent Agenda by request of any board member.

**Enclosure E.1.  
July 10, 2006**

**MILLARD PUBLIC SCHOOLS  
SCHOOL DISTRICT NO 17**

A meeting was held of the Board of Education of the School District No. 17, in the County of Douglas in the State of Nebraska. This meeting was convened in open and public session at 7:00 p.m., Monday, June 19, 2006, at the Don Stroh Administration Center, 5606 South 147th Street.

**PRESENT:** Brad Burwell, Jean Stothert, Mike Pate, Linda Poole, and Julie Johnson

**ABSENT:** Mike Kennedy

Notice of this meeting was given in advance thereof by publication in the Daily Record on, June 16, 2006; a copy of the publication is being attached to these minutes. Notice of this meeting was given to all members of the Board of Education and a copy of their Acknowledgment of Receipt of Notice and the agenda are attached to these minutes. Availability of the agenda was communicated in advance notice and in the notice of the Board of Education of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

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At 7:00 p.m. Brad Burwell called the meeting to order and asked everyone to say the Pledge of Allegiance.

Roll call was taken and members present were Brad Burwell, Jean Stothert, Julie Johnson, Mike Pate and Linda Poole. Absent was Mike Kennedy.

Motion by Julie Johnson, seconded by Jean Stothert, to excuse Mike Kennedy from the meeting. Upon roll call vote all members voted aye. Motion carried.

Motion by Linda Poole, seconded by Jean Stothert, to approve the Board of Education Minutes of Monday, June 5, 2006, to approve bills, and to receive the treasurer's report and place on file. Upon roll call vote, all members voted aye. Motion carried.

**Superintendent's Report:**

1. The Learning Community schools and board president's met last Friday with Senator Raikes. The agenda consisted of questions for Senator Raikes. Senator Raikes did a power point presentation, which will be forwarded to board members in his next report. It was an informative and cordial meeting.
2. The Coalition Superintendents met today to try to make sure things are in place to go forward. The Learning Community Superintendents will meet on Tuesday to start talking about the Secretary of State's role, a common meeting place, bylaw discussion, things that can be worked out for board members to look at when meetings start in September. The Secretary of State has asked for input from the group, and if it is not given to him he will go on his own path. The Learning

Board of Education Minutes  
June 19, 2006  
Page 2

Community Superintendents will probably meet one more time before official meetings start in September to meet with the Secretary of State.

3. If board members have any additional input in regards to the budget they should inform the Superintendent, so he will then inform the rest of the board members too. In August the community input session will be held.

Comments from the Board:

Julie Johnson thanked the Foundation for a great golf tournament.

Jean Stothert will be attending a meeting in Lincoln next Monday in regards to the Healthy Schools. Mrs. Stothert said she has read a report from the American Heart Association in regards to school lunch programs and their recommendations are changing. They are trying to make their recommendations more easily understood and easier to live with, basically, in the future. They are stressing lower fat, lower saturated fat, lower sugars, and pushing that in the public schools.

The Metropolitan Area Boards of Education met this past week. All members were there except Papillion/LaVista. The topic discussed was about teenage drinking. Mrs. Stothert stated that a big part of the problem are those parents who try to deny their child's involvement to protect their kids. Something has to be done to break this cycle of thinking among kids, that they will only be responsible if they are caught. The district is trying to do something with the revision in policy. Mrs. Stothert's concern is the parent issue. Several years ago there was an initiative where parents would have only alcohol free parties in their home. The other members of MABE talked about working in cooperation with Project Extra Mile, and trying to initiate something like that being done again.

Linda Poole had some input on the budget in regards to technology and the three additional staff requested. With all of the additional laptops put in the district, the department is overloaded and would justify the expense to keep everyone up and running.

Mrs. Poole was in Lincoln last week for the Executive Committee Meeting of Nebraska Association of School Boards. One item brought up was that the Open Meeting Law needs to be posted in the Board Room. It evidently is to be stated at each board meeting that it is hung in the Board Room.

Mike Pate thanked everyone who participated in the Millard Public Schools Foundation Golf Tournament, whether it was as a sponsor or participant. It was a very successful even for the Foundation and raised approximately \$50,000. Cathy Nelson did a great job in organizing the golf tournament. Mr. Pate thanked Governor Heineman and Lt. Governor Sheehy for attending the event.

Board of Education Minutes  
June 19, 2006  
Page 3

Brad Burwell said the golf tournament is always a well run event. It was a good time to talk to those participating in the outing, and he found there were excellent feelings about the work that the Foundation does and the support for the school district over the past year.

Mr. Burwell reported that the Learning Community meeting he attended was like an orientation session, which was held behind closed doors. In the future all of the Learning Community meetings will be held in public session just like a school board meeting.

Motion by Jean Stothert, seconded by Mike Pate, to approve the Purchase Agreement for the Fourth (4<sup>th</sup>) High School Site. Upon roll call vote, all members voted aye. Motion carried.

Motion by Mike Pate, seconded by Jean Stothert, to appoint Brad Burwell as the Board Representative to the Learning Community Council. Upon roll call vote, all members voted aye. Motion carried.

Motion by Julie Johnson, seconded by Jean Stothert, to approve Linda Poole attending the NSBA Council of Urban Boards of Education 2006 Issues Seminar. Upon roll call vote, all members voted aye. Motion carried.

Motion by Jean Stothert, seconded by Mike Pate, that the RESOLUTION DIRECTING ADMINISTRATION AND STAFF OF THE DISTRICT AND THE FINANCIAL ADVISOR, LEGAL COUNSEL AND BOND COUNSEL TO THE DISTRICT TO PREPARE FOR THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE DISTRICT be adopted as submitted. Upon roll call vote, all members voted

Motion by Linda Poole, seconded by Julie Johnson, to approve personnel actions: Resignations: Judy Bates, Ron Skwarek, Erin Campbell, Stephanie Fritson, Curt Schulte; Leave(s) of Absence: Michelle Blasey; Amendment to Continuing Contracts: Lesley Harrison-Roland, Ryan Moseley, Kristi Richling, Deb Hormann, Nanette Sobszak, Jody Gensler, Tami Pratt, Lee Maass,; and New Hires: Amy Mannino, Ashlee Rawlings, Kathie Kuhl, Oscar Gonzalez, Amy Skuodas, Kristen Larson, Carrie Grove, Marci Petta, Randall Derrig, Erin Dahl, Sharene Bierbaum, Deidre Reeh, Mark Johnson, Daniel Nelson, Karen Butler, Cassie Winslow, Shaun Tevis, Matthew Smith, Erin Salton, Gillian White, Zachary Ward, Rhea Matthews, Deb Stone, Stephanie Mehmen, Linda Burke, Lisa Jensen. Upon roll call vote, all members voted aye. Motion carried.

Reports: A Bond Construction Report, Site Based Plans, Master Plan Update (Elementary #24 and #25), Terra Nova Report 2005-2006, and a NASB Resolution.

Future Agenda Items/Board Calendar: A Board of Education Meeting will be held on Monday, July 10, 2006 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street. The New Teacher Breakfast will be held on Monday, August 7, 2006 at 7:45 a.m. – 9:30 a.m. at Millard West High School. A Board of Education Meeting will be held on Monday, August 7, 2006 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street. The Fall Kick-Off will be held on Thursday, August 10, 2006 at Holiday Inn Central at 8:00 a.m. A Committee

Board of Education Minutes

June 19, 2006

Page 4

of the Whole Meeting will be held on Monday, August 14, 2006 at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street. A Board of Education Meeting will be held on Monday, August 21, 2006 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street. The PAYBAC Planning on Monday August 28, 2006 at 4:00 – 5:30 p.m. at Millard South High School.

Brad Burwell adjourned the meeting.

  
SECRETARY



**Millard Public Schools**  
July 10, 2006

# Millard Public Schools

## Check Register

11

Prepared for the Board Meeting of July 10, 2006

Check No	Vend No	Vendor Name	Amount
262401	135498	BOYD & CHARLIES BBQ INC	792.00
262402	106806	ELIZABETH J CAREY	90.00
262403	108436	COX COMMUNICATIONS INC	57,882.44
262405	135497	RICKIE D ENGEL	383.83
262406	101032	HUSKER MIDWEST PRINTING	1,657.00
262408	108182	KANSAS CITY LIFE INSURANCE CO	3,132.00
262409	135134	MICHELLE D MORSE	101.01
262411	131412	NE DEPT OF HEALTH & HUMAN SERVICES	80.00
262412	079450	ROTARY CLUB OF MILLARD-OMAHA	400.00
262413	131446	TOSHIBA AMERICA INFO SYS INC	2,167.82
262414	090630	US POSTMASTER	234.00
262415	135499	WESTBOY LLC	410.25
262605	019111	BISHOP BUSINESS EQUIPMENT	50.00
262606	135506	KAREN DUFFY	2,100.00
262607	072899	LINDA POOLE	200.00
262608	109822	BRAD D SULLIVAN	718.08
262610	090630	US POSTMASTER	195.00
262611	095157	JOAN C WILSON	1,229.30
262612	134963	JOSEPHINE A ZBYLUT-BIRKY	390.00
262615	011241	AAHPERD	235.40
262616	010037	ABC SCHOOL SUPPLY COMPANY	29.91
262617	135096	TRISHA K ABELS	16.02
262618	131632	AC AWARDS INC	327.00
262619	010300	ACCURATE LOCKSMITHS, INC	10.00
262620	010421	DEBORAH A ADY	52.07
262621	108351	AIRGAS NORTH CENTRAL INC	383.19
262622	132788	ALFRED PUBLISHING CO INC	80.82
262623	107060	ALL FLAGS ETC	70.00
262624	133506	ALPHA G CONSULTING LLC	500.00
262625	107651	AMAZON.COM INC	54.00
262626	102276	AMERA-CHEM INC	141.90
262627	102051	AMERICAN MUSIC COMPANY INC	75.85
262628	102430	AMI GROUP INC	450.00
262629	135534	ACTION GROUP LLC	704.00
262630	010112	ANDERSON ELECTRIC	121.00
262631	012876	CURTIS A ANDERSON	17.80
262632	130469	SUSAN J ANGLEMYER	231.85
262633	012989	APPLE COMPUTER, INC.	0.00
262634	108092	MERRILL COMPANY	1,794.96
262635	106436	AQUA-CHEM INC	519.25
262636	102150	ARMAND HAMMER UNITED WORLD COLLEGE	1,938.00
262637	013496	ASCD	183.50
262638	134235	SARAH A ASCHENBRENNER	52.07
262639	102840	ASSOCIATED FIRE PROTECTION	518.00
262640	012507	AT&T	51.11
262641	102237	AUTO STATION	1,224.81

Date: 7/5/06

# Millard Public Schools

## Check Register

12

Prepared for the Board Meeting of July 10, 2006

Check No	Vend No	Vendor Name	Amount
262642	072090	AW PELLER AND ASSOCIATES INC	109.98
262643	134267	B & D DIAMOND PRO INC	1,600.00
262644	134132	TRACY L BABIN	130.12
262645	109852	BAER SUPPLY	87.42
262647	135142	ANNE T BAILEY	3.56
262650	017619	RICHARD D BAKER	928.71
262651	101536	NANCY BALLARD	11.79
262652	017908	REX J BARKER	243.48
262653	099646	BARNES & NOBLE BOOKSTORE	517.31
262654	132608	BARNES DISTRIBUTION	562.09
262655	017877	CYNTHIA L BARR-MCNAIR	157.17
262656	017926	ROSEMARY W BARTA	297.89
262657	107979	LORI A BARTELS	287.47
262658	133353	JULIE A BARTHOLOMEW	16.91
262659	018240	CAROL A BEATY	135.28
262660	134069	COLLEEN K BECKWITH	24.48
262661	107540	BRIAN F BEGLEY	38.27
262662	130461	KATHLEEN M BEITING	4.85
262664	018650	PAMELA R BERKI	156.20
262666	134945	NOLAN J BEYER	370.51
262667	019111	BISHOP BUSINESS EQUIPMENT	14,480.70
262668	133364	DEWALT INC	132.50
262669	135461	MEG BLAIR	50.22
262671	015800	BMI EDUCATIONAL SERVICES	68.85
262672	134478	TIFFANY M BOCK SMITH	8.06
262673	130899	KIMBERLY M BOLAN	129.94
262674	101364	BOOKWORM	495.52
262675	019559	BOUND TO STAY BOUND BOOKS INC	770.98
262676	019835	BOYS TOWN NATIONAL	3,035.22
262678	019858	PEGGY A BRENDEL	99.95
262679	130576	PAMELA A BRENNAN	137.46
262680	135270	BROADWAY PLAY PUBLISHING	234.00
262681	130346	BROCK ENTERPRISES INC.	126.95
262682	133824	NANCY A BROWN	73.87
262683	020258	VICKI A BROWN	44.50
262684	131995	M MARTHA BRUCKNER	322.98
262685	020270	NANCY J BRUGGER	34.15
262686	106815	NANCY J BUDA	66.75
262687	134874	CHRISTI D BUELL	492.16
262688	020550	BUREAU OF EDUCATION & RESEARCH	295.00
262689	132910	CHARLES J BURNEY	234.07
262691	099431	BUSINESS MEDIA INC	749.00
262692	134015	CAMILLES SIDEWALK CAFE	97.25
262694	134360	BARBARA STUCKEY	5,140.46
262695	106806	ELIZABETH J CAREY	59.79
262696	054237	PIONEER LOCK CO INC	224.64

Date: 7/5/06

# Millard Public Schools

## Check Register

13

Prepared for the Board Meeting of July 10, 2006

Check No	Vend No	Vendor Name	Amount
262697	024061	CARQUEST AUTO PARTS	53.74
262698	024052	JOHN T CARROLL	99.68
262699	024067	CARSON DELLOSA PUBLISHING	64.25
262700	131158	CURTIS R CASE	346.01
262701	134194	CASTLE ROCK INDUSTRIES	900.31
262702	133970	CCS PRESENTATION SYSTEMS	5,965.00
262703	131261	CHARACTER EDUCATION PARTNERSHIP	300.00
262704	132271	ERIK P CHAUSSEE	91.23
262705	135247	MARIELA J CHAVOYA	42.99
262706	106836	KEVIN J CHICK	50.03
262708	025076	COLLEEN R CHRISTENSEN	9.79
262709	131336	CITIZENS BANK	799.74
262710	132581	CLARITUS	302.00
262712	025208	CLARUS MUSIC, LTD.	174.24
262713	099222	CLASSROOMDIRECT.COM	1,226.71
262714	025235	DALE CLAUSEN	140.62
262715	025250	CLEARVUE & SVE INC	40.50
262716	131135	PATRICIA A CLIFTON	15.18
262717	025295	CLOSING THE GAP INC	385.00
262718	066006	JANET S CLURE	8.55
262723	135082	CONCENTRA MEDICAL CENTERS	193.50
262727	026057	CONTROL MASTERS INC	30,303.47
262728	132720	CONTROLTEMP INC	1,608.00
262729	026443	CORE KNOWLEDGE FOUNDATION	130.92
262730	132170	CORMACI CONSTRUCTION INC	361.00
262731	134910	GUADALUPE CORRAL	64.80
262732	026541	COSGRAVE COMPANY	128.00
262735	108215	DEBRA R CARLSON	9.79
262736	026660	WILLIAM J CRAWFORD	10.24
262738	026970	CRESCENT ELECTRIC SUPPLY CO	25.86
262739	109021	PATRICIA A CRUM	14.77
262742	130731	D & D COMMUNICATIONS	1,156.14
262743	032061	D & D LASER	249.85
262744	132671	JEAN T DAIGLE	145.07
262745	131003	DAILY RECORD	88.17
262746	032140	DALTILE CORPORATION	1,726.35
262747	134518	DAVIDSON TITLES INC	50.33
262748	032246	PAMELA M DAVIS	16.92
262749	032497	CHERYL R DECKER	13.80
262751	107469	DEFFENBAUGH INDUSTRIES	10,479.16
262752	107469	DEFFENBAUGH INDUSTRIES	20.00
262753	032800	DEMCO INC	97.63
262754	032872	DENNIS SUPPLY COMPANY	3,334.87
262755	133009	ROBERTA E DEREMER	87.31
262756	109850	DEX MEDIA EAST LLC	952.94
262757	133968	DIAMOND MARKETING SOLUTIONS	1,090.71

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Check No	Vend No	Vendor Name	Amount
262758	099220	DICK BLICK CO	1,116.99
262759	132750	JOHN D DICKEY	54.96
262760	135509	DIGIORGIO'S SPORTSWEAR INC	606.00
262761	132669	DIGITAL DOT SYSTEMS INC	45.00
262763	134899	AITSCHUL GROUP CORPORATION	78.45
262765	134086	AMBER J DOOLITTLE	40.14
262770	034109	DRUMMOND AMERICAN CORPORATION	373.99
262771	135479	SHARON K DUDREY	56.07
262772	034120	DULTMEIER SALES LLC	530.61
262773	135151	MARY C DUROW	8.86
262774	036520	EASTERN NE HUMAN SERVICES AGENCY	22,743.00
262775	052370	ECHO ELECTRIC SUPPLY CO	1,205.57
262776	037525	EDUCATIONAL SERVICE UNIT #3	35,310.11
262777	100330	EDUCATORS OUTLET INC	87.41
262778	037900	DELTA EDUCATION LLC	2,418.02
262779	133823	REBECCA S EHRHORN	461.47
262780	135487	TERRY K EICHER	5.79
262782	038100	ELECTRIC FIXTURE & SUPPLY	1,635.75
262783	038140	ELECTRONIC SOUND INC.	115.00
262784	135298	SENELY ELIWISE	32.40
262785	135009	ROSALIA ELJAMAL	63.18
262787	131007	ELMAN & CO INC	1,288.10
262788	038217	WARREN K ELTISTE	576.30
262789	038252	ENERGY CONTROLS, INC.	765.30
262790	025611	ENVISION COMMUNICATIONS INC	850.00
262793	109066	TED H ESSER	379.20
262794	035610	ETA/CUISENAIRE	177.15
262797	099320	EYE ON EDUCATION	245.65
262798	040450	FEDERAL EXPRESS	77.05
262799	040470	MARK W FELDHAUSEN	434.06
262800	133565	STEVE FELICI	25.37
262801	040537	FERGUSON ENTERPRISES INC	288.39
262802	106956	FERRELLGAS	27.00
262803	109069	ELIZABETH A FIALA	83.66
262804	133919	FILTER SHOP INC	286.67
262805	134304	FIRST BANK RICHMOND, NA	1,824.10
262806	040902	FIRST NATIONAL BANK TRUST DEPT	2,700.00
262807	040919	FISHER SCIENTIFIC	75.67
262808	041005	FLAGHOUSE INC	106.38
262810	135507	FLORAL FANTASIES & GIFTS INC	519.00
262812	041100	FOLLETT LIBRARY RESOURCES	11,111.42
262813	041146	KENNETH J FOSSEN	39.30
262815	041463	FREE SPIRIT PUBLISHING INC	107.55
262816	041461	SHARON A FREEMAN	9.62
262817	132321	MICHAEL R FREY	68.09
262818	041530	SCHOOL SPECIALITY INC	179.20

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262819	041543	AMY J FRIEDMAN	129.66
262820	041540	FRIENDSHIP HOUSE	55.70
262821	133351	STEPHANIE S FRITSON	68.66
262822	135031	FSH COMMUNICATIONS LLC	235.40
262823	131456	GAGGLE.NET	29,200.00
262824	132937	GALLOPADE INTERNATIONAL	46.94
262825	043760	GALLUP ORGANIZATION	12,000.00
262826	102650	GANDER PUBLISHING INC.	13,314.21
262827	106894	TAMMY GEBHART	154.42
262828	133886	CHERYL V GERACE	8.28
262829	135431	NICOLE N GERHARD	89.85
262830	044495	KATHY L GIBBS	31.15
262833	106660	GLASSMASTERS INC	3,000.73
262834	044641	VICTORIA L GLESMANN	81.44
262835	133485	CHARLENE GOETT	213.35
262836	044891	GOPHER/PLAY WITH A PURPOSE	979.39
262837	044896	KAREN A GORDON	72.22
262838	109815	JENNIFER L GOWIN-HUSSEY	29.37
262839	044950	GRAINGER INDUSTRIAL SUPPLY	762.24
262840	044965	KATHERINE A GRAY	192.24
262842	135455	CHERYL W GRESHAM	14.24
262844	130083	HARRY S GRIMMINGER	106.36
262845	132287	CARI J GUTHRIE	111.70
262846	130085	CAROLYN A HANKE	126.04
262847	047846	DIANE F HANSLER	32.93
262849	047853	HAPPY CAB COMPANY INC	11,367.00
262850	047855	HARCOURT INC	2,761.80
262853	134376	HEINEMANN LIBRARY/RAINTREE	55.42
262854	048517	GREENWOOD PUBLISHING GROUP INC	501.89
262855	134944	STACY K HEISS	50.29
262856	102842	HELGET GAS PRODUCTS INC	35.32
262857	108478	DAVID C HEMPHILL	25.19
262858	101881	HENRY DOORLY ZOO	382.50
262859	131713	DEBRA A HERICKS	75.88
262860	134786	HERITAGE NURSERY	331.80
262861	132423	HEWLETT PACKARD CO	1,972.00
262862	048710	HIGHSMITH COMPANY INC	176.99
262863	134441	ELAINE HILL	1,196.79
262865	048840	SUZANNE J HINMAN	75.21
262866	048845	CAMILLE H HINZ	28.04
262867	134085	STEPHANIE A HIRSCH	10.01
262868	045329	HMS BROWN BAGGERS	57.48
262869	048940	HOB-LOB LIMITED PARTNERSHIP	67.85
262870	099759	HOLIDAY INN OF KEARNEY	76.45
262872	049320	HONEYMAN RENT ALL	344.34
262873	106801	CLARA G HOOVER	46.11

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Check No	Vend No	Vendor Name	Amount
262874	095520	LINDA D HORTON	74.76
262875	049440	HOSIER REFRIGERATION SUPPLY INC	71.76
262877	108153	CHRISTOPHER M HUGHES	446.54
262878	133397	HY-VEE FOOD STORE (WELCH PLAZA)	1,519.96
262879	133397	HY-VEE FOOD STORE (WELCH PLAZA)	184.51
262880	049851	HY-VEE FOOD STORE (132ND ST.)	716.88
262881	049844	HYDRONIC ENERGY INC	182.00
262882	101118	ICI DULUX PAINT CENTERS	3,778.00
262883	051575	THERESA A ILIFF	20.92
262886	051549	INDUSTRIAL ARTS SUPPLY CO	54.01
262887	134795	INFINITE CAMPUS INC	4,657.36
262888	135073	INSTITUTE FOR SUPPLY MANAGEMENT INC	995.00
262889	F03011	INTERNATIONAL BACCALAUREATE ORG.	329.96
262890	100928	J.W. PEPPER & SON INC.	504.76
262891	131157	CHRISTINE A JANOVEC-POEHLMAN	104.66
262892	054240	HANNELORE W JASA	49.61
262893	054448	STEVEN K JOEKEL	124.60
262894	107039	SHARON KIM H JOHANSEN	17.80
262895	131367	AMANDA J JOHNSON	154.93
262896	054481	JERRILL B JOHNSON	155.71
262897	107905	MELINDA C JOHNSON	46.37
262898	054630	JOHNSTONE SUPPLY	539.37
262899	020316	ALINE R JONES	29.37
262900	054768	JUDAH CASTER COMPANY	203.84
262902	056182	KAGAN PUBLISHING	51.00
262904	132265	CATHERINE A KEISER	108.14
262905	132272	SUSAN L KELLEY	62.48
262906	056276	KELVIN ELECTRONICS	120.11
262907	056285	KENS FLOWER SHOP & GREENHOUSE INC	205.47
262908	134185	KRISTEN R KING	30.26
262909	056724	KINKO'S	604.44
262912	056770	BETTY H KLESITZ	48.06
262913	056865	PHILIP E KOCH	54.06
262914	106582	KOHL'S PHARMACY & HOMECARE INC	12.00
262915	056913	RICHARD L KOLOWSKI	141.51
262916	134084	JENNIFER L KOLTERMAN	75.30
262917	109835	MAUREEN KONWINSKI	5.79
262918	131821	MARY E KOUBA	85.89
262919	132266	DAWN M KRONAIZL	10.68
262921	133923	KUBAT PHARMACY/HEALTHCARE	200.00
262922	132934	VICTORIA KYROS	3.74
262923	058755	LAIDLAW TRANSIT INC	109,097.69
262924	058757	LAKELAND ENGINEERING EQUIPMENT CO	52.56
262925	099217	LAKESHORE LEARNING MATERIALS	436.94
262927	121124	LORENE M LARSEN	72.54
262929	109816	JILL C LAVENE	188.95

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Check No	Vend No	Vendor Name	Amount
262930	130792	LEARNING RESOURCES	225.20
262931	101723	LEARNING TOOLS	20.65
262932	102496	LEARNING ZONE EXPRESS	56.95
262933	135466	LEE VERNON	150.00
262934	135486	SUSAN L LEMONS	4.59
262935	059240	LENNOX INDUSTRIES INC	1,302.05
262936	134961	LERNER PUBLICATIONS CO	224.59
262937	106403	LESCO INC	357.30
262938	134023	LEVENSONS INDUSTRIAL SUPPLY INC	304.56
262939	059380	LIBRARY VIDEO COMPANY	326.83
262940	107903	JENNIFER M LICHTER	47.70
262941	059470	LIEN TERMITE & PEST CONTROL INC	570.00
262942	131472	LINES OF COMMUNICATION	39.00
262943	059577	LINGUISYSTEMS, INC.	190.75
262944	131922	DANYA A LINNEMAN	55.53
262945	059560	LINWELD INC	355.79
262946	059791	LIVING VOICES	2,383.34
262947	133758	KRAIG J LOFQUIST	58.87
262948	133027	TRACY LOGAN	111.25
262949	059866	STACY L LONGACRE	85.44
262950	059900	JANICE A LORENZEN	64.97
262951	134161	AMY LOUDENSLAGER	1,565.40
262952	060100	LOVELAND LAWNS	411.75
262953	060111	LOVELESS MACHINE & GRINDING	103.60
262954	131397	LOWE'S HOME CENTERS INC	664.00
262955	057770	LRP PUBLICATIONS INC	257.45
262956	060121	BRYAN A LUBBERS	13.80
262957	133804	JONATHAN A LUCHT	45.39
262958	134568	NATASHA E LUDWIG	19.58
262960	107602	LUMBERMEN'S BRICK & SUPPLY INC	273.43
262961	060153	KEITH W LUTZ	149.94
262963	131604	M.A.T. INDUSTRIES	216.43
262964	099321	MACKIN BOOK COMPANY	471.48
262965	063582	MARY A MAGSTADT	10.68
262966	132556	MAKEMUSIC INC	91.50
262967	133505	SUSAN N MARLATT	193.58
262968	131973	MASTER COMMUNICATIONS INC	222.67
262969	108052	MAX I WALKER	637.58
262970	107123	SUSAN P MCADAM	10.54
262971	133809	MARY M MCCABE	102.80
262973	133898	MCGILL RESTORATION INC.	286.00
262974	063349	MCGRAW-HILL COMPANIES	13,027.96
262975	063361	ALBERT G MCKAIN	24.03
262976	099781	MCQUEENY LOCK COMPANY	420.45
262977	109819	RENE J MCQUINN	3.24
262978	064260	MECHANICAL SALES INC.	356.50

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Check No	Vend No	Vendor Name	Amount
262979	121126	PATRICIA A MEEKER	48.87
262980	133998	SUZANNE MELLIGER	45.39
262981	064413	MENARDS INC	274.22
262982	135331	MENTORING MINDS LP	655.29
262985	106393	WALTER B MERTZ	95.68
262986	064600	METAL DOORS & HARDWARE COMPANY INC	5,530.00
262987	064810	NICHOLAS MEYSENBURG	163.21
262988	102870	MIDLAND COMPUTER INC	6,861.54
262989	648477	MIDLANDS MESSENGER SERVICE INC	111.00
262990	101068	MIDWEST BOX COMPANY	1,040.00
262991	064950	MIDWEST METAL WORKS INC	150.75
262992	135537	MIDWEST MUSIC CENTER ING	200.00
262993	064980	MIDWEST SOUND & LIGHTING INC	200.49
262994	065200	MIDWEST TECHNOLOGY PRODUCTS & SERV	236.90
262995	065233	MIDWEST TURF & IRRIGATION INC	1,296.74
262996	065300	MILLARD DRYWALL SERVICES, INC.	144.36
262997	065400	MILLARD LUMBER INC	721.51
262998	065410	MILLARD SCHOOLS ADMINISTRATIVE	216.40
262999	131716	BRAD S MILLARD	5.34
263000	131328	MILLER ELECTRIC COMPANY	490.50
263001	135388	ANNE C MILLER	26.10
263002	100316	MINDWARE	404.25
263003	099352	MINNESOTA CLAY CO	399.87
263004	066083	KAREN F MONTGOMERY	35.29
263006	066137	JUNE E MORRISSEY	523.30
263007	132588	RICHARD L MUFF	40.94
263008	066490	JANIS R MULLINS	50.73
263009	133712	MURPHY TRACTOR & EQUIPMENT CO	368.75
263010	066580	MUSIC IN MOTION INC	60.35
263011	067030	CYNTHIA D NABITY	35.52
263012	067000	NASCO	1,442.11
263013	101560	NATIONAL COUNCIL FOR SOCIAL STUDIES	115.00
263014	067865	NATIONAL PROFESSIONAL	34.95
263015	067910	NATIONAL SCHOOL BOARDS ASSOC	7,250.00
263016	108416	WILLIAM B NATTERMANN	19.58
263017	069785	NCA, CASI	15,175.00
263018	130548	NCS PEARSON INC	219.92
263020	068334	NEBRASKA AIR FILTER INC	2,280.02
263022	134157	NEBRASKA MEDICAL CENTER	5,100.00
263023	107973	NEBRASKA PNEUMATICS INC	49.00
263024	134231	NEBRASKA SAFETY CENTER	195.00
263025	131476	NEBRASKA TURF PRODUCTS	1,285.30
263026	108074	NEBRASKA INTERACTIVE LLC	50.00
263027	134985	DOREEN K NELSON	36.49
263028	131550	NANCY G NELSON	25.19
263029	069060	ROBIN K NELSON	74.76

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Check No	Vend No	Vendor Name	Amount
263031	069099	CAROL C NEWTON	103.93
263032	069561	LYNNE NEWVILLE	78.32
263033	109843	NEXTEL PARTNERS INC	14,921.10
263034	135379	HOLLY NGUYEN	55.08
263035	055400	MARTHA E NIELSEN	29.37
263036	069689	AMSAN LLC	1,593.90
263037	131265	JILL M NUISMER	58.30
263038	069945	NUTS & BOLTS INC	58.57
263039	099235	HERFF JONES INC	1,039.95
263040	133368	KELLY R O'TOOLE	86.78
263041	134538	DIANE K OAKES	23.14
263042	050042	ANNE M OETH	85.62
263045	100013	OFFICE DEPOT BUS. SVCS. DIV.	7,635.17
263046	070245	OHARCO DISTRIBUTORS	188.76
263048	134990	BRITTANY A OKINS	78.77
263049	070473	ELIZABETH A OLSON	98.29
263050	070700	OMAHA PAPER COMPANY INC.	28,062.34
263052	071024	OMAHA TRACTOR, INCORPORATED	7.85
263053	071039	OMAHA WINDUSTRIAL CO.	98.00
263054	071040	OMAHA WINNELSON COMPANY	26.88
263055	133850	ONE SOURCE	1,870.00
263056	071138	ORIENTAL TRADING COMPANY	636.58
263057	130092	MARY M OSTERLOH	250.76
263058	107193	OTIS ELEVATOR COMPANY	502.53
263059	071500	ANNE M PAGE	64.97
263062	071545	PAPER CORPORATION	18,009.60
263063	102485	CURRENT USA INC	160.90
263064	134958	PAPIO VALLEY NURSERY INC	1,691.70
263065	134636	JANIE L PAPP	400.85
263066	108098	ANGELO D PASSARELLI	124.37
263067	134919	KINNARI PATEL	87.48
263069	071771	LT NEIL P. PAULISON	1,232.00
263070	071891	PAYFLEX SYSTEMS USA INC	5,262.30
263071	102047	PAYLESS OFFICE PRODUCTS INC	454.17
263072	131610	PATRICIA D BUFFUM	320.00
263073	071353	WARFIELD PCI LIMITED	44.95
263074	071947	PAULA A PEAL	51.80
263075	109027	PEARSON EDUCATION	132.16
263078	082652	PEARSON EDUCATION	185,246.89
263082	107783	HEIDI T PENKE	11.13
263083	072200	PERFECTION LEARNING CORP.	1,163.15
263084	134365	VICKY L PETERSON	71.65
263085	135485	ANN M PETRY	7.12
263086	132751	BETH A PFEIFFER	9.47
263087	134301	BRDA INC	71.40
263088	134082	LORI J PICK	51.62

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Check No	Vend No	Vendor Name	Amount
263089	134428	ELIZABETH A PIERCE	84.64
263091	130721	MARY J PILLE	143.07
263092	072760	PITSCO INC	459.03
263093	072785	PLANK ROAD PUBLISHING INC	192.95
263094	072850	PLAYTIME EQUIPMENT & SCHOOL SUPPLY	10,699.20
263095	134720	CARMEN E PLESKAC	16.02
263097	073011	JUDITH E PORTER	77.16
263098	079051	POSITIVE PROMOTIONS INC	61.85
263099	131835	PRAIRIE MECHANICAL CORP	23,025.00
263100	073231	PRECISION INDUSTRIES, INC.	731.07
263101	072349	PREMIER AGENDAS INC	687.50
263103	134744	R & F HOBBIES INC	1,238.55
263105	132713	PROTEX CENTRAL INC	187.50
263106	077750	QUILL CORP	467.73
263107	090673	QWEST	39,530.81
263108	090673	QWEST	43.81
263110	078250	RALSTON PUBLIC SCHOOLS	39,668.00
263111	109143	SANDRA L RALYA	20.48
263112	134234	MARIA D RANGEL	316.30
263113	078420	RAWSON & SONS ROOFING, INC.	7,875.00
263114	109810	BETHANY B RAY	139.73
263115	100642	REALLY GOOD STUFF INC	1,936.72
263116	078670	REAMS SPRINKLER SUPPLY COMPANY INC	190.24
263117	135511	MICHELE A REAVES	85.15
263118	078673	RECORDING FOR THE BLIND & DYSLEXIC	205.50
263119	133191	MATTHEW K REGA	28.04
263120	078760	REGAL AWARDS, INC.	118.12
263121	134858	JENNIFER L REID	40.58
263122	078958	REMEDIA PUBLICATIONS	83.96
263123	099940	RENAISSANCE LEARNING INC.	519.17
263124	100813	MATT RESOURCES INC	114.68
263125	135444	REVOLUTION ENTERPRISES INC	35.20
263126	079106	PATRICIA W RHODES	185.24
263127	130459	KAREN S RICHARDSON	16.04
263128	135484	KRISTI L RICHLING	24.92
263129	079162	KAREN RICHTER	8.28
263130	079295	DALE H ROBINSON	65.42
263131	079310	ROCKBROOK CAMERA CENTER	1,949.39
263132	134882	LINDA A ROHMILLER	22.52
263133	134081	EILEEN A RONCI	196.25
263134	079440	ROSENBAUM ELECTRIC INC	10,710.82
263135	072286	JEAN M RUCHTI	13.58
263136	130477	KATHRYN I RYAN	120.83
263137	103137	RYDIN DECAL	961.89
263138	081491	SAGE PUBLICATIONS, INC.	113.17
263139	081674	JULIE A SANDENE	33.82

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263140	081640	JOAN M SANDERS	88.56
263141	081695	SARGENT WELCH	123.82
263142	081725	KIMBERLEY K SAUM-MILLS	87.44
263143	081800	SAX ARTS & CRAFTS INC	181.04
263144	109806	BRENT J SCHADE	160.20
263145	081880	SCHEMMER ASSOCIATES INC	2,403.15
263146	106432	KELLI J SCHINSTOCK	51.40
263147	134174	ELIZABETH M SCHMIDT	101.46
263148	099640	SCHOLASTIC BOOK FAIRS	640.49
263149	082100	SCHOLASTIC INC	705.88
263150	082200	SCHOOL HEALTH CORPORATION	5,630.67
263151	135488	SCHOOL NURSE SUPPLY	261.25
263152	082350	SCHOOL SPECIALTY INC	188.27
263153	099808	SCHOOLMASTERS	103.72
263154	101520	KIM SCHRADER	112.89
263155	082395	CLAUDIA K SCHULTE	194.02
263156	082460	MARK M SCHULTZE	21.18
263157	130851	SEARCH INSTITUTE	56.65
263158	082905	KIMBERLY A SECORA	52.91
263159	082920	MARTI K SEIBERLING	5.79
263160	082941	KELLY M SELTING	152.19
263161	131078	SHAR PRODUCTS COMPANY	94.46
263162	133498	SHARED MOBILITY COACH INC	3,326.40
263163	109830	MATTHEW V SHEPPARD	218.05
263165	130645	SHERWIN-WILLIAMS	2,795.28
263167	133575	SIGN SOLUTIONS INC	50.83
263168	083400	SIMPLEXGRINNELL	823.10
263172	134921	HAFFISSATOU SMITH	51.84
263174	107093	CHARLENE S SNYDER	198.45
263175	102264	SOFTWARE PLUS	10,476.72
263176	130722	LYON FINANCIAL SERVICES	75.26
263177	084064	CAROL A SOUKUP	13.35
263178	084081	SOUTH OMAHA TERMINAL WAREHOUSE CO	1,316.60
263179	131714	JOHN D SOUTHWORTH	145.05
263180	099780	SPSS, INC.	599.00
263181	109836	AMY ST AMOUR	90.78
263182	084415	STANDARD STATIONERY SUPPLY CO	170.64
263183	135508	EUGENE D STARMER	98.79
263187	084491	TRACY L STAUFFER	67.64
263188	131099	STENHOUSE PUBLISHERS	830.88
263189	131833	STERICYCLE INC	139.24
263190	084630	CYNTHIA F STIGGE	37.61
263191	135211	KENNETH STOBBE	25.37
263192	130622	JEFFREY C STORY	22.26
263193	084689	SULLIVAN SEWER SERVICE INC	185.00
263194	109822	BRAD D SULLIVAN	28.48

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# Millard Public Schools

## Check Register

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Check No	Vend No	Vendor Name	Amount
263195	133230	GLOBAL VIDEO LLC	162.51
263196	084930	SUPER DUPER INC	1,185.85
263197	102869	SUPER SAVER #20	159.48
263198	084959	JAMES V SUTFIN	33.82
263199	133927	ANGELA C SWANEY	70.27
263200	133778	JULIE A SWANSON	25.00
263201	132417	JAMES D SWITZER	9.35
263202	088654	TARGET	208.49
263203	130127	TASA	1,516.21
263204	131910	TEACHER INSTITUTE	98.00
263205	109041	AMERICAN EAGLE COMPANY INC	66.92
263206	132962	CHILDCRAFT EDUCATION CORPORATION	17.96
263207	088709	AMERICAN EAGLE COMPANY INC	250.75
263208	101393	GLOBAL VIDEO LLC	705.26
263209	088830	TED'S MOWER SALES & SERVICE INC	28.29
263210	049700	TERRY HUGHES TREE SERVICE	750.00
263211	131159	JONATHON C THOMPSON	58.74
263212	107959	NANCY C THORNBLAD	145.96
263213	135006	STEVE D THRONE	198.34
263214	089318	A GERALD TIEGER	50.73
263215	132493	GREGORY E TIEMANN	149.61
263217	106807	JEAN M TOOHER	101.46
263218	089574	TOTAL MARKETING INC	428.00
263219	132138	TOYOTA FINANCIAL SERVICES	463.42
263220	106364	AMERICAN STANDARD INC	2,595.41
263222	133826	MIRIAM R TREDWAY	16.02
263223	089740	JEFFREY MEYERS	131.90
263224	101301	TREND ENTERPRISES INC	101.60
263227	107719	KIMBERLY P TRISLER	19.14
263228	106493	TRITZ PLUMBING, INC.	382.00
263229	132268	LYNNE A TRUMAN	76.54
263230	134054	DAVIS EQUIPMENT CORPORATION	1,230.01
263231	131819	JEAN R UBBELOHDE	257.82
263232	090678	UNISOURCE	11,464.10
263233	090214	UNITED ELECTRIC SUPPLY CO INC	338.34
263234	090250	UNITED SEEDS INC.	150.00
263235	090900	UNIVERSITY PUB, INC.	664.00
263236	090973	UPSTART	88.14
263237	090440	SPORT SUPPLY GROUP INC	89.75
263238	090632	US TOY CO/CONSTRUCTIVE PLAYTHINGS	193.96
263239	091040	VALENTINOS INC	93.76
263240	091060	ROSEMARIE VAN NORMAN	180.00
263242	135516	MICHELLE VANDENBERG	398.00
263243	092323	VIRCO MANUFACTURING CORP	5,438.40
263244	092603	HOLTZBRINCK PUBLISHER LLC	12,882.00
263245	092600	VOSS ELECTRIC CO	2,691.00

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Check No	Vend No	Vendor Name	Amount
263247	092791	WALCH PUBLISHING	29.94
263248	092786	WALCRO INC	127.17
263249	092834	WALKER TIRE INC	415.80
263250	093008	BARBARA N WALLER	67.69
263251	131112	LINDA WALTERS	40.10
263252	131817	KRISTINE M WARD	48.95
263253	134884	JULIE K WARNEMUNDE	143.08
263255	093765	WATER ENGINEERING, INC.	1,850.00
263256	133438	HEIDI J WEAVER	178.38
263257	130269	MELISSA L WEAVER	93.01
263258	093978	BECKY S WEGNER	143.29
263259	132313	SARAH M WEIDNER	9.79
263264	134943	JESSICA WELLS	23.87
263265	131998	RICHARD M WERKHEISER	170.88
263266	107563	CAROL M WEST	72.98
263267	105619	WESTERN TRAILER LEASING INC	2,645.00
263269	094245	WESTLAKE ACE HARDWARE INC	726.35
263270	094630	WESTONE LABORATORIES	54.85
263271	094650	WESTSIDE COMMUNITY SCHOOLS	872.00
263272	134658	CRAIG WHALEY	125.50
263274	094751	DEBBY A WHITAKER	146.67
263275	133663	WHITE CAP CONSTRUCTION SUPPLY	794.37
263276	094820	WHOLESALE HEATING & COOLING	66.34
263277	132589	LYNN R WILLIAMS	63.19
263278	095157	JOAN C WILSON	19.31
263279	109073	CRAIG J WOLF	57.85
263280	095349	WOODWIND & BRASSWIND OF SO BEND LLC	1,110.00
263281	130716	SUSAN J WOOSTER	66.93
263282	095376	WORLD BOOK INC	309.00
263283	095491	GLEN E WRAGGE	293.39
263284	131201	JUANITA YEAGER	26.48
263286	135089	YELLOW RIBBON OMAHA	75.00
263287	130994	YORK INTERNATIONAL CORPORATION	50.94
263288	096200	YOUNG & WHITE	10,807.46
263289	135532	ANDREW JOSEPH YOZUIZK	350.00
263291	134923	AUSRA ZALANSKIENNE	221.13
263292	099212	ZANER BLOSER INC	419.36
263297	011651	AMERICAN EXPRESS	2,393.35
263299	033901	DOUGLAS COUNTY TREASURER	44.00
263300	131141	JON T LOPEZ	324.31
263301	135490	NE ASSOC OF SCHOOL PERSONNEL ADMIN	50.00
<b>Total for GENERAL FUND</b>			<b>1,076,320.47</b>
19822	032872	DENNIS SUPPLY COMPANY	347.19
19823	010670	GOODWIN TUCKER GROUP	39.24
19824	107993	MILLARD PUBLIC SCHOOLS SUMMER	1,027.90
19825	109843	NEXTEL PARTNERS INC	185.04

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# Millard Public Schools

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Check No	Vend No	Vendor Name	Amount
19826	100013	OFFICE DEPOT BUS. SVCS. DIV.	333.08
19827	094245	WESTLAKE ACE HARDWARE INC	23.37
<b>Total for FOOD SERVICE</b>			<b>1,955.82</b>
262628	102430	AMI GROUP INC	1,487.50
262663	133480	BERINGER CIACCIO DENNELL MABREY	16,303.00
262677	135161	ZACHARY P BRACKETT	693.00
262690	133375	BUSINESS INTERIORS GROUP	20,391.72
262719	025562	COMMERCIAL FLOORING SYSTEMS INC	110,700.00
262721	106902	COMMUNICATION SERVICES INC.	5,152.10
262722	025689	COMPUTER CABLE CONNECTION INC	6,858.00
262727	026057	CONTROL MASTERS INC	21.00
262741	134721	CYC CONSTRUCTION INC	93,009.37
262764	107232	DLR GROUP INC	1,220.00
262796	038475	EXCEL ELECTRIC INC	680.73
262809	131555	FLOORS INC	42,885.00
262831	135464	GILL ATHLETICS	895.00
262839	044950	GRAINGER INDUSTRIAL SUPPLY	572.28
262926	058775	LAMP RYNEARSON ASSOCIATES INC	3,301.52
262986	064600	METAL DOORS & HARDWARE COMPANY INC	6,926.00
262990	101068	MIDWEST BOX COMPANY	355.50
262995	065233	MIDWEST TURF & IRRIGATION INC	40,973.00
263113	078420	RAWSON & SONS ROOFING, INC.	49,245.00
263145	081880	SCHEMMER ASSOCATES INC	11,882.13
263298	135245	BAHR VERMEER HAECKER ARCHITECTS	7,220.00
263303	134824	ROOFING SOLUTIONS INC	8,890.00
<b>Total for SPECIAL BUILDING</b>			<b>429,661.85</b>
262613	130805	HEIMES CORP	83,088.26
262614	010040	A & D TECHNICAL SUPPLY CO INC	139.86
262628	102430	AMI GROUP INC	2,700.00
262633	012989	APPLE COMPUTER, INC.	0.00
262663	133480	BERINGER CIACCIO DENNELL MABREY	5,890.50
262724	135287	CONSTRUCT INC	379,779.00
262733	108436	COX COMMUNICATIONS INC	179.56
262734	108436	COX COMMUNICATIONS INC	188.78
262764	107232	DLR GROUP INC	30,496.43
262841	099888	GRAYBAR ELECTRIC COMPANY INC	887.66
262852	100782	HEARTLAND SCENIC STUDIO INC	272.00
262861	132423	HEWLETT PACKARD CO	306,708.00
262942	131472	LINES OF COMMUNICATION	186,000.00
262959	060136	LUEDER CONSTRUCTION COMPANY	610,472.05
262972	100944	MCDONALD & ASSOCIATES INC	114.45
262988	102870	MIDLAND COMPUTER INC	1,978.56
263030	134798	NEW VISION COMUNICATIONS INC	138,592.11
263046	070245	OHARCO DISTRIBUTORS	342.74
263145	081880	SCHEMMER ASSOCATES INC	22,363.62

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Check No	Vend No	Vendor Name	Amount
263175	102264	SOFTWARE PLUS	9,477.44
263235	090900	UNIVERSITY PUB, INC.	4,680.00
263246	054657	W BOYD JONES CONSTRUCTION CO	318,613.30
263303	134824	ROOFING SOLUTIONS INC	3,500.00
<b>Total for CONSTRUCTION</b>			<b>2,106,464.32</b>
262404	135201	DOANE COLLEGE	615.00
262407	135491	INSTY-PRINTS OF OMAHA INC	300.00
262410	102999	NATIONAL ASSOC FOR EDUCATION	300.00
262604	134927	GAY L BAKER	40.00
262609	068840	UNIVERSITY OF NEBRASKA AT OMAHA	615.00
262646	017609	MARY L BAHNEY	190.99
262650	017619	RICHARD D BAKER	211.95
262653	099646	BARNES & NOBLE BOOKSTORE	40.70
262691	099431	BUSINESS MEDIA INC	55.00
262699	024067	CARSON DELLOSA PUBLISHING	64.90
262707	024652	CHILDCRAFT EDUCATION CORP	9,991.18
262713	099222	CLASSROOMDIRECT.COM	715.72
262737	100300	CREATIVE TEACHING PRESS INC	183.85
262740	099957	CRYSTAL SPRINGS BOOKS	133.08
262762	099552	DISCOUNT SCHOOL SUPPLY	7,017.34
262776	037525	EDUCATIONAL SERVICE UNIT #3	5,500.00
262786	135510	JANINE S ELLIS	450.00
262791	102791	ERIC ARMIN INC	288.85
262794	035610	ETA/CUISENAIRE	792.18
262795	132472	EVAN-MOOR EDUCATIONAL PUBLISHERS	303.48
262811	041098	FOLLETT EDUCATIONAL SERVICES	101.48
262850	047855	HARCOURT INC	76.30
262864	134988	LYNN M HILL	251.15
262868	045329	HMS BROWN BAGGERS	43.11
262876	049650	HOUGHTON MIFFLIN COMPANY	203.20
262887	134795	INFINITE CAMPUS INC	2,000.00
262903	056215	KAPLAN EARLY LEARNING CO	498.01
262909	056724	KINKO'S	160.00
262910	135514	JOHN R KIRKE	123.52
262925	099217	LAKESHORE LEARNING MATERIALS	2,555.55
262928	131840	NICHOLE M LARSON	203.87
262988	102870	MIDLAND COMPUTER INC	655.99
262998	065410	MILLARD SCHOOLS ADMINISTRATIVE	12.00
263008	066490	JANIS R MULLINS	450.00
263021	068415	NEBRASKA COUNCIL OF SCHOOL	1,152.00
263031	069099	CAROL C NEWTON	25.00
263045	100013	OFFICE DEPOT BUS. SVCS. DIV.	171.54
263051	071023	OMAHA THEATER COMPANY FOR	900.00
263098	079051	POSITIVE PROMOTIONS INC	450.43
263101	072349	PREMIER AGENDAS INC	3,525.00
263102	102423	PRIMARY CONCEPTS	2,217.73

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Check No	Vend No	Vendor Name	Amount
263149	082100	SCHOLASTIC INC	618.14
263157	130851	SEARCH INSTITUTE	1,855.65
263205	109041	AMERICAN EAGLE COMPANY INC	385.00
263216	135515	KAREN E TIMM	389.28
263221	135513	ROBERT J TRAUERNICHT	30.66
263250	093008	BARBARA N WALLER	185.55
263273	134027	DAN A WHIPKEY	2,590.00
<b>Total for GRANT FUND</b>			<b>49,639.38</b>
262400	134757	AFO LLC	50,893.00
262720	130646	COMMONWEALTH ELECTRIC	1,974.34
263019	130548	NCS PEARSON INC	9,553.00
263046	070245	OHARCO DISTRIBUTORS	108.02
263068	071760	PATTON EQUIPMENT COMPANY INC	225.96
263104	134685	PROMAXIMA MANUFACTURING, LTD	2,303.00
263113	078420	RAWSON & SONS ROOFING, INC.	500.00
263145	081880	SCHEMMER ASSOCIATES INC	500.00
263152	082350	SCHOOL SPECIALTY INC	65,030.34
263166	131887	SIEMENS BUILDING TECHNOLOGIES INC.	1,500.00
263235	090900	UNIVERSITY PUB, INC.	74,070.60
263243	092323	VIRCO MANUFACTURING CORP	16,957.05
263269	094245	WESTLAKE ACE HARDWARE INC	22.98
<b>Total for DEPRECIATION</b>			<b>223,638.29</b>
262769	130908	DOUGLAS COUNTY SCHOOL DIST.28-0001	308,343.17
<b>Total for INTERLOCAL FUND</b>			<b>308,343.17</b>
262648	132765	KYLE BAINBRIDGE	480.00
262649	132743	NICK BAKER	360.00
262665	134693	JADE BERTSCH	480.00
262670	135520	TAMMY BLANTON	28.00
262693	132982	ANNA CAMPBELL	450.00
262711	135530	CARA CLARK	236.00
262758	099220	DICK BLICK CO	251.29
262781	135531	KIANNA ELAHI	56.00
262792	135523	JONATHAN SCOTT ERIKSON	240.00
262814	134496	TORY FOX	288.00
262832	135524	ASHLEY GINGERICH	280.00
262843	134553	CAITLIN GRIEVE	240.00
262851	134695	HALEY HATTER	320.00
262854	048517	GREENWOOD PUBLISHING GROUP INC	52.90
262858	101881	HENRY DOORLY ZOO	175.50
262871	133623	KELLEY HOLMES	32.00
262884	135517	KAREN ILLG	24.00
262885	134557	ELLEN R ILLG	284.00
262901	132329	SOPHIE KAETER	345.00
262911	132358	DAWN KLAIBER	450.00
262920	135525	SARAH KRUGER	24.00

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# Millard Public Schools

## Check Register

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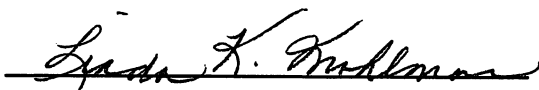
Check No	Vend No	Vendor Name	Amount
262946	059791	LIVING VOICES	1,166.66
262962	135526	DUONG LY	244.00
262983	134995	ALYSSA MERKEL	20.00
262984	134982	LYDIA ANN MERKEL	280.00
263005	133858	TESSA MORFORD	120.00
263012	067000	NASCO	254.24
263047	133857	ELIZABETH KALEN OHRT	450.00
263060	134702	REBECCA ANN PALMER	284.00
263061	135518	MEAGAN PAPATYI	264.00
263079	135080	JULIE PENGILLY	252.00
263080	134555	MOLLY PENGILLY	340.00
263081	133625	TERESA PENGILLY	405.00
263090	134697	SARAH PIERSON	396.00
263096	135527	MONICA POLAK	284.00
263107	090673	QWEST	427.91
263109	135324	ADAM RAFFERTY	124.00
263131	079310	ROCKBROOK CAMERA CENTER	230.96
263169	133628	EMILY SIROTKIN	160.00
263170	134998	SARAH SIROTKIN	268.00
263171	132994	BRITTANY ANNE SLINGWINE	480.00
263173	134211	JENNIFER SMUTNY	292.00
263184	132328	KAYLA STAUFFER	304.00
263185	132984	MARIAH STAUFFER	360.00
263186	109821	SETH STAUFFER	400.00
263225	089760	TRIARCO ARTS & CRAFTS LLC	84.93
263226	135325	JEFFERY TRICKLER	224.00
263241	135519	AGOSTINO VAN WETERING	76.00
263254	135528	KEELEY WARREN	280.00
263260	135522	AMANDA WEIHL	56.00
263261	134999	FAWN WEIHL	192.00
263262	135327	KARI WEIHL	350.00
263263	133330	LORIN WELCH	480.00
263269	094245	WESTLAKE ACE HARDWARE INC	7.96
263285	135521	CHRISTINE YEE	32.00
263290	135529	JANELLE ZACH	272.00
263302	132649	PEGGY A REINECKE	750.00
<b>Total for ACTIVITY FUND</b>			<b>15,708.35</b>
<b>Report Total</b>			<b>4,211,731.65</b>

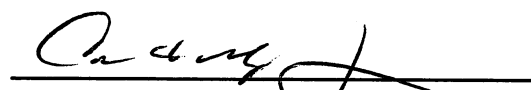
# Current Cash Balance Report

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A General Funds</b>					
100 General	80,897.59	-0.80	50.00	0.00	80,846.79
150 Petty Cash	0.00	0.00	0.00	0.00	0.00
170 DSAC Vending	354.30	130.00	322.79	0.00	161.51
180 Interest Earned - Checking	8,989.90	321.26	0.00	0.00	9,311.16
190 Interest on Savings	32,523.75	0.00	0.00	0.00	32,523.75
<b>A General Funds Totals:</b>	<b>122,765.54</b>	<b>450.46</b>	<b>372.79</b>	<b>0.00</b>	<b>122,843.21</b>
<b>B Administrative Custody Accts</b>					
200 Staff Development	0.00	0.00	0.00	0.00	0.00
209 MPS Activities Calendar	3,150.00	0.00	0.00	0.00	3,150.00
210 Activity Express	94,852.01	6,035.00	2,118.70	0.00	98,768.31
211 Logo Sales	3,322.04	20.00	0.00	0.00	3,342.04
213 Student Showcase	0.00	0.00	0.00	0.00	0.00
215 HAL Field Trips/Preschool	-2,174.58	0.00	0.00	0.00	-2,174.58
220 WF Student Donation	3,920.04	0.00	0.00	0.00	3,920.04
230 Hospitality	52.00	8.00	59.95	0.00	0.05
235 Educational Services Hospitality	213.49	0.00	0.00	0.00	213.49
240 No Longer Used	0.00	0.00	0.00	0.00	0.00
245 Paybac	0.00	0.00	0.00	0.00	0.00
<b>B Administrative Custody Accts Totals:</b>	<b>103,335.00</b>	<b>6,063.00</b>	<b>2,178.65</b>	<b>0.00</b>	<b>107,219.35</b>
<b>C School Custody Accts</b>					
300 Instrument Rental	71,031.78	86.00	0.00	0.00	71,117.78
310 South Swim Lessons	12,270.00	0.00	0.00	0.00	12,270.00
320 North Swim Lessons	13,030.00	11,630.00	0.00	0.00	24,660.00
325 West Swim Lessons	19,180.00	28,220.00	0.00	0.00	47,400.00
330 North Open Swim	0.00	0.00	0.00	0.00	0.00
335 West Open Swim	0.00	0.00	0.00	0.00	0.00
340 South Open Swim	0.00	0.00	0.00	0.00	0.00
350 Maintenance Vending	3,586.65	0.00	39.75	0.00	3,546.90
355 Tech Vending	736.34	0.00	0.00	0.00	736.34
360 Facility Use Rental Fee	58,403.63	3,779.36	0.00	0.00	62,182.99
365 Facility Use Building Access	91,011.15	3,961.75	0.00	0.00	94,972.90
366 Facility Use Staffing	10,342.25	2,541.25	0.00	0.00	12,883.50
370 No Longer Used	0.00	0.00	0.00	0.00	0.00
400 Check Collection	13.65	426.15	426.15	0.00	13.65
500 District Wide Coca-Cola	7,926.50	0.00	0.00	0.00	7,926.50
<b>C School Custody Accts Totals:</b>	<b>287,531.95</b>	<b>50,644.51</b>	<b>465.90</b>	<b>0.00</b>	<b>337,710.56</b>
<b>D Investments</b>					
900 Savings	-145,731.26	0.00	0.00	0.00	-145,731.26
<b>D Investments Totals:</b>	<b>-145,731.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-145,731.26</b>
<b>Q Extra-Curriculars</b>					
1020 HAL Field Trips	1,541.06	0.00	0.00	0.00	1,541.06
1030 Parent Pay PreSchool	0.00	0.00	0.00	0.00	0.00
<b>Q Extra-Curriculars Totals:</b>	<b>1,541.06</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,541.06</b>
<b>Report Totals:</b>	<b>369,442.29</b>	<b>57,157.97</b>	<b>3,017.34</b>	<b>0.00</b>	<b>423,582.92</b>

  
 Linda K. Mohlman, DSAC  
 Executive Secretary

  
 Chris Hughes, DSAC  
 Accounting Manager

ALL Data

**Current Cash Balance Report**

Date: 05/01/2006 thru 05/31/2006

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITY GENERAL FUND</b>					
100 VENDING	1,834.20	157.69	180.00	0.00	1,811.89
110 GENERAL FUND	27,331.48	1,608.28	1,396.93	0.00	27,542.83
111 INTEREST EARNED CHECKING	956.47	31.08	0.00	0.00	987.55
<b>A ACTIVITY GENERAL FUND Totals:</b>	<b>30,122.15</b>	<b>1,797.05</b>	<b>1,576.93</b>	<b>0.00</b>	<b>30,342.27</b>
<b>D CLUBS AND ORGANIZATIONS</b>					
501 STUDENT COUNCIL	349.56	0.00	0.00	0.00	349.56
502 ENVIRONMENTAL CLUB	-19.50	0.00	0.00	0.00	-19.50
503 MUSIC CLUB	38.37	0.00	0.00	0.00	38.37
504 LEADERSHIP PROGRAM	2,469.89	0.00	0.00	0.00	2,469.89
<b>D CLUBS AND ORGANIZATIONS Totals:</b>	<b>2,838.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,838.32</b>
<b>E ADMINISTRATIVE CUSTODIAL ACCT</b>					
601 CROSSING GUARD	0.00	0.00	0.00	0.00	0.00
602 HOSPITALITY	-29.47	0.00	0.00	0.00	-29.47
610 MEDIA	2,513.24	172.69	131.04	0.00	2,554.89
615 FIELD TRIPS	-2,527.17	0.00	4,032.54	0.00	-6,559.71
620 TEACHER PTO	0.00	0.00	0.00	0.00	0.00
625 TEACHER FUND	525.52	0.00	0.00	0.00	525.52
630 R.E.A.D.	0.00	0.00	0.00	0.00	0.00
<b>E ADMINISTRATIVE CUSTODIAL ACCT Totals:</b>	<b>482.12</b>	<b>172.69</b>	<b>4,163.58</b>	<b>0.00</b>	<b>-3,508.77</b>
<b>F DISTRICT CUSTODIAL ACCT.</b>					
700 REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
720 CONVENTION	0.00	0.00	0.00	0.00	0.00
<b>F DISTRICT CUSTODIAL ACCT. Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Q Extra Curricular Activities</b>					
1000 Kindergarten field trips	0.00	0.00	0.00	0.00	0.00
1010 1st Grade Field Trips	65.46	681.75	0.00	0.00	747.21
1020 2nd Grade Field Trips	241.30	724.00	378.00	0.00	587.30
1030 3rd Grade Field Trips	601.20	1,010.75	0.00	0.00	1,611.95
1040 4th Grade Field Trips	319.20	526.25	0.00	0.00	845.45
1050 5th Grade Field Trips	1,338.63	0.00	0.00	0.00	1,338.63
<b>Q Extra Curricular Activities Totals:</b>	<b>2,565.79</b>	<b>2,942.75</b>	<b>378.00</b>	<b>0.00</b>	<b>5,130.54</b>
<b>R Other Activities</b>					
2000 Leadership Academy	0.00	0.00	3,210.09	0.00	-3,210.09
2010 Saturday Recreation	530.00	560.85	0.00	0.00	1,090.85
<b>R Other Activities Totals:</b>	<b>530.00</b>	<b>560.85</b>	<b>3,210.09</b>	<b>0.00</b>	<b>-2,119.24</b>
<b>Report Totals:</b>	<b>36,538.38</b>	<b>5,473.34</b>	<b>9,328.60</b>	<b>0.00</b>	<b>32,683.12</b>

*Arthur L. Allen*  
Secretary

*Eric Crousse*  
Principal

ALL Data

# Current Cash Balance Report

30 Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
110	0.00	0.00	0.00	0.00	0.00
Totals:	0.00	0.00	0.00	0.00	0.00
<b>A ACTIVITY GENERAL FUND</b>					
100 VENDING	349.03	714.70	100.00	0.00	963.73
110 GENERAL FUND	77.53	2,035.75	1,986.95	-17.39	108.94
115 INTEREST EARNED CHECKING	92.00	17.79	0.00	0.00	109.79
<b>A ACTIVITY GENERAL FUND Totals:</b>	<b>518.56</b>	<b>2,768.24</b>	<b>2,086.95</b>	<b>-17.39</b>	<b>1,182.46</b>
<b>D CLUBS AND ORGANIZATIONS</b>					
501 STUDENT COUNCIL	1,162.95	0.00	626.91	0.00	536.04
515 Art Club	111.78	0.00	0.00	0.00	111.78
520 yearbook	201.60	3,034.00	10.89	0.00	3,224.71
525 Landscaping	1,227.14	0.00	0.00	0.00	1,227.14
530 Watch D.O.G.S.	0.00	0.00	0.00	0.00	0.00
535 Choir	40.25	0.00	0.00	0.00	40.25
540 Field Day	1.00	0.00	0.00	0.00	1.00
<b>D CLUBS AND ORGANIZATIONS Totals:</b>	<b>2,744.72</b>	<b>3,034.00</b>	<b>637.80</b>	<b>0.00</b>	<b>5,140.92</b>
<b>E ADMINISTRATIVE CUSTODIAL ACCT</b>					
601 SOCIAL	836.60	0.00	542.74	0.00	293.86
602 HOSPITALITY	0.00	0.00	0.00	0.00	0.00
605 D.A.R.E.	0.00	0.00	0.00	0.00	0.00
610 LIBRARY	6,475.17	73.47	8.00	0.00	6,540.64
615 FIELD TRIP	-6,778.02	0.00	2,255.32	18.39	-9,014.95
620 Art K-5	3,361.02	0.00	0.00	0.00	3,361.02
625 BIRTHDAY BOOK CLUB	681.47	50.00	0.00	0.00	731.47
630 Fundraiser	788.84	0.00	0.00	0.00	788.84
635 Powers Fund	382.26	0.00	0.00	0.00	382.26
<b>E ADMINISTRATIVE CUSTODIAL ACCT Totals:</b>	<b>5,747.34</b>	<b>123.47</b>	<b>2,806.06</b>	<b>18.39</b>	<b>3,083.14</b>
<b>F DISTRICT CUSTODIAL</b>					
700 REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
720 CONVENTION	0.00	0.00	0.00	0.00	0.00
<b>F DISTRICT CUSTODIAL Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Q FEE FUND</b>					
1000 Field Trips	0.00	0.00	0.00	0.00	0.00
1001 Kdg. Field Trips	1,481.00	484.75	0.00	0.00	1,965.75
1010 First Grade Field Trip	0.00	1,262.30	0.00	0.00	1,262.30
1020 Second Grade Field Trip	1,182.25	239.80	0.00	0.00	1,422.05
1030 Third Grade Field Trip	2,520.38	0.00	0.00	0.00	2,520.38
1040 Fourth Grade Field Trip	1,086.90	0.00	0.00	0.00	1,086.90
1050 Fifth Grade Field Trip	879.35	52.00	0.00	0.00	931.35
1070 Sped Field Trip	0.00	55.20	0.00	0.00	55.20
<b>Q FEE FUND Totals:</b>	<b>7,149.88</b>	<b>2,094.05</b>	<b>0.00</b>	<b>0.00</b>	<b>9,243.93</b>
<b>Report Totals:</b>	<b>16,160.50</b>	<b>8,019.76</b>	<b>5,530.81</b>	<b>1.00</b>	<b>18,650.45</b>

6/9/06  
 6/9/06  
 Michael Madson  
 Matthew Keller

ALL Data

# Current Cash Balance Report

31

Date: 05/01/2006 thru 05/31/2006

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITY GENERAL FUND</b>					
100 VENDING	703.61	120.50	199.50	0.00	624.61
110 GENERAL FUND	7,396.82	1,277.32	374.98	0.00	8,299.16
120 INTEREST EARNED CHECKING	89.74	8.67	0.00	0.00	98.41
<b>A ACTIVITY GENERAL FUND Totals:</b>	<b>8,190.17</b>	<b>1,406.49</b>	<b>574.48</b>	<b>0.00</b>	<b>9,022.18</b>
<b>D CLUBS AND ORGANIZATIONS</b>					
501 STUDENT COUNCIL	8.19	0.00	0.00	0.00	8.19
<b>D CLUBS AND ORGANIZATIONS Totals:</b>	<b>8.19</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.19</b>
<b>E ADMINISTRATIVE CUSTODIAL ACCT</b>					
602 HOSPITALITY	34.96	0.00	0.00	0.00	34.96
610 LIBRARY	279.51	39.10	0.00	0.00	318.61
615 FIELD TRIPS	-1,934.88	1,907.21	4,022.59	0.00	-4,050.26
620 BOOKFAIRS	0.00	0.00	0.00	0.00	0.00
630 BIRTHDAY BOOK CLUB	119.44	85.00	184.82	0.00	19.62
<b>E ADMINISTRATIVE CUSTODIAL ACCT Totals:</b>	<b>-1,500.97</b>	<b>2,031.31</b>	<b>4,207.41</b>	<b>0.00</b>	<b>-3,677.07</b>
<b>F DISTRICT CUSTODIAL</b>					
700 REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
720 CONVENTION	0.00	0.00	0.00	0.00	0.00
<b>F DISTRICT CUSTODIAL Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Q Fee Fund</b>					
1000 Kindergarten field trip	1,367.10	12.50	0.00	0.00	1,379.60
1010 1st grade field trips	522.00	968.00	0.00	0.00	1,490.00
1020 2nd grade field trips	0.00	524.00	0.00	0.00	524.00
1030 3rd grade field trips	127.10	324.00	0.00	0.00	451.10
1040 4th grade field trips	0.00	0.00	0.00	0.00	0.00
1050 5th grade field trips	0.00	0.00	0.00	0.00	0.00
<b>Q Fee Fund Totals:</b>	<b>2,016.20</b>	<b>1,828.50</b>	<b>0.00</b>	<b>0.00</b>	<b>3,844.70</b>
<b>Report Totals:</b>	<b>8,713.59</b>	<b>5,266.30</b>	<b>4,781.89</b>	<b>0.00</b>	<b>9,198.00</b>

ALDRICH ELEMENTARY  
MAY RECONCILIATION  
06/08/06

  
LORI LRETTE  
SECRETARY

  
SUSIE MELLIGER  
PRINCIPAL

ALL Data

# Current Cash Balance Report

32  
Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITY GENERAL FUND</b>					
100 GENERAL	1,516.29	1,727.94	706.50	0.00	2,537.73
110 VENDING	118.75	305.40	97.29	0.00	326.86
125 Interest Earned	206.09	20.19	0.00	0.00	226.28
<b>A ACTIVITY GENERAL FUND Totals:</b>	<b>1,841.13</b>	<b>2,053.53</b>	<b>803.79</b>	<b>0.00</b>	<b>3,090.87</b>
<b>B Mini-Classes</b>					
800 Beginning Spanish (K-2)	240.00	0.00	0.00	0.00	240.00
801 Beginning Spanish (3-5)	240.00	0.00	0.00	0.00	240.00
802 Sign Language :ASL (K-2)	380.00	0.00	0.00	0.00	380.00
803 Sign Language:ASL (3-5)	360.00	0.00	0.00	0.00	360.00
804 Intro to Photography (3-5)	360.00	0.00	0.00	0.00	360.00
805 Hip-Hop Dance (K-2)	240.00	0.00	0.00	0.00	240.00
806 Hip- Hop Dance (3-5)	200.00	0.00	0.00	0.00	200.00
807 Beginning Karate (K-2)	240.00	0.00	0.00	0.00	240.00
1100 2-5 Crafts	0.00	0.00	0.00	0.00	0.00
1200 Scrapbooking	0.00	0.00	0.00	0.00	0.00
1300 Crafts K-2	0.00	0.00	0.00	0.00	0.00
1350 Crafts 3-5	0.00	0.00	0.00	0.00	0.00
1400 Knitting	0.00	0.00	0.00	0.00	0.00
1500 Hip-Hop Dance	0.00	0.00	0.00	0.00	0.00
1600 Stamping	0.00	0.00	0.00	0.00	0.00
1700 K-5 Board Games	0.00	0.00	0.00	0.00	0.00
1800 2-3 Spanish	0.00	0.00	0.00	0.00	0.00
1900 4-5 Spanish	0.00	0.00	0.00	0.00	0.00
<b>B Mini-Classes Totals:</b>	<b>2,260.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,260.00</b>
<b>C SCHOOL CUSTODIAL ACCT.</b>					
200 OUTDOOR CLASSROOM	481.91	0.00	249.47	0.00	232.44
300 ART SUPPLIES	5,489.20	0.00	0.00	0.00	5,489.20
400 Technology	963.10	0.00	0.00	0.00	963.10
401 "Read a thon" for Winnebago	1,635.00	0.00	440.51	0.00	1,194.49
<b>C SCHOOL CUSTODIAL ACCT. Totals:</b>	<b>8,569.21</b>	<b>0.00</b>	<b>689.98</b>	<b>0.00</b>	<b>7,879.23</b>
<b>D CLUBS AND ORGANIZATIONS</b>					
501 STUDENT COUNCIL	1,603.01	278.00	471.80	0.00	1,409.21
605 Destination Imagination	804.16	161.00	0.00	0.00	965.16
607 Choir /T shirts	-118.18	0.00	0.00	0.00	-118.18
<b>D CLUBS AND ORGANIZATIONS Totals:</b>	<b>2,288.99</b>	<b>439.00</b>	<b>471.80</b>	<b>0.00</b>	<b>2,256.19</b>
<b>E ADMINISTRATIVE CUSTODIAL</b>					
300 ART-do not use	0.00	0.00	0.00	0.00	0.00
602 HOSPITALITY	36.00	0.00	0.00	0.00	36.00
606 MAGAZINES	0.00	0.00	0.00	0.00	0.00
610 MEDIA	3,103.14	6,470.76	7,957.67	0.00	1,616.23
611 Birthday Book club	1,545.52	48.00	0.00	0.00	1,593.52
615 FIELD TRIPS	-3,976.00	17.50	2,970.72	0.00	-6,929.22
725 Fundraising	1,432.77	0.00	0.00	0.00	1,432.77
<b>E ADMINISTRATIVE CUSTODIAL Totals:</b>	<b>2,141.43</b>	<b>6,536.26</b>	<b>10,928.39</b>	<b>0.00</b>	<b>-2,250.70</b>
<b>Q Fee Fund Account</b>					
1001 Kdg. Field Trip	773.75	564.52	0.00	0.00	1,338.27
1101 First Grade Field Trip	1,813.51	148.00	0.00	0.00	1,961.51
1201 Second Grade Field Trp	608.50	0.00	0.00	0.00	608.50
1202 Choir Shirts	377.00	0.00	0.00	0.00	377.00
1301 Third Grade Field Trip	694.00	1,115.90	0.00	0.00	1,809.90
1401 Fourth Grade Field Trip	0.00	780.00	0.00	0.00	780.00

ALL Data

# Current Cash Balance Report

33

Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
1501 Fifth Grade Field Trip	627.80	0.00	0.00	0.00	627.80
<b>Q Fee Fund Account Totals:</b>	<b>4,894.56</b>	<b>2,608.42</b>	<b>0.00</b>	<b>0.00</b>	<b>7,502.98</b>
<b>U Do Not Use</b>					
211 do not use	0.00	0.00	0.00	0.00	0.00
700 Do Not Use	0.00	0.00	0.00	0.00	0.00
720 Do Not Use	0.00	0.00	0.00	0.00	0.00
<b>U Do Not Use Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Report Totals:</b>	<b>21,995.32</b>	<b>11,637.21</b>	<b>12,893.96</b>	<b>0.00</b>	<b>20,738.57</b>

*Keri J. Child 6-7-06*  
*Kerem Badman 6-7-06*



# Current Cash Balance Report

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITY GENERAL FUND</b>					
100 VENDING/ADULT	-56.96	238.86	0.00	0.00	181.90
105 VENDING/STUDENT	168.04	0.00	0.00	0.00	168.04
110 GENERAL FUND	7,493.14	239.00	1,576.52	0.00	6,155.62
115 BUILDING FUNDRAISER	10,767.31	313.30	15,000.00	0.00	-3,919.39
200 CHECKING INTEREST	407.22	21.40	0.00	0.00	428.62
<b>A ACTIVITY GENERAL FUND Totals:</b>	<b>18,778.75</b>	<b>812.56</b>	<b>16,576.52</b>	<b>0.00</b>	<b>3,014.79</b>
<b>D CLUBS AND ORGANIZATIONS</b>					
501 STUDENT COUNCIL	893.54	0.00	38.74	0.00	854.80
<b>D CLUBS AND ORGANIZATIONS Totals:</b>	<b>893.54</b>	<b>0.00</b>	<b>38.74</b>	<b>0.00</b>	<b>854.80</b>
<b>E ADMINISTRATIVE CUSTODIAL ACCT</b>					
601 SITE BASE	0.00	0.00	0.00	0.00	0.00
602 HOSPITALITY	0.00	0.00	0.00	0.00	0.00
605 EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00
606 MAGAZINES	0.00	0.00	0.00	0.00	0.00
610 LIBRARY	6,439.25	358.99	294.85	0.00	6,503.39
615 FIELD TRIPS	-2,652.52	220.01	1,998.00	0.00	-4,430.51
<b>E ADMINISTRATIVE CUSTODIAL ACCT Totals:</b>	<b>3,786.73</b>	<b>579.00</b>	<b>2,292.85</b>	<b>0.00</b>	<b>2,072.88</b>
<b>F DISTRICT CUSTODIAL</b>					
700 REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
720 CONVENTION	0.00	0.00	0.00	0.00	0.00
<b>F DISTRICT CUSTODIAL Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Q EXTRA CURRICULAR ACTIVITIES</b>					
1000 KINDERGARTEN FIELD TRIPS	485.50	752.28	0.00	0.00	1,237.78
1010 FIRST GRADE FIELD TRIPS	246.50	296.80	0.00	0.00	543.30
1020 SECOND GRADE FIELD TRIPS	352.94	328.70	0.00	0.00	681.64
1030 THIRD GRADE FIELD TRIPS	0.00	640.00	118.74	0.00	521.26
1040 FOURTH GRADE FIELD TRIPS	406.50	279.00	118.74	0.00	566.76
1050 FIFTH GRADE FIELD TRIPS	354.30	166.00	118.74	0.00	401.56
<b>Q EXTRA CURRICULAR ACTIVITIES Totals:</b>	<b>1,845.74</b>	<b>2,462.78</b>	<b>356.22</b>	<b>0.00</b>	<b>3,952.30</b>
<b>R CLUBS</b>					
2000 ART CLUB	-67.09	0.00	0.00	0.00	-67.09
<b>R CLUBS Totals:</b>	<b>-67.09</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-67.09</b>
<b>Report Totals:</b>	<b>25,237.67</b>	<b>3,854.34</b>	<b>19,264.33</b>	<b>0.00</b>	<b>9,827.68</b>

ALL Data

# Current Cash Balance Report

35 Arranged by:

Date: 09/01/2005 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITY GENERAL FUND</b>					
100 VENDING	0.00	375.36	750.64	3,795.26	3,419.98
110 GENERAL	8,558.60	12,115.36	11,624.05	0.00	9,049.91
130 HOSPITALITY	77.68	700.00	494.99	0.00	282.69
140 INTEREST EARNED CHECKING	882.12	159.14	0.00	0.00	1,041.26
<b>A ACTIVITY GENERAL FUND Totals:</b>	<b>9,518.40</b>	<b>13,349.86</b>	<b>12,869.68</b>	<b>3,795.26</b>	<b>13,793.84</b>
<b>D CLUBS AND ORGANIZATIONS</b>					
501 STUDENT COUNCIL	4,274.93	3,042.00	1,414.82	0.00	5,902.11
502 DRUG FREE CLUB	77.23	0.00	0.00	0.00	77.23
<b>D CLUBS AND ORGANIZATIONS Totals:</b>	<b>4,352.16</b>	<b>3,042.00</b>	<b>1,414.82</b>	<b>0.00</b>	<b>5,979.34</b>
<b>E ADMINISTRATIVE CUSTODIAL ACCT</b>					
601 FIELD TRIPS	394.49	0.00	3,273.50	105.75	-2,773.26
605 TECHNOLOGY	0.00	0.00	0.00	0.00	0.00
610 LIBRARY	3,710.14	8,480.81	6,449.17	0.00	5,741.78
615 PAYBAC	415.47	0.00	0.00	0.00	415.47
625 BOWLING	14.95	0.00	0.00	0.00	14.95
<b>E ADMINISTRATIVE CUSTODIAL ACCT Totals:</b>	<b>4,535.05</b>	<b>8,480.81</b>	<b>9,722.67</b>	<b>105.75</b>	<b>3,398.94</b>
<b>F DISTRICT CUSTODIAL</b>					
720 CONVENTION	0.00	0.00	0.00	0.00	0.00
<b>F DISTRICT CUSTODIAL Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Q EXTRA -CURRICULAR ACTIVITIES</b>					
1000 KINDERGARTEN FIELD TRIPS	0.00	774.00	105.75	-105.75	562.50
1010 1ST GRADE FIELD TRIPS	0.00	1,004.50	0.00	0.00	1,004.50
1020 2ND GRADE FIELD TRIPS	0.00	225.25	0.00	0.00	225.25
1030 3RD GRADE FIELD TRIPS	0.00	561.00	0.00	0.00	561.00
1040 4TH GRADE FIELD TRIPS	0.00	421.50	0.00	0.00	421.50
1050 5TH GRADE FIELD TRIPS	0.00	883.20	0.00	0.00	883.20
<b>Q EXTRA -CURRICULAR ACTIVITIES Totals:</b>	<b>0.00</b>	<b>3,869.45</b>	<b>105.75</b>	<b>-105.75</b>	<b>3,657.95</b>
<b>R CLUBS</b>					
2000 CLUBS (MISC)	0.00	0.00	0.00	0.00	0.00
2010 STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00
<b>R CLUBS Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Z INACTIVE</b>					
1010 DO NOT USE	0.00	0.00	0.00	0.00	0.00
1010 DO NOT USE	3,729.39	175.22	109.35	-3,795.26	0.00
<b>Z INACTIVE Totals:</b>	<b>3,729.39</b>	<b>175.22</b>	<b>109.35</b>	<b>-3,795.26</b>	<b>0.00</b>
<b>Report Totals:</b>	<b>22,135.00</b>	<b>28,917.34</b>	<b>24,222.27</b>	<b>0.00</b>	<b>26,830.07</b>

*submitted by: G. Johnson*

*approved by: Nita Nelson*

# Current Cash Balance Report

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITY GENERAL FUND</b>					
100 VENDING	173.40	247.57	71.22	0.00	349.75
110 GENERAL	4,060.72	263.28	578.18	0.00	3,745.82
120 TECHNOLOGY FUND	606.57	0.00	0.00	0.00	606.57
130 COFFEE	-15.13	0.00	0.00	0.00	-15.13
135 LOUNGE WATER	15.92	0.00	0.00	0.00	15.92
140 SPORTS FOUNDATION	0.00	0.00	0.00	0.00	0.00
150 GARAGE SALE	0.00	0.00	0.00	0.00	0.00
160 WEEKLY READER	0.00	0.00	0.00	0.00	0.00
170 INTEREST EARNED CHECKING	1,004.95	12.85	0.00	0.00	1,017.80
180 PTA DISCRETIONARY	215.96	0.00	0.00	0.00	215.96
190 ASSIGNMENT NOTEBOOKS	45.86	0.00	0.00	0.00	45.86
<b>A ACTIVITY GENERAL FUND Totals:</b>	<b>6,108.25</b>	<b>523.70</b>	<b>649.40</b>	<b>0.00</b>	<b>5,982.55</b>
<b>D CLUBS AND ORGANIZATIONS</b>					
501 STUDENT COUNCIL	2,984.17	144.50	210.14	0.00	2,918.53
502 CODY APPAREL	753.31	63.50	12.75	14.00	818.06
520 STUDENT CLUBS	171.10	0.00	0.00	0.00	171.10
530 LOVE AND LOGIC	0.00	0.00	0.00	0.00	0.00
<b>D CLUBS AND ORGANIZATIONS Totals:</b>	<b>3,908.58</b>	<b>208.00</b>	<b>222.89</b>	<b>14.00</b>	<b>3,907.69</b>
<b>E ADMINISTRATIVE CUSTODIAL FUND</b>					
600 AUTHOR	0.00	0.00	0.00	0.00	0.00
602 HOSPITALITY	713.49	2.23	281.49	0.00	434.23
610 MEDIA	3,343.79	227.26	513.78	-14.00	3,043.27
611 MEDIA - DONATIONS	157.71	0.00	0.00	0.00	157.71
615 FIELD TRIP	-1,337.65	0.00	827.93	0.00	-2,165.58
620 Instrument Rental	150.00	0.00	0.00	0.00	150.00
625 PRE-SCHOOL	0.00	0.00	0.00	0.00	0.00
630 STUDENT PARTY MONEY	1.75	0.00	0.00	0.00	1.75
640 SPECIAL PROJECTS FUND	351.36	542.14	0.00	0.00	893.50
<b>E ADMINISTRATIVE CUSTODIAL FUND Totals:</b>	<b>3,380.45</b>	<b>771.63</b>	<b>1,623.20</b>	<b>-14.00</b>	<b>2,514.88</b>
<b>F NOT IN USE</b>					
700 NOT IN USE	0.00	0.00	0.00	0.00	0.00
720 NOT IN USE	0.00	0.00	0.00	0.00	0.00
<b>F NOT IN USE Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Q Extra-Curricular Activities</b>					
1000 Field Trips	0.00	0.00	0.00	0.00	0.00
1005 Kindergarten Field Trips	190.00	273.75	0.00	0.00	463.75
1010 First Grade Field Trips	519.50	113.35	0.00	0.00	632.85
1020 Second Grade Field Trips	33.00	348.00	0.00	0.00	381.00
1030 Third Grade Field Trips	0.00	272.00	0.00	0.00	272.00
1040 Fourth Grade Field Trips	333.25	202.50	0.00	0.00	535.75
1050 Fifth Grade Field Trips	142.25	0.00	0.00	0.00	142.25
<b>Q Extra-Curricular Activities Totals:</b>	<b>1,218.00</b>	<b>1,209.60</b>	<b>0.00</b>	<b>0.00</b>	<b>2,427.60</b>
<b>R Clubs</b>					
2000 Clubs	0.00	0.00	0.00	0.00	0.00
2010 Choir	0.00	0.00	0.00	0.00	0.00
2050 Student Council	0.00	0.00	0.00	0.00	0.00
<b>R Clubs Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Report Totals:</b>	<b>14,615.28</b>	<b>2,712.93</b>	<b>2,495.49</b>	<b>0.00</b>	<b>14,832.72</b>

*Debra Meyersburg, Principal*  
*[Signature]*, Secretary 6/8/06

# Current Cash-Balance Report

ALL Data

Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITY GENERAL FUND</b>					
100 VENDING	3,669.61	507.28	364.85	0.00	3,812.04
110 GENERAL FUND	3,892.01	1,976.92	754.53	0.00	5,114.40
200 INTEREST EARNED CHECKING	785.96	9.78	0.00	0.00	795.74
<b>A ACTIVITY GENERAL FUND Totals:</b>	<u>8,347.58</u>	<u>2,493.98</u>	<u>1,119.38</u>	<u>0.00</u>	<u>9,722.18</u>
<b>D CLUBS AND ORGANIZATIONS</b>					
501 STUDENT COUNCIL	590.55	0.00	0.00	0.00	590.55
<b>D CLUBS AND ORGANIZATIONS Totals:</b>	<u>590.55</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>590.55</u>
<b>E ADMINISTRATIVE CUSTODIAL ACCT</b>					
602 HOSPITALITY	316.57	0.00	85.00	0.00	231.57
610 LIBRARY	588.41	1,521.87	2,013.17	0.00	97.11
615 FIELD TRIPS	-2,453.99	100.45	2,183.14	0.00	-4,536.68
620 PTO	0.00	0.00	0.00	0.00	0.00
<b>E ADMINISTRATIVE CUSTODIAL ACCT Totals:</b>	<u>-1,549.01</u>	<u>1,622.32</u>	<u>4,281.31</u>	<u>0.00</u>	<u>-4,208.00</u>
<b>F DISTRICT CUSTODIAL</b>					
700 REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
720 CONVENTION	1,888.72	0.00	0.00	0.00	1,888.72
<b>F DISTRICT CUSTODIAL Totals:</b>	<u>1,888.72</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,888.72</u>
<b>Q FIELD TRIP FEES</b>					
1010 Kindergarten Field Trips	297.00	0.00	0.00	0.00	297.00
1011 First Grade Field Trips	157.75	198.25	0.00	0.00	356.00
1012 Second Grade Field Trips	0.00	484.77	0.00	0.00	484.77
1013 Third Grade Field Trips	0.00	494.28	0.00	0.00	494.28
1014 Fourth Grade Field Trips	642.40	0.00	0.00	0.00	642.40
1015 Fifth Grade Field Trips	397.00	0.00	0.00	0.00	397.00
1016 K-5 SPED Field Trips	27.00	0.00	0.00	0.00	27.00
<b>Q FIELD TRIP FEES Totals:</b>	<u>1,521.15</u>	<u>1,177.30</u>	<u>0.00</u>	<u>0.00</u>	<u>2,698.45</u>
<b>Report Totals:</b>	<u>10,798.99</u>	<u>5,293.60</u>	<u>5,400.69</u>	<u>0.00</u>	<u>10,691.90</u>

*Reese Laprentz 6-8-06*  
*Wendy Schepers 6-12-06*

0.00 \*  
~~10,738.90 +~~  
 10,691.90 -  
 47.00 \*

*Deposit for Food  
 Service that went  
 into Act. Fund.  
 To be adjusted.  
 6-8-06  
 ml*

ALL Data

# Current Cash Balance Report

Date: 05/01/2006 thru 05/31/2006

38  
Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITY GENERAL FUND</b>					
100 VENDING	-361.94	457.52	417.57	0.00	-321.99
110 GENERAL FUND	5,894.67	1,315.00	63.36	46.28	7,192.59
115 Interest Earned Checking	692.00	11.17	0.00	0.00	703.17
<b>A ACTIVITY GENERAL FUND Totals:</b>	<b>6,224.73</b>	<b>1,783.69</b>	<b>480.93</b>	<b>46.28</b>	<b>7,573.77</b>
<b>D CLUBS AND ORGANIZATIONS</b>					
510 STUDENT COUNCIL	664.38	0.00	0.00	0.00	664.38
<b>D CLUBS AND ORGANIZATIONS Totals:</b>	<b>664.38</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>664.38</b>
<b>E ADMINISTRATIVE CUSTODIAL ACCT</b>					
606 MAGAZINES	0.00	0.00	0.00	0.00	0.00
610 LIBRARY	65.50	731.19	608.16	0.00	188.53
615 FIELD TRIPS	970.85	252.73	1,348.66	0.00	-125.08
620 HOSPITALITY FUND	-11.34	0.00	0.00	0.00	-11.34
630 FUND RAISER	870.28	0.00	0.00	0.00	870.28
635 SAFETY PATROL	18.80	0.00	0.00	0.00	18.80
640 ART	1,059.99	0.00	0.00	-46.28	1,013.71
650 5th Grade Art	0.00	0.00	0.00	0.00	0.00
<b>E ADMINISTRATIVE CUSTODIAL ACCT Totals:</b>	<b>2,974.08</b>	<b>983.92</b>	<b>1,956.82</b>	<b>-46.28</b>	<b>1,954.90</b>
<b>F DISTRICT CUSTODIAL</b>					
710 RUSWICK GRANT	0.00	0.00	0.00	0.00	0.00
720 CONVENTION	0.00	0.00	0.00	0.00	0.00
<b>F DISTRICT CUSTODIAL Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Q Fee Fund</b>					
1000 Kindergarten Field Trips	328.50	426.65	0.00	0.00	755.15
1010 First Grade Field Trips	195.00	113.38	0.00	0.00	308.38
1020 Second Grade Field Trips	84.00	138.25	0.00	0.00	222.25
1030 Third Grade Field Trips	0.00	173.00	0.00	0.00	173.00
1040 Fourth Grade Field Trips	103.00	188.25	0.00	0.00	291.25
1050 Fifth Grade Field Trips	229.30	0.00	0.00	0.00	229.30
<b>Q Fee Fund Totals:</b>	<b>939.80</b>	<b>1,039.53</b>	<b>0.00</b>	<b>0.00</b>	<b>1,979.33</b>
<b>Report Totals:</b>	<b>10,802.99</b>	<b>3,807.14</b>	<b>2,437.75</b>	<b>0.00</b>	<b>12,172.38</b>

*Cheryl Grace 6-7-06*  
*Roberta Werema 6-7-06*

# Current Cash Balance Report

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITY GENERAL FUND</b>					
100 Vending	1,248.35	224.00	275.58	0.00	1,196.77
110 General	4,235.66	84.75	527.29	22.75	3,815.87
112 Bank Charges and Interest	151.12	11.87	0.00	0.00	162.99
615 Tile Contingency	150.00	0.00	0.00	0.00	150.00
<b>A ACTIVITY GENERAL FUND Totals:</b>	<b>5,785.13</b>	<b>320.62</b>	<b>802.87</b>	<b>22.75</b>	<b>5,325.63</b>
<b>D CLUBS AND ORGANIZATIONS</b>					
501 Student Council	521.38	0.00	31.54	0.00	489.84
502 YEARBOOK-N/A	0.00	0.00	0.00	0.00	0.00
611 Hitchcock Clothing	45.26	0.00	0.00	0.00	45.26
616 CREATIVE CUBS	-36.57	0.00	33.01	324.00	254.42
2001 WALKING CLUB	281.00	0.00	0.00	-22.75	258.25
<b>D CLUBS AND ORGANIZATIONS Totals:</b>	<b>811.07</b>	<b>0.00</b>	<b>64.55</b>	<b>301.25</b>	<b>1,047.77</b>
<b>E ADMINISTRATIVE CUSTODIAL ACCT</b>					
601 Site Base	0.00	0.00	0.00	0.00	0.00
602 Landscaping	37.00	0.00	0.00	0.00	37.00
603 Field Trip	-1,464.80	0.00	1,577.71	0.00	-3,042.51
604 Classroom Supplies	0.00	0.00	0.00	0.00	0.00
605 READ	1,533.53	0.00	239.47	0.00	1,294.06
606 Classroom Magazines	0.00	0.00	0.00	0.00	0.00
607 NOT USED	0.00	0.00	0.00	0.00	0.00
608 Drug Awareness-N/A	0.00	0.00	0.00	0.00	0.00
609 Playground Equipment	0.00	0.00	0.00	0.00	0.00
610 Library	1,144.80	110.79	0.00	0.00	1,255.59
612 HOSPITALITY	94.99	10.00	104.85	0.00	0.14
613 Art Fund	3,847.75	0.00	0.00	0.00	3,847.75
614 Hitchcock Mini Classes	0.00	0.00	0.00	0.00	0.00
<b>E ADMINISTRATIVE CUSTODIAL ACCT Totals:</b>	<b>5,193.27</b>	<b>120.79</b>	<b>1,922.03</b>	<b>0.00</b>	<b>3,392.03</b>
<b>F DISTRICT CUSTODIAL</b>					
620 NOT USED	0.00	0.00	0.00	0.00	0.00
<b>F DISTRICT CUSTODIAL Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Q Extra Curricular Activities</b>					
1000 Kindergarten field trips	348.00	219.80	0.00	0.00	567.80
1010 1st grade field trips	264.50	198.75	0.00	0.00	463.25
1020 2nd grade field trips	105.50	201.00	0.00	0.00	306.50
1030 3rd grade field trips	296.30	696.00	0.00	0.00	992.30
1040 4th grade field trips	247.00	227.50	0.00	0.00	474.50
1050 5th grade field trips	448.80	0.00	0.00	0.00	448.80
<b>Q Extra Curricular Activities Totals:</b>	<b>1,710.10</b>	<b>1,543.05</b>	<b>0.00</b>	<b>0.00</b>	<b>3,253.15</b>
<b>R Clubs</b>					
2000 Art Club	324.00	0.00	0.00	-324.00	0.00
<b>R Clubs Totals:</b>	<b>324.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-324.00</b>	<b>0.00</b>
<b>Report Totals:</b>	<b>13,823.57</b>	<b>1,984.46</b>	<b>2,789.45</b>	<b>0.00</b>	<b>13,018.58</b>

ALL Data

# Current Cash Balance Report

40

Date: 05/01/2006 thru 05/31/2006

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITY GENERAL FUND</b>					
100 VENDING	3,623.13	370.48	516.89	0.00	3,476.72
110 GENERAL FUND	4,382.27	1,341.25	1,449.63	0.00	4,273.89
200 INTEREST EARNED CHECKING	688.66	15.53	0.00	0.00	704.19
<b>A ACTIVITY GENERAL FUND Totals:</b>	<b>8,694.06</b>	<b>1,727.26</b>	<b>1,966.52</b>	<b>0.00</b>	<b>8,454.80</b>
<b>D CLUBS AND ORGANIZATIONS</b>					
501 STUDENT COUNCIL	2,779.18	181.79	382.20	0.00	2,578.77
<b>D CLUBS AND ORGANIZATIONS Totals:</b>	<b>2,779.18</b>	<b>181.79</b>	<b>382.20</b>	<b>0.00</b>	<b>2,578.77</b>
<b>E ADMINISTRATIVE CUSTODIAL ACCT</b>					
601 PTA/TEACHER	0.00	0.00	0.00	0.00	0.00
610 LIBRARY	2,690.13	2,048.23	2,206.91	0.00	2,531.45
615 FIELD TRIPS	-1,235.49	0.00	1,369.20	0.00	-2,604.69
<b>E ADMINISTRATIVE CUSTODIAL ACCT Totals:</b>	<b>1,454.64</b>	<b>2,048.23</b>	<b>3,576.11</b>	<b>0.00</b>	<b>-73.24</b>
<b>F DISTRICT CUSTODIAL</b>					
700 REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
720 CONVENTION FUND	0.00	0.00	0.00	0.00	0.00
<b>F DISTRICT CUSTODIAL Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Q EXTRA-CURRICULAR ACTIVITIES</b>					
1000 KINDERGARTEN	877.75	591.65	0.00	0.00	1,469.40
1010 FIRST GRADE	434.65	396.30	0.00	0.00	830.95
1020 SECOND GRADE	123.90	459.05	0.00	0.00	582.95
1030 THIRD GRADE	376.25	351.00	0.00	0.00	727.25
1040 FOURTH GRADE	536.80	385.00	0.00	0.00	921.80
1050 FIFTH GRADE	501.10	0.00	0.00	0.00	501.10
<b>Q EXTRA-CURRICULAR ACTIVITIES Totals:</b>	<b>2,850.45</b>	<b>2,183.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,033.45</b>
<b>Report Totals:</b>	<b>15,778.33</b>	<b>6,140.28</b>	<b>5,924.83</b>	<b>0.00</b>	<b>15,993.78</b>

**SUBMITTED BY:** Mary Bobka

**POSITION:** Secretary

**APPROVED:** *Tony Fontana*

# Current Cash Balance Report

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITY GENERAL FUND</b>					
100 VENDING	-226.62	734.90	434.47	0.00	73.81
110 GENERAL	349.33	1,359.80	1,827.44	-278.08	-396.39
120 RETIREMENT	0.00	0.00	0.00	0.00	0.00
125 INTEREST EARNED	120.03	12.89	0.00	-132.92	0.00
A ACTIVITY GENERAL FUND Totals:	242.74	2,107.59	2,261.91	-411.00	-322.58
<b>C CLUBS AND ORGANIZATIONS</b>					
501 ST. COUNCIL	760.16	105.40	0.00	0.00	865.56
503 SAFE CLUB	1.84	0.00	0.00	0.00	1.84
C CLUBS AND ORGANIZATIONS Totals:	762.00	105.40	0.00	0.00	867.40
<b>E ADMINISTRATIVE CUSTODIAL ACCT</b>					
602 HOSPITALITY	1,329.34	211.70	770.87	411.00	1,181.17
604 ART	2,592.85	0.00	0.00	0.00	2,592.85
606 MINI CLASSES	-2,307.88	0.00	1,487.24	0.00	-3,795.12
607 PE/MUSIC	3,491.15	0.00	445.68	0.00	3,045.47
610 LIBRARY	1,602.85	186.68	100.77	0.00	1,688.76
615 FIELD TRIPS	-7,724.93	0.00	3,596.71	0.00	-11,321.64
620 MONTESSORI PRESCHOOL	0.00	0.00	0.00	0.00	0.00
E ADMINISTRATIVE CUSTODIAL ACCT Totals:	-1,016.62	398.38	6,401.27	411.00	-6,608.51
<b>Q FIELD TRIPS</b>					
1000 KINDERGARTEN	325.50	628.00	0.00	0.00	953.50
1010 FIRST GRADE	668.50	579.75	0.00	0.00	1,248.25
1020 SECOND GRADE	457.25	437.25	0.00	0.00	894.50
1030 THIRD GRADE	238.00	240.50	0.00	0.00	478.50
1040 FOURTH GRADE	233.00	771.50	0.00	0.00	1,004.50
1050 FIFTH GRADE	1,628.00	247.75	0.00	0.00	1,875.75
1060 PREPRIMARY MONTESSORI	1,793.90	590.50	0.00	0.00	2,384.40
1070 PRIMARY MONTESSORI	1,466.15	134.00	0.00	0.00	1,600.15
1080 INTERMEDIATE MONTESSORI	1,482.50	1,480.75	0.00	0.00	2,963.25
1090 PRESCHOOL	369.05	163.25	0.00	0.00	532.30
Q FIELD TRIPS Totals:	8,661.85	5,273.25	0.00	0.00	13,935.10
<b>R CLUBS</b>					
2020 SWING CHOIR	0.00	0.00	0.00	0.00	0.00
R CLUBS Totals:	0.00	0.00	0.00	0.00	0.00
<b>S MINI-CLASSES</b>					
3000 MINI-CLASSES	4,132.00	0.00	0.00	0.00	4,132.00
3010 LEADERSHIP CLASSES	0.00	0.00	0.00	0.00	0.00
S MINI-CLASSES Totals:	4,132.00	0.00	0.00	0.00	4,132.00
Report Totals:	12,781.97	7,884.62	8,663.18	0.00	12,003.41



ALL Data

# Current Cash Balance Report

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Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITY GENERAL FUND</b>					
100 VENDING	1,744.20	287.85	0.00	0.00	2,032.05
110 GENERAL FUND	1,541.60	168.50	524.37	0.00	1,185.73
115 INTEREST EARNED CHECKING	195.80	10.95	0.00	0.00	206.75
<b>A ACTIVITY GENERAL FUND Totals:</b>	<b>3,481.60</b>	<b>467.30</b>	<b>524.37</b>	<b>0.00</b>	<b>3,424.53</b>
<b>D CLUBS AND ORGANIZATIONS</b>					
501 STUDENT COUNCIL	758.52	857.00	894.08	0.00	721.44
510 BOOK CLUB	-71.68	0.00	0.00	0.00	-71.68
511 CONFLICT MANAGERS	-254.33	0.00	0.00	0.00	-254.33
615 SAFETY PATROL	-135.48	0.00	0.00	0.00	-135.48
635 M.A.D.	1.50	0.00	0.00	0.00	1.55
<b>D CLUBS AND ORGANIZATIONS Totals:</b>	<b>298.58</b>	<b>857.00</b>	<b>894.08</b>	<b>0.00</b>	<b>261.50</b>
<b>E ADMINISTRATIVE CUSTODIAL ACCT</b>					
600 REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
601 SITE BASE	65.26	0.00	0.00	0.00	65.26
602 HOSPITALITY	742.76	0.00	254.26	0.00	488.50
603 FIELD TRIPS	-3,057.74	267.48	2,583.97	0.00	-5,374.23
605 READ	0.00	0.00	0.00	0.00	0.00
610 LIBRARY	2,556.08	25.22	182.65	0.00	2,398.65
620 CONVENTION FUND	0.00	0.00	0.00	0.00	0.00
630 PAYBACK	2,834.45	267.02	0.00	0.00	3,101.47
640 SPED GRANT	0.00	0.00	0.00	0.00	0.00
650 PLAYGROUND	1,075.00	0.00	0.00	0.00	1,075.00
<b>E ADMINISTRATIVE CUSTODIAL ACCT Totals:</b>	<b>4,215.81</b>	<b>559.72</b>	<b>3,020.88</b>	<b>0.00</b>	<b>1,754.65</b>
<b>Q EXTRA CURRICULAR ACTIVITES</b>					
1005 Kindergarten Field Trips	1,049.00	306.90	0.00	0.00	1,355.90
1010 First Grade Field Trips	538.70	0.00	0.00	0.00	538.70
1020 Second Grade Field Trips	41.00	136.00	0.00	0.00	177.00
1030 Third Grade Field Trips	0.00	469.00	0.00	0.00	469.00
1040 Fourth Grade Field Trips	765.80	273.80	0.00	0.00	1,039.60
1050 Fifth Grade Field Trips	1,167.50	577.50	0.00	-577.50	1,167.50
<b>Q EXTRA CURRICULAR ACTIVITES Totals:</b>	<b>3,562.00</b>	<b>1,763.20</b>	<b>0.00</b>	<b>-577.50</b>	<b>4,747.70</b>
<b>Report Totals:</b>	<b>11,557.99</b>	<b>3,647.22</b>	<b>4,439.33</b>	<b>-577.50</b>	<b>10,188.38</b>

*Joyce Snow*  
*Morton Elementary*  
*6/9/06*

# Current Cash Balance Report

ALL Data

Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITY GENERAL FUND</b>					
100 Vending	1,681.34	385.50	36.55	0.00	2,030.29
110 General	2,118.64	1,129.20	771.83	0.00	2,476.01
120 Interest Earned Checking	309.76	18.09	0.00	0.00	327.85
<b>A ACTIVITY GENERAL FUND Totals:</b>	<b>4,109.74</b>	<b>1,532.79</b>	<b>808.38</b>	<b>0.00</b>	<b>4,834.15</b>
<b>D CLUBS AND ORGANIZATIONS</b>					
501 Student Council	1,965.82	0.00	0.00	0.00	1,965.82
502 Drug Free Club	27.96	80.50	75.00	0.00	33.46
503 5th Grade Club	0.00	0.00	0.00	0.00	0.00
<b>D CLUBS AND ORGANIZATIONS Totals:</b>	<b>1,993.78</b>	<b>80.50</b>	<b>75.00</b>	<b>0.00</b>	<b>1,999.28</b>
<b>E ADMINISTRATIVE CUSTODIAL ACCT</b>					
601 Site Base Plan Annual Updates	1,190.87	0.00	0.00	0.00	1,190.87
602 Staff Hospitality	114.14	125.00	346.63	0.00	-107.49
603 Field Trips	-6,369.35	105.85	1,560.56	0.00	-7,824.06
608 Grants	31.75	0.00	0.00	0.00	31.75
609 Technology	1,337.37	0.00	0.00	0.00	1,337.37
610 Media	1,306.74	2,756.78	1.60	0.00	4,061.92
611 Fine Arts	1,120.35	0.00	0.00	0.00	1,120.35
612 Safety Patrol	0.00	0.00	0.00	0.00	0.00
614 Montessori Projects	994.52	0.00	0.00	0.00	994.52
615 PayBac	1,134.21	0.00	335.11	0.00	799.10
616 P.E.	0.00	0.00	0.00	0.00	0.00
617 Music	0.00	0.00	0.00	0.00	0.00
618 READ	521.24	0.00	0.00	0.00	521.24
620 Norris Special Projects	2,829.00	0.00	0.00	0.00	2,829.00
621 Montessori Snack Account	1,690.68	0.00	0.00	0.00	1,690.68
<b>E ADMINISTRATIVE CUSTODIAL ACCT Totals:</b>	<b>5,901.52</b>	<b>2,987.63</b>	<b>2,243.90</b>	<b>0.00</b>	<b>6,645.25</b>
<b>G DISTRICT CUST. ACCOUNTS</b>					
800 Reimbursement	0.00	0.00	0.00	0.00	0.00
802 Convention	41.22	0.00	0.00	0.00	41.22
<b>G DISTRICT CUST. ACCOUNTS Totals:</b>	<b>41.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>41.22</b>
<b>Q Fee Fund</b>					
990 Pre-K Field Trips	48.00	0.00	0.00	0.00	48.00
1000 Kindergarten Field Trips	879.25	99.75	0.00	0.00	979.00
1010 First Grade Field Trips	375.50	0.00	0.00	0.00	375.50
1020 Second Grade Field Trips	115.25	277.20	0.00	0.00	392.45
1030 Third Grade Field Trips	576.75	187.50	0.00	0.00	764.25
1040 Fourth Grade Field Trips	318.75	207.00	0.00	0.00	525.75
1050 Fifth Grade Field Trips	488.75	40.00	0.00	0.00	528.75
1060 Montessori Field Trips	3,634.30	975.50	0.00	0.00	4,609.80
1070 Special Education Field Trips	275.50	146.00	0.00	0.00	421.50
<b>Q Fee Fund Totals:</b>	<b>6,712.05</b>	<b>1,932.95</b>	<b>0.00</b>	<b>0.00</b>	<b>8,645.00</b>
<b>R Clubs</b>					
2000 Clubs	0.00	0.00	0.00	0.00	0.00
2010 Choir Club	0.00	0.00	0.00	0.00	0.00
2050 Student Council Club	0.00	0.00	0.00	0.00	0.00
<b>R Clubs Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Report Totals:</b>	<b>18,758.31</b>	<b>6,533.87</b>	<b>3,127.28</b>	<b>0.00</b>	<b>22,164.90</b>

ALL Data

# Current Cash Balance Report

Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITY GENERAL</b>					
100 GENERAL	121.90	0.00	120.17	0.00	1.73
110 VENDING	21.91	286.87	0.00	0.00	308.78
115 INTEREST EARNED CHECKING	17.01	3.70	0.00	0.00	20.71
<b>A ACTIVITY GENERAL Totals:</b>	<b>160.82</b>	<b>290.57</b>	<b>120.17</b>	<b>0.00</b>	<b>331.22</b>
<b>D CLUBS AND ORGANIZATION</b>					
501 STUDENT COUNCIL	559.36	0.00	167.69	0.00	391.67
<b>D CLUBS AND ORGANIZATION Totals:</b>	<b>559.36</b>	<b>0.00</b>	<b>167.69</b>	<b>0.00</b>	<b>391.67</b>
<b>E ADMINISTRATIVE CUSTODIAL ACCT</b>					
600 SOCIAL	522.44	5.00	525.08	0.00	2.36
601 FIELD TRIPS	-3,811.49	6.75	1,305.35	0.00	-5,110.09
602 READ	0.00	0.00	0.00	0.00	0.00
603 LIBRARY	854.37	89.83	658.16	0.00	286.04
604 PAYBAC	858.47	245.90	95.87	0.00	1,008.50
605 5TH GRADE BLDG. FUNDRAISER	38.00	300.00	320.00	0.00	18.00
606 PLAYGROUND FUND	0.00	1,000.00	0.00	0.00	1,000.00
<b>E ADMINISTRATIVE CUSTODIAL ACCT Totals:</b>	<b>-1,538.21</b>	<b>1,647.48</b>	<b>2,904.46</b>	<b>0.00</b>	<b>-2,795.19</b>
<b>Q FEE FUND</b>					
1005 KINDERGARTEN	993.80	583.89	0.00	0.00	1,577.69
1010 FIRST GRADE	1,155.40	0.00	0.00	0.00	1,155.40
1020 SECOND GRADE	269.95	614.00	0.00	0.00	883.95
1030 THIRD GRADE	788.69	0.00	0.00	0.00	788.69
1040 FOURTH GRADE	365.07	0.00	0.00	0.00	365.07
1050 FIFTH GRADE	734.25	109.00	0.00	0.00	843.25
1060 MUSIC	0.00	0.00	0.00	0.00	0.00
1070 PE	0.00	0.00	0.00	0.00	0.00
<b>Q FEE FUND Totals:</b>	<b>4,307.16</b>	<b>1,306.89</b>	<b>0.00</b>	<b>0.00</b>	<b>5,614.05</b>
<b>Report Totals:</b>	<b>3,489.13</b>	<b>3,244.94</b>	<b>3,192.32</b>	<b>0.00</b>	<b>3,541.75</b>

# Current Cash Balance Report

ALL Data

Date: 05/01/2006 thru 05/31/2006

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
610 unused library account	0.00	0.00	0.00	0.00	0.00
Totals:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>A ACTIVITY GENERAL FUND</b>					
100 VENDING	3,341.48	282.85	305.71	0.00	3,318.62
110 GENERAL FUND	7,861.58	130.44	118.71	0.00	7,873.31
125 interest earned checking	1,412.71	29.66	0.00	0.00	1,442.37
A ACTIVITY GENERAL FUND Totals:	<u>12,615.77</u>	<u>442.95</u>	<u>424.42</u>	<u>0.00</u>	<u>12,634.30</u>
<b>D CLUBS AND ORGANIZATIONS</b>					
501 STUDENT COUNCIL	1,131.45	111.00	0.00	60.00	1,302.45
505 GRADE 5 ACTIVITY	0.00	0.00	0.00	0.00	0.00
510 STANDD CLUB	-105.04	287.70	113.80	-60.00	8.86
515 K-KIDS CLUB	61.06	0.00	0.00	0.00	61.06
D CLUBS AND ORGANIZATIONS Totals:	<u>1,087.47</u>	<u>398.70</u>	<u>113.80</u>	<u>0.00</u>	<u>1,372.37</u>
<b>E ADMINISTRATIVE CUSTODIAL</b>					
602 HOSPITALITY	666.68	511.00	493.96	0.00	683.72
606 MAGAZINES	0.00	0.00	0.00	0.00	0.00
610 LIBRARY	3,250.59	1,271.62	1,095.49	0.00	3,426.72
615 FIELD TRIPS	-2,003.15	117.10	1,529.68	0.00	-3,415.73
620 PAYBACK PARTNER	1,130.06	140.29	0.00	0.00	1,270.35
625 CORPORATE DONATIONS	5,899.23	544.59	0.00	0.00	6,443.82
630 SPELL-A-THON	3,494.69	0.00	907.60	0.00	2,587.09
635 HOST	-4.11	0.00	0.00	0.00	-4.11
640 OTHER STUDENT ACTIVITIES	78.68	0.00	0.00	0.00	78.68
645 TOOLS FOR SCHOOLS	1,000.00	0.00	0.00	0.00	1,000.00
650 ARTWORKS	790.22	0.00	0.00	0.00	790.22
E ADMINISTRATIVE CUSTODIAL Totals:	<u>14,302.89</u>	<u>2,584.60</u>	<u>4,026.73</u>	<u>0.00</u>	<u>12,860.76</u>
<b>F DISTRICT CUSTODIAL</b>					
700 REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
720 CONVENTION	686.50	0.00	0.00	0.00	686.50
F DISTRICT CUSTODIAL Totals:	<u>686.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>686.50</u>
<b>Q EXTRA CURRICULAR ACTIVITIES</b>					
1005 KG FIELD TRIPS	939.50	293.75	0.00	0.00	1,233.25
1010 1ST GR. FIELD TRIPS	818.50	10.25	0.00	0.00	828.75
1020 2ND GR. FIELD TRIPS	737.75	120.00	0.00	0.00	857.75
1030 3RD GR. FIELD TRIPS	328.25	315.05	0.00	0.00	643.30
1040 4TH GR. FIELD TRIPS	1,205.59	585.85	0.00	0.00	1,791.44
1050 5TH GR. FIELD TRIPS	622.25	0.00	0.00	0.00	622.25
Q EXTRA CURRICULAR ACTIVITIES Totals:	<u>4,651.84</u>	<u>1,324.90</u>	<u>0.00</u>	<u>0.00</u>	<u>5,976.74</u>
Report Totals:	<u>33,344.47</u>	<u>4,751.15</u>	<u>4,564.95</u>	<u>0.00</u>	<u>33,530.67</u>

PRINCIPAL *Joni Wesley*

SECRETARY *Mary Van Roy*

ALL Data

# Current Cash Balance Report

46

Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITY GENERAL FUND</b>					
100 GENERAL FUND	3,862.81	7,396.41	1,840.13	0.00	9,419.09
110 VENDING	1,349.28	281.77	432.19	0.00	1,198.86
120 INTEREST EARNED CHECKING	504.85	10.89	0.00	0.00	515.74
<b>A ACTIVITY GENERAL FUND Totals:</b>	<b>5,716.94</b>	<b>7,689.07</b>	<b>2,272.32</b>	<b>0.00</b>	<b>11,133.69</b>
<b>B CLUBS AND ORGANIZATIONS</b>					
201 STUDENT COUNCIL	552.59	0.00	0.00	0.00	552.59
211 SAFETY PATROL	25.00	0.00	0.00	0.00	25.00
<b>B CLUBS AND ORGANIZATIONS Totals:</b>	<b>577.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>577.59</b>
<b>C ADMINISTRATIVE CUSTODIAL ACCT</b>					
301 MEDIA	2,816.94	1,537.35	0.00	0.00	4,354.29
305 FIELD TRIPS	-4,030.76	356.60	3,359.71	0.00	-7,033.87
310 HOSPITALITY	1,162.72	0.00	351.88	0.00	810.84
320 BIRTHDAY BOOK CLUB	491.51	140.00	0.00	0.00	631.51
330 GRANTS	0.00	0.00	0.00	0.00	0.00
340 PTA	0.00	0.00	0.00	0.00	0.00
<b>C ADMINISTRATIVE CUSTODIAL ACCT Totals:</b>	<b>440.41</b>	<b>2,033.95</b>	<b>3,711.59</b>	<b>0.00</b>	<b>-1,237.23</b>
<b>Q FEE FUND</b>					
1000 Kindergarten	659.00	364.00	0.00	0.00	1,023.00
1001 1st Grade	480.75	435.50	0.00	0.00	916.25
1002 2nd Grade	420.00	485.00	0.00	0.00	905.00
1003 3rd Grade	1,008.00	350.00	0.00	0.00	1,358.00
1004 4th Grade	333.14	678.00	0.00	0.00	1,011.14
1005 5th Grade	1,033.50	627.50	0.00	0.00	1,661.00
1010 Self-Contained	0.00	0.00	0.00	0.00	0.00
<b>Q FEE FUND Totals:</b>	<b>3,934.39</b>	<b>2,940.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,874.39</b>
<b>R CLUB--FEE FUND</b>					
2000 Student Council Fee Fund	0.00	0.00	0.00	0.00	0.00
2010 Chorus Fee Fund	0.00	0.00	0.00	0.00	0.00
<b>R CLUB--FEE FUND Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Report Totals:</b>	<b>10,669.33</b>	<b>12,663.02</b>	<b>5,983.91</b>	<b>0.00</b>	<b>17,348.44</b>

ALL Data

# Current Cash Balance Report

47

Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A General Fund</b>					
100 Vending	205.63	275.79	205.48	0.00	275.94
110 General Fund	3,361.77	395.00	454.86	0.00	3,301.91
120 PRINCIPAL'S ADMIN. FUND	0.00	0.00	0.00	0.00	0.00
130 Interest Earned Checking	85.00	8.35	0.00	0.00	93.35
140 WEDNESDAY CLASSES/MI	0.00	0.00	0.00	0.00	0.00
<b>A General Fund Totals:</b>	<b>3,652.40</b>	<b>679.14</b>	<b>660.34</b>	<b>0.00</b>	<b>3,671.20</b>
<b>B Clubs &amp; Organizations</b>					
501 Student Council	1,089.48	748.94	702.56	0.00	1,135.86
<b>B Clubs &amp; Organizations Totals:</b>	<b>1,089.48</b>	<b>748.94</b>	<b>702.56</b>	<b>0.00</b>	<b>1,135.86</b>
<b>C Administrative Custodial</b>					
600 KG Classroom Activity	0.00	0.00	0.00	0.00	0.00
601 Site Base	0.00	0.00	0.00	0.00	0.00
602 Hospitality	0.00	0.00	0.00	0.00	0.00
605 1st Classroom Activity	0.00	0.00	0.00	0.00	0.00
606 Books and Magazines	0.00	0.00	0.00	0.00	0.00
610 Library	2,213.94	1,163.32	1,111.22	0.00	2,266.04
611 2nd Classroom Activity	0.00	0.00	0.00	0.00	0.00
615 Field Trips	-1,155.94	0.00	0.00	0.00	-1,155.94
616 3rd Classroom Activity	0.00	0.00	0.00	0.00	0.00
620 Ceiling Tiles	752.92	10.00	0.00	0.00	762.92
625 Multiple Intelligences	0.00	0.00	0.00	0.00	0.00
626 Mini Classes	52.32	0.00	0.00	0.00	52.32
627 Art	519.51	0.00	80.54	0.00	438.97
628 Health Room	269.00	0.00	0.00	0.00	269.00
<b>C Administrative Custodial Totals:</b>	<b>2,651.75</b>	<b>1,173.32</b>	<b>1,191.76</b>	<b>0.00</b>	<b>2,633.31</b>
<b>D District Custodial</b>					
700 Reimbursement	0.00	0.00	0.00	0.00	0.00
720 Convention	0.00	0.00	0.00	0.00	0.00
<b>D District Custodial Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Q Fee Funded Account</b>					
1000 Kindergarten field trips	180.00	300.40	166.50	0.00	313.90
1010 First grade field trips	303.25	304.25	291.79	0.00	315.71
1020 Second grade field trips	357.00	53.00	0.00	0.00	410.00
1030 Third grade field trips	264.00	211.40	199.55	0.00	275.85
1040 Forth grade field trips	0.00	212.00	218.07	0.00	-6.07
1050 Fifth grade field trips	111.00	107.00	122.81	0.00	95.19
1060 ELL field trips	-20.00	0.00	0.00	0.00	-20.00
<b>Q Fee Funded Account Totals:</b>	<b>1,195.25</b>	<b>1,188.05</b>	<b>998.72</b>	<b>0.00</b>	<b>1,384.58</b>
<b>Report Totals:</b>	<b>8,588.88</b>	<b>3,789.45</b>	<b>3,553.38</b>	<b>0.00</b>	<b>8,824.95</b>

# Current Cash Balance Report

*Cindy Barlow*  
Cindy Barlow

48  
Arranged by:  
Group ID and Activity Number

ALL Data

Date: 05/01/2006 thru 05/31/2006

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A General Funds</b>					
100 VENDING MACHINES	8,920.61	3,029.78	1,475.76	0.00	10,474.63
110 OTHER GENERAL	9,243.01	0.00	164.50	0.00	9,078.51
112	0.00	0.00	0.00	0.00	0.00
115 FINES	6,456.66	57.00	0.00	0.00	6,513.66
120 FUND RAISING ACCOUNT	13,569.06	0.00	0.00	0.00	13,569.06
125 VOLUNTEER	185.00	0.00	40.00	0.00	145.00
130 INTEREST EARNED - CHECKING	2,353.54	69.15	0.00	0.00	2,422.69
<b>A General Funds Totals:</b>	<b>40,727.88</b>	<b>3,155.93</b>	<b>1,680.26</b>	<b>0.00</b>	<b>42,203.55</b>
<b>B Athletics</b>					
205 ATHLETIC DEPARTMENT	5,819.36	0.00	1,531.65	0.00	4,287.71
210 ATHLETIC FUND	0.00	0.00	0.00	0.00	0.00
<b>B Athletics Totals:</b>	<b>5,819.36</b>	<b>0.00</b>	<b>1,531.65</b>	<b>0.00</b>	<b>4,287.71</b>
<b>C Academic Clubs</b>					
300 SCIENCE CLUB	376.12	0.00	0.00	0.00	376.12
310 YEARBOOK	6,085.92	85.00	1,598.75	0.00	4,572.17
320 YOUTH TO YOUTH	-286.92	0.00	1,727.02	0.00	-2,013.94
330 KIDS HELPING KIDS	2,088.08	0.00	58.84	0.00	2,029.24
340 RENAISSANCE PROGRAM	3,421.34	0.00	1,569.59	0.00	1,851.75
350 HAL	24.50	0.00	0.00	0.00	24.50
<b>C Academic Clubs Totals:</b>	<b>11,709.04</b>	<b>85.00</b>	<b>4,954.20</b>	<b>0.00</b>	<b>6,839.84</b>
<b>D Clubs and Organizations</b>					
400 STUDENT COUNCIL	1,937.68	191.70	1,263.00	0.00	866.38
410 VOLLEYBALL CLUB	685.33	0.00	0.00	0.00	685.33
420 LEADERSHIP	100.45	0.00	0.00	0.00	100.45
430 BOOK CLUB	561.94	0.00	0.00	0.00	561.94
440 SCRAPBOOK CLUB	5.50	0.00	0.00	0.00	5.50
442 FCS CLUB	0.00	0.00	0.00	0.00	0.00
450 ARTS & CRAFTS CLUB	39.09	0.00	0.00	0.00	39.09
460 PHOTOGRAPHY CLUB	79.58	0.00	0.00	0.00	79.58
470 SPIRIT CLUB	0.00	0.00	0.00	0.00	0.00
480 DRAMA CLUB	138.32	0.00	0.00	0.00	138.32
<b>D Clubs and Organizations Totals:</b>	<b>3,547.89</b>	<b>191.70</b>	<b>1,263.00</b>	<b>0.00</b>	<b>2,476.59</b>
<b>E School Custodial Accounts</b>					
500 MUSIC	0.00	0.00	243.51	0.00	-243.51
501 BAND	3,535.97	145.00	1,145.98	0.00	2,534.99
505 ART CLASS	34.14	0.00	0.00	0.00	34.14
509 8TH GRADE FAREWELL	-102.28	0.00	1,057.79	0.00	-1,160.07
510 TRANSPORTATION	795.65	0.00	359.27	0.00	436.38
511 SPECIAL EVENTS	2,101.39	0.00	0.00	0.00	2,101.39
512 HELP FUND	244.90	0.00	460.00	0.00	-215.10
515 FACULTY VENDING FUND	1,226.68	0.00	306.51	0.00	920.17
520 TEACHERS HOSPITALITY FUND	1,075.25	0.00	591.83	0.00	483.42
525 AMS T-SHIRT SALES	1,222.50	0.00	0.00	0.00	1,222.50
528 A.P.E. T-SHIRTS	256.50	0.00	320.00	0.00	-63.50
530 OUTDOOR CLASSROOM	1,207.03	0.00	2.69	0.00	1,204.34
535 SCIENCE BREAKAGE	138.19	0.00	0.00	0.00	138.19
540 INDUSTRIAL ARTS	2,557.87	154.00	0.00	0.00	2,711.87
542 FAMILY CONSUMER SCIENCE	1,169.14	466.00	518.54	0.00	1,116.60
544	0.00	0.00	0.00	0.00	0.00
545 LIBRARY	2,884.92	12.00	15.00	0.00	2,881.92
550	0.00	0.00	0.00	0.00	0.00

# Current Cash Balance Report

ALL Data

Date: 05/01/2006 thru 05/31/2006

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
555 FITNESS ROOM	1,150.33	0.00	0.00	0.00	1,150.33
570 FIELD TRIPS-SPECIAL AREA	0.00	0.00	24.00	0.00	-24.00
576 FIELD TRIPS-6 GR.	0.00	0.00	408.00	0.00	-408.00
577 FIELD TRIPS-7 GR.	0.00	0.00	0.00	0.00	0.00
578 FIELD TRIPS-8 GR.	0.00	0.00	0.00	0.00	0.00
580 OTHER SCHOOL CUSTODIAL	280.18	414.00	553.96	0.00	140.22
582	0.00	0.00	0.00	0.00	0.00
585 TEAMMATES	0.00	0.00	0.00	0.00	0.00
590 TEAM 6A	64.52	0.00	468.88	0.00	-404.36
591 TEAM 6B	167.74	0.00	28.17	0.00	139.57
592 TEAM 6C	14.22	0.00	22.51	0.00	-8.29
593 TEAM 7A	119.66	0.00	60.49	0.00	59.17
594 TEAM 7B	211.53	0.00	197.80	0.00	13.73
595	0.00	0.00	0.00	0.00	0.00
596 TEAM 8A	270.83	0.00	269.27	0.00	1.56
597 TEAM 8B	257.06	0.00	124.57	0.00	132.49
598	0.00	0.00	0.00	0.00	0.00
<b>E School Custodial Accounts Totals:</b>	<b>20,883.92</b>	<b>1,191.00</b>	<b>7,178.77</b>	<b>0.00</b>	<b>14,896.15</b>
<b>G Investments</b>					
700 SAVINGS	-9,160.51	0.00	0.00	0.00	-9,160.51
710 INTEREST ON SAVINGS	4,160.51	0.00	0.00	0.00	4,160.51
<b>G Investments Totals:</b>	<b>-5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-5,000.00</b>
<b>H Athletic Department</b>					
820	0.00	0.00	0.00	0.00	0.00
<b>H Athletic Department Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Q FIELD TRIP FEES</b>					
1350 HAL FIELD TRIPS	0.00	70.00	0.00	0.00	70.00
1570 FIELD TRIPS-SPECIAL AREA	0.00	0.00	0.00	0.00	0.00
1576 FIELD TRIPS-6 GR.	0.00	0.00	0.00	0.00	0.00
1577 FIELD TRIPS-7 GR.	0.00	0.00	0.00	0.00	0.00
1578 FIELD TRIPS-8 GR.	0.00	0.00	0.00	0.00	0.00
<b>Q FIELD TRIP FEES Totals:</b>	<b>0.00</b>	<b>70.00</b>	<b>0.00</b>	<b>0.00</b>	<b>70.00</b>
<b>R CLUB FEES</b>					
2300 SCIENCE CLUB	0.00	0.00	0.00	0.00	0.00
2320 YOUTH TO YOUTH	636.46	199.50	0.00	0.00	835.96
2400 STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00
2410 VOLLEYBALL CLUB	0.00	0.00	0.00	0.00	0.00
2430 BOOK CLUB	0.00	0.00	0.00	0.00	0.00
2440 SCRAPBOOK CLUB	0.00	0.00	0.00	0.00	0.00
2442 FCS CLUB	0.00	0.00	0.00	0.00	0.00
2450 ARTS & CRAFTS CLUB	0.00	0.00	0.00	0.00	0.00
2460 PHOTOGRAPHY CLUB	0.00	0.00	0.00	0.00	0.00
2470 SPIRIT CLUB	0.00	0.00	0.00	0.00	0.00
2500 MUSIC CLUB	0.00	0.00	0.00	0.00	0.00
2501 BAND CLUB	0.00	0.00	0.00	0.00	0.00
<b>R CLUB FEES Totals:</b>	<b>636.46</b>	<b>199.50</b>	<b>0.00</b>	<b>0.00</b>	<b>835.96</b>
<b>S ATHLETIC FEES</b>					
3205 ATHLETICS	0.00	2,662.00	0.00	0.00	2,662.00
<b>S ATHLETIC FEES Totals:</b>	<b>0.00</b>	<b>2,662.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,662.00</b>
<b>Report Totals:</b>	<b>78,324.55</b>	<b>7,555.13</b>	<b>16,607.88</b>	<b>0.00</b>	<b>69,271.80</b>



# Current Cash Balance Report

ALL Data

Date: 05/01/2006 thru 05/31/2006

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Arranged by:

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A GENERAL FUND</b>					
100 General Fund	5,430.90	1,008.00	188.48	0.00	6,250.42
110 Student Vending	1,482.26	0.00	703.22	0.00	779.04
115 Staff Vending	447.91	1,331.11	1,010.18	0.00	768.84
<b>A GENERAL FUND Totals:</b>	7,361.07	2,339.11	1,901.88	0.00	7,798.30
<b>D SCHOOL CUSTODIAL ACCOUNTS</b>					
400 Library	331.66	0.00	0.00	0.00	331.66
405 FCS - Family Consumer Science	303.74	277.00	380.47	0.00	200.27
410 Field Trips	-2,686.29	0.00	6,716.05	0.00	-9,402.34
415 Hospitality	984.47	0.00	209.30	0.00	775.17
420 IT LAB - Industrial Technology	4,452.37	359.00	0.00	0.00	4,811.37
425 Art	5.00	0.00	0.00	0.00	5.00
430 Spirit Wear	1,506.95	8.00	0.00	0.00	1,514.95
435 Book Fines	2,684.63	217.80	0.00	0.00	2,902.43
440 Bleacher Fund	2,388.44	0.00	0.00	0.00	2,388.44
445 Book Store	0.00	0.00	0.00	0.00	0.00
450 PE Shirts	14.00	0.00	0.00	0.00	14.00
455 Jump Start Camp	0.00	0.00	50.00	0.00	-50.00
2455 Jump Start Camp	250.00	0.00	0.00	0.00	250.00
<b>D SCHOOL CUSTODIAL ACCOUNTS Totals:</b>	10,234.97	861.80	7,355.82	0.00	3,740.95
<b>E INVESTMENTS</b>					
500 Savings	0.00	0.00	0.00	0.00	0.00
505 Checking Interest	388.28	39.00	0.00	0.00	427.28
510 Interest on Savings	0.00	0.00	0.00	0.00	0.00
<b>E INVESTMENTS Totals:</b>	388.28	39.00	0.00	0.00	427.28
<b>F ATHLETICS and ACTIVITIES</b>					
600 Athletics Program	-4,663.93	60.00	1,742.88	0.00	-6,346.81
605 Clubs and Activities	22.20	0.00	0.00	0.00	22.20
610 Student Council	1,688.10	468.51	350.92	0.00	1,805.69
615 Youth to Youth	-1,063.76	0.00	131.86	0.00	-1,195.62
620 Emissary / Peer Mediation / Tutor	9.13	0.00	0.00	0.00	9.13
625 FCS Club	-67.77	0.00	64.78	0.00	-132.55
630 Swing Choir Club	44.32	250.00	145.63	0.00	148.69
635 Environmental Club	450.91	0.00	0.00	0.00	450.91
640 Yearbook	5,437.15	635.00	0.00	0.00	6,072.15
645 Art Club	1.97	0.00	0.00	0.00	1.97
650 HAL	-1,073.60	168.00	8.00	0.00	-913.60
655 Dance Club	45.43	0.00	0.00	0.00	45.43
660 Jazz Band	74.87	0.00	0.00	0.00	74.87
665 Drama Club	-155.86	0.00	0.00	0.00	-155.86
670 Cross Country Club	3.73	0.00	0.00	0.00	3.73
675 Solo and Ensemble Contest	2,753.83	21.00	2,027.74	0.00	747.09
680 Future Educators Club	47.69	0.00	0.00	0.00	47.69
<b>F ATHLETICS and ACTIVITIES Totals:</b>	3,554.41	1,602.51	4,471.81	0.00	685.11
<b>Q FIELD TRIP FEES</b>					
1000 Field Trips	6,691.35	2,848.50	0.00	0.00	9,539.85
<b>Q FIELD TRIP FEES Totals:</b>	6,691.35	2,848.50	0.00	0.00	9,539.85
<b>R CLUB FEES</b>					
2610 Student Council	0.00	0.00	0.00	0.00	0.00
2615 Youth-to-Youth	1,346.00	0.00	0.00	0.00	1,346.00
2625 FCS Club	330.00	0.00	0.00	0.00	330.00
2630 Swing Choir	0.00	0.00	0.00	0.00	0.00

*Nancy Johnston*

*6-26-06*

# Current Cash Balance Report

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ALL Data

Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
2635 Environmental Club	93.31	0.00	0.00	0.00	93.31
2645 Art Club	117.00	0.00	0.00	0.00	117.00
2650 HAL	948.46	0.00	0.00	0.00	948.46
2655 Dance Club	0.00	0.00	0.00	0.00	0.00
2665 Drama Club	140.00	0.00	0.00	0.00	140.00
2670 Cross Country Club	0.00	0.00	0.00	0.00	0.00
<b>R CLUB FEES Totals:</b>	<b>2,974.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,974.77</b>
<b>S ATHLETIC FEES</b>					
3000 Athletics	15,832.75	0.00	0.00	0.00	15,832.75
<b>S ATHLETIC FEES Totals:</b>	<b>15,832.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,832.75</b>
<b>Report Totals:</b>	<b>47,037.60</b>	<b>7,690.92</b>	<b>13,729.51</b>	<b>0.00</b>	<b>40,999.01</b>

# Current Cash Balance Report

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Arranged by:

ALL Data

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A GENERAL FUNDS</b>					
100 VENDING MACHINES	12,071.36	2,765.33	0.00	0.00	14,836.69
105 STAFF VENDING MACHINES	1,224.59	0.00	580.47	0.00	644.12
110 GENERAL	-7,446.03	2,034.70	4,778.25	-233.00	-10,422.58
120 PENCIL FUND (SCHOOL IMPROV.)	505.38	160.00	0.00	0.00	665.38
150 INTEREST EARNED CHECKING	3,058.26	0.00	0.00	0.00	3,058.26
170 INTEREST EARNED SAVINGS	11,021.55	0.00	0.00	0.00	11,021.55
180 BUILDING IMPROVEMENTS FUND	-29.89	0.00	0.00	0.00	-29.89
190 PAYBAC FUND	467.14	0.00	0.00	0.00	467.14
<b>A GENERAL FUNDS Totals:</b>	<b>20,872.36</b>	<b>4,960.03</b>	<b>5,358.72</b>	<b>-233.00</b>	<b>20,240.67</b>
<b>B ATHLETICS</b>					
200 ATHLETICS PROGRAM	-7,241.09	5.00	1,400.31	0.00	-8,636.40
<b>B ATHLETICS Totals:</b>	<b>-7,241.09</b>	<b>5.00</b>	<b>1,400.31</b>	<b>0.00</b>	<b>-8,636.40</b>
<b>C ACADEMIC CLUBS</b>					
305 ART CLUB	-332.92	0.00	0.00	0.00	-332.92
310 YEARBOOKS	1,141.19	0.00	2,065.21	0.00	-924.02
315 BOWLING CLUB	-1,361.45	0.00	0.00	0.00	-1,361.45
320 FAMILY CONSUMER SCIENCE CLUB	-249.51	0.00	0.00	0.00	-249.51
330 DRAMA	91.83	0.00	0.00	0.00	91.83
335 PING PONG	0.00	0.00	0.00	0.00	0.00
340 TENNIS CLUB	0.00	0.00	0.00	0.00	0.00
350 SKI CLUB	0.00	0.00	0.00	0.00	0.00
<b>C ACADEMIC CLUBS Totals:</b>	<b>-710.86</b>	<b>0.00</b>	<b>2,065.21</b>	<b>0.00</b>	<b>-2,776.07</b>
<b>D CLUBS AND ORGANIZATIONS</b>					
400 STUDENT COUNCIL	1,653.49	0.00	701.87	0.00	951.62
425 YOUTH TO YOUTH	-1,128.02	28.00	0.00	0.00	-1,100.02
<b>D CLUBS AND ORGANIZATIONS Totals:</b>	<b>525.47</b>	<b>28.00</b>	<b>701.87</b>	<b>0.00</b>	<b>-148.40</b>
<b>E SCHOOL CUSTODIAL ACCOUNTS</b>					
500 BAND	449.10	0.00	0.00	0.00	449.10
501 SITE BASE	0.00	0.00	0.00	0.00	0.00
502 HOSPITALITY	619.39	0.00	167.79	0.00	451.60
503 BAND CONTEST/CLINIC	0.00	0.00	0.00	0.00	0.00
504 ROTARY ACTIVITY FUND	215.65	0.00	0.00	0.00	215.65
505 FINES	2,678.55	0.00	0.00	0.00	2,678.55
506 MONTESSORI (6TH)	42.38	0.00	253.00	0.00	-210.62
507 TEAMMATES	0.00	0.00	0.00	0.00	0.00
508 MONTESSORI 7/8	-3,414.47	150.00	3,550.55	0.00	-6,815.02
509 FUNDRAISER '02-'03 (SCHOLARSHIPS,	0.00	0.00	0.00	0.00	0.00
510 FIELD TRIPS	-4,875.14	0.00	2,003.43	209.00	-6,669.57
511 NEW TEACHER FUND	522.38	0.00	40.64	0.00	481.74
512 KIDS HELPING KIDS FUND	88.40	0.00	0.00	0.00	88.40
513 MONTESSORI SUPPORT FUND	1,230.15	1,147.65	0.00	0.00	2,377.80
514 LACEY LEGACY FUND	176.44	0.00	0.00	0.00	176.44
515 ASSIGNMENT NOTEBOOKS	762.65	0.00	0.00	0.00	762.65
516 6A SUPPORT FUND	435.16	0.00	0.00	0.00	435.16
517 6B SUPPORT FUND	441.22	0.00	36.44	0.00	404.78
518 7A SUPPORT FUND	762.31	0.00	327.68	0.00	434.63
519 7B SUPPORT FUND	770.67	0.00	430.27	-22.00	318.40
520 LIBRARY	464.80	35.96	38.18	0.00	462.58
521 7C SUPPORT FUND	187.75	0.00	0.00	0.00	187.75
522 8A SUPPORT FUND	931.06	0.00	0.00	0.00	931.06
523 8B SUPPORT FUND	1,034.33	0.00	0.00	0.00	1,034.33

# Current Cash Balance Report

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ALL Data

Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
524 FUNDRAISER '04-'05	0.00	0.00	0.00	0.00	0.00
525 M.S. ALTERNATIVE PROGRAM	493.09	375.91	227.34	40.00	681.66
526 FUNDRAISER '03-'04 (SCHOLARSHIPS,	1,852.46	0.00	0.00	0.00	1,852.46
527 FUNDRAISER '05-'06	562.42	7.20	0.00	0.00	569.62
528 H.A.L. TRIPS	-987.84	0.00	347.41	6.00	-1,329.25
530 FUNDRAISER 97-98,COCURRICULAR	0.00	0.00	0.00	0.00	0.00
535 VOCAL MUSIC	43.81	0.00	0.00	0.00	43.81
540 FUNDRAISER 98-99, LIBRARY	39.12	0.00	0.00	0.00	39.12
545 ORCHESTRA	15.86	0.00	0.00	0.00	15.86
550 SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00
555 FUNDRAISER 99-00, PRODUCTIVITY &	0.00	0.00	0.00	0.00	0.00
560 PHYSICAL EDUCATION	266.91	0.00	0.00	0.00	266.91
565 FUNDRAISER '00-'01, (SIGNS, SCHOLARSHIPS,	0.00	0.00	0.00	0.00	0.00
570 CYCLONE PARENT DONATIONS	0.00	1,250.00	750.00	0.00	500.00
575 ART FEES	270.61	0.00	0.00	0.00	270.61
580 SEWING (HAAN CRAFT KITS)	110.59	194.20	193.55	0.00	111.24
585 ENVIRONMENTAL EDUCATION	80.15	0.00	23.23	0.00	56.92
587 CARTRIDGES FOR KIDS	31.00	47.75	0.00	0.00	78.75
590 TECHNOLOGY EDUCATION	1,948.86	90.50	0.00	0.00	2,039.36
595 FUNDRAISER '01-'02 (COMMONS, CAMPUS, SIGN,	0.00	0.00	0.00	0.00	0.00
<b>E SCHOOL CUSTODIAL ACCOUNTS Totals:</b>	<b>8,249.82</b>	<b>3,299.17</b>	<b>8,389.51</b>	<b>233.00</b>	<b>3,392.48</b>
<b>F DISTRICT CUSTODIAL ACCOUNTS</b>					
620 CONFERENCE ACCOUNT	1,028.93	0.00	0.00	0.00	1,028.93
<b>F DISTRICT CUSTODIAL ACCOUNTS Totals:</b>	<b>1,028.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,028.93</b>
<b>G INVESTMENTS</b>					
700 SAVINGS	-36,173.96	0.00	0.00	0.00	-36,173.96
710 INTEREST ON SAVINGS	0.00	0.00	0.00	0.00	0.00
<b>G INVESTMENTS Totals:</b>	<b>-36,173.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-36,173.96</b>
<b>Q FIELD TRIP FEES</b>					
1005 6A FIELD TRIPS	1,299.50	0.00	0.00	0.00	1,299.50
1010 6B FIELD TRIPS	997.00	0.00	0.00	0.00	997.00
1015 6C FIELD TRIPS	0.00	0.00	0.00	0.00	0.00
1020 6TH GRADE FIELD TRIPS	0.00	0.00	0.00	0.00	0.00
1030 7A FIELD TRIPS	0.00	1,177.00	0.00	0.00	1,177.00
1035 7B FIELD TRIPS	0.00	1,095.00	0.00	0.00	1,095.00
1040 7C FIELD TRIPS	0.00	0.00	0.00	0.00	0.00
1045 7TH GRADE FIELD TRIPS	1,255.00	0.00	0.00	0.00	1,255.00
1050 8A FIELD TRIPS	0.00	0.00	0.00	0.00	0.00
1055 8B FIELD TRIPS	0.00	0.00	0.00	0.00	0.00
1060 8C FIELD TRIPS	0.00	0.00	0.00	0.00	0.00
1065 8TH GRADE FIELD TRIPS	824.00	0.00	0.00	0.00	824.00
1075 FRENCH FIELD TRIPS	0.00	0.00	0.00	0.00	0.00
1080 GERMAN FIELD TRIPS	235.00	0.00	0.00	0.00	235.00
1506 MONTESSORI (6) FIELD TRIPS	325.00	0.00	0.00	0.00	325.00
1508 MONTESSORI (7,8) FIELD TRIPS	3,958.00	2,470.00	0.00	0.00	6,428.00
1525 MSAP FIELD TRIPS	220.00	214.95	0.00	0.00	434.95
1528 H.A.L. FIELD TRIPS	851.50	250.00	0.00	0.00	1,101.50
<b>Q FIELD TRIP FEES Totals:</b>	<b>9,965.00</b>	<b>5,206.95</b>	<b>0.00</b>	<b>0.00</b>	<b>15,171.95</b>
<b>R CLUB FEES</b>					
2305 ART CLUB	410.00	0.00	0.00	0.00	410.00
2315 BOWLING CLUB	1,650.00	0.00	0.00	0.00	1,650.00
2320 FAMILY CONSUMER SCIENCE CLUB	280.00	0.00	0.00	0.00	280.00

# Current Cash Balance Report

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ALL Data

Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
2330 DRAMA CLUB	0.00	0.00	0.00	0.00	0.00
2340 TENNIS CLUB	0.00	0.00	0.00	0.00	0.00
2350 SKI CLUB	0.00	0.00	0.00	0.00	0.00
2425 YOUTH TO YOUTH CLUB	1,056.00	0.00	0.00	0.00	1,056.00
2500 BAND	48.00	0.00	0.00	0.00	48.00
2535 VOCAL MUSIC	189.00	0.00	0.00	0.00	189.00
2545 ORCHESTRA	0.00	0.00	0.00	0.00	0.00
2600 MUSIC SHIRTS	1,687.40	0.00	0.00	0.00	1,687.40
<b>R CLUB FEES Totals:</b>	<b>5,320.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,320.40</b>
<b>S ATHLETICS FEES</b>					
3200 ATHLETICS	12,383.50	0.00	0.00	0.00	12,383.50
<b>S ATHLETICS FEES Totals:</b>	<b>12,383.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,383.50</b>
<b>Report Totals:</b>	<b>14,219.57</b>	<b>13,499.15</b>	<b>17,915.62</b>	<b>0.00</b>	<b>9,803.10</b>

Submitted by *Jessie M. Christia - Bookkeeper*

Approved by *Beth Baller* Date *6-19-06*

## Current Cash Balance Report

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A GENERAL FUNDS</b>					
100 VENDING	11,049.30	1,046.00	621.70	0.00	11,473.60
105 STAFF VENDING	2,036.55	1,045.00	37.59	0.00	3,043.96
110 GENERAL FUND	3,395.23	1,047.45	555.97	0.00	3,886.71
112 PAYBAC	3,376.46	0.00	0.00	0.00	3,376.46
115 KIEWIT T-SHIRT-SALES/PROJECTS	10,337.90	0.00	1,281.00	0.00	9,056.90
116 CLASS/ACTIVITY T-SHIRTS	-1.00	0.00	0.00	0.00	-1.00
117 BOOK ORDERS	0.00	0.00	0.00	0.00	0.00
119 SITE IMPROVEMENT	37,756.98	118.74	0.00	-19,175.00	18,700.72
120 SCHOOL IMPROVEMENT TEAM	2,621.00	0.00	0.00	0.00	2,621.00
130 BUS	6,003.35	0.00	166.69	2,000.00	7,836.66
140 RETIREMENT	741.02	0.00	394.35	1,000.00	1,346.67
150 PARENT/TEACHER RESOURCE LIB	775.53	0.00	0.00	0.00	775.53
155 TECHNOLOGY	0.00	0.00	0.00	0.00	0.00
165 ROTARY	621.91	0.00	0.00	0.00	621.91
167 KCC FUNDRAISER	0.00	0.00	0.00	7,000.00	7,000.00
170 SCHOLARSHIP	3,936.06	0.00	300.00	2,000.00	5,636.06
180 SPECIAL PROJECTS	2,586.59	550.00	667.16	5,000.00	7,469.43
185 LEARNING CENTER	930.13	0.00	0.00	0.00	930.13
190 STAFF DEVELOPMENT	3,748.38	750.00	311.85	2,000.00	6,186.53
195 STUDENT ACTIVITIES	3,698.72	0.00	0.00	0.00	3,698.72
196 PARENTS FOR TEACHER APPRECIATION	0.00	0.00	0.00	0.00	0.00
197 VOCAL MUSIC	0.00	0.00	0.00	0.00	0.00
198 KETV GRANT/LAURA THOREEN	700.00	0.00	0.00	0.00	700.00
199 RITONYA-ANNE PAGE	250.00	0.00	100.00	0.00	150.00
<b>A GENERAL FUNDS Totals:</b>	<b>94,564.11</b>	<b>4,557.19</b>	<b>4,436.31</b>	<b>-175.00</b>	<b>94,509.99</b>
<b>B ATHLETICS</b>					
200 ATHLETICS	-368.40	90.00	3,661.52	0.00	-3,939.92
205 SUMMER BB CAMP	0.00	0.00	0.00	0.00	0.00
210 MULTI-PURPOSE PROJECT	0.00	0.00	0.00	0.00	0.00
<b>B ATHLETICS Totals:</b>	<b>-368.40</b>	<b>90.00</b>	<b>3,661.52</b>	<b>0.00</b>	<b>-3,939.92</b>
<b>C ACADEMIC CLUBS</b>					
300 INTERNATIONAL CLUB	0.00	0.00	0.00	0.00	0.00
305 VOLUNTEER CLUB	2,748.00	1,018.23	21.50	0.00	3,744.73
310 YEARBOOK	20,118.52	1,228.00	5,597.40	0.00	15,749.12
315 DRAMA CLUB	1,779.57	0.00	0.00	0.00	1,779.57
320 YOUTH-TO-YOUTH	1,647.70	0.00	232.00	0.00	1,415.70
325 STUDENT COUNCIL	2,646.24	497.14	64.20	0.00	3,079.18
330 SCIENCE CLUB	0.00	0.00	0.00	0.00	0.00
335 ART CLUB	-70.08	0.00	35.00	0.00	-105.08
355 SPEECH CLUB	-279.00	0.00	0.00	0.00	-279.00
360 DESTINATION IMAGINATION CLUB	-175.00	0.00	2,510.00	175.00	-2,510.00
<b>C ACADEMIC CLUBS Totals:</b>	<b>28,415.95</b>	<b>2,743.37</b>	<b>8,460.10</b>	<b>175.00</b>	<b>22,874.22</b>
<b>D CLUBS AND ORGANIZATIONS</b>					
420 SNACK AND STITCH	3.81	0.00	0.00	0.00	3.81
<b>D CLUBS AND ORGANIZATIONS Totals:</b>	<b>3.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.81</b>
<b>E SCHOOL CUSTODIAL ACCOUNTS</b>					
520 SOCIAL/HOSPITALITY	2,107.07	0.00	32.00	0.00	2,075.07
530 PE/LOCK	2,544.52	24.00	0.00	0.00	2,568.52
540 HOME ARTS	247.51	28.25	0.00	0.00	275.76
550 INDUSTRIAL ARTS	7,080.27	287.00	0.00	0.00	7,367.27
560 ART CLASS	0.00	0.00	0.00	0.00	0.00

ALL Data

# Current Cash Balance Report

56 Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
580 LIBRARY	5,365.67	497.43	558.16	0.00	5,304.94
581 6A FIELD TRIP	-769.33	0.00	0.00	0.00	-769.33
582 6B FIELD TRIP	-743.95	0.00	0.00	0.00	-743.95
583 6C FIELD TRIP	-912.16	0.00	0.00	0.00	-912.16
584 7A FIELD TRIP	-482.00	0.00	0.00	0.00	-482.00
585 7B FIELD TRIP	0.00	0.00	0.00	0.00	0.00
586 7C FIELD TRIP	-243.98	0.00	0.00	0.00	-243.98
587 8A FIELD TRIP	-877.00	0.00	0.00	0.00	-877.00
588 8B FIELD TRIP	-1,028.00	0.00	0.00	0.00	-1,028.00
589 8C FIELD TRIP	-446.00	0.00	0.00	0.00	-446.00
590 FRENCH FIELD TRIP	-153.00	0.00	0.00	0.00	-153.00
591 GERMAN FIELD TRIP	0.00	0.00	0.00	0.00	0.00
592 SPANISH FIELD TRIP	0.00	0.00	0.00	0.00	0.00
593 HAL FIELD TRIPS	-2,144.39	0.00	0.00	0.00	-2,144.39
594 AFTER SCHOOL PROGRAM	-13,951.70	0.00	6,184.42	0.00	-20,136.12
595 SUMMER SCHOOL PROGRAM	0.00	0.00	222.54	0.00	-222.54
596 BAND FIELD TRIPS	0.00	0.00	0.00	0.00	0.00
597 BAND ACTIVITIES	0.00	0.00	0.00	0.00	0.00
<b>E SCHOOL CUSTODIAL ACCOUNTS Totals:</b>	<b>-4,406.47</b>	<b>836.68</b>	<b>6,997.12</b>	<b>0.00</b>	<b>-10,566.91</b>
<b>F DISTRICT CUSTODIAL ACCOUNTS</b>					
620 CONVENTION	0.00	0.00	0.00	0.00	0.00
<b>F DISTRICT CUSTODIAL ACCOUNTS Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>G INVESTMENTS</b>					
700 SAVINGS	-71,756.62	0.00	0.00	0.00	-71,756.62
710 INTEREST ON SAVINGS	47,354.62	0.00	0.00	0.00	47,354.62
<b>G INVESTMENTS Totals:</b>	<b>-24,402.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-24,402.00</b>
<b>Q FIELD TRIP FEES</b>					
1581 6A FIELD TRIP	769.00	0.00	0.00	0.00	769.00
1582 6B FIELD TRIPS	744.00	0.00	0.00	0.00	744.00
1583 6C FIELD TRIPS	912.00	0.00	0.00	0.00	912.00
1584 7A FIELD TRIPS	482.00	0.00	0.00	0.00	482.00
1585 7B FIELD TRIPS	0.00	0.00	0.00	0.00	0.00
1586 7C FIELD TRIPS	434.00	0.00	0.00	0.00	434.00
1587 8A FIELD TRIPS	1,338.00	0.00	0.00	0.00	1,338.00
1588 8B FIELD TRIPS	1,508.00	0.00	0.00	0.00	1,508.00
1589 8C FIELD TRIPS	667.00	0.00	0.00	0.00	667.00
1590 FRENCH FIELD TRIPS	153.00	0.00	0.00	0.00	153.00
1591 GERMAN FIELD TRIPS	0.00	0.00	0.00	0.00	0.00
1592 SPANISH FIELD TRIPS	0.00	0.00	0.00	0.00	0.00
1593 HAL FIELD TRIPS	1,786.47	0.00	0.00	0.00	1,786.47
1596 BAND FIELD TRIPS	0.00	0.00	0.00	0.00	0.00
<b>Q FIELD TRIP FEES Totals:</b>	<b>8,793.47</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,793.47</b>
<b>R CLUB FEES</b>					
2320 YOUTH TO YOUTH CLUB	0.00	352.00	0.00	0.00	352.00
2335 ART CLUB	105.00	0.00	0.00	0.00	105.00
2350 CHESS CLUB	0.00	0.00	0.00	0.00	0.00
2355 SPEECH CLUB	291.00	0.00	0.00	0.00	291.00
2360 DESTINATION IMAGINATION CLUB	0.00	2,510.00	0.00	0.00	2,510.00
2420 SNACK AND STITCH CLUB	33.00	0.00	0.00	0.00	33.00
<b>R CLUB FEES Totals:</b>	<b>429.00</b>	<b>2,862.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,291.00</b>

ALL Data

# Current Cash Balance Report

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Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>S ATHLETIC FEES</b>					
3200 ATHLETICS	19,011.00	0.00	0.00	0.00	19,011.00
3205 SUMMER BB CAMP	0.00	3,280.00	0.00	0.00	3,280.00
<b>S ATHLETIC FEES Totals:</b>	<u>19,011.00</u>	<u>3,280.00</u>	<u>0.00</u>	<u>0.00</u>	<u>22,291.00</u>
<b>T AFTER SCHOOL PROGRAM FEES</b>					
6594 AFTER SCHOOL PROGRAM	21,008.00	2,850.00	0.00	0.00	23,858.00
6595 AFTER SCHOOL/SUMMER SCHOOL	0.00	1,350.00	0.00	0.00	1,350.00
<b>T AFTER SCHOOL PROGRAM FEES Totals:</b>	<u>21,008.00</u>	<u>4,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,208.00</u>
<b>Report Totals:</b>	<u>143,048.47</u>	<u>18,569.24</u>	<u>23,555.05</u>	<u>0.00</u>	<u>138,062.66</u>

*Jerome Schuetz 6/9/06*

*Phil Kue 6/9/06*



# Current Cash Balance Report

58  
Arranged by:

Group ID and Activity Number

ALL Data

Date: 05/01/2006 thru 05/31/2006

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITY GENERAL FUND</b>					
100 Vending	4,368.13	1,730.33	1,302.74	-134.03	4,661.69
101 Coffee & Water Machines	-464.35	0.00	14.95	0.00	-479.30
102 Building Beautification	2,457.22	0.00	0.00	0.00	2,457.22
103 Vending machines-staff	27.77	0.00	0.00	0.00	27.77
104 Freedom Shrine Donations	0.00	0.00	0.00	0.00	0.00
105 Dummy Account	0.00	0.00	0.00	0.00	0.00
110 General	508.30	0.00	209.98	0.00	298.32
149 Discretionary Spending	0.00	0.00	0.00	0.00	0.00
150 Sweatshirt Sales	259.09	52.00	0.00	0.00	311.09
<b>A ACTIVITY GENERAL FUND Totals:</b>	7,156.16	1,782.33	1,527.67	-134.03	7,276.79
<b>B ATHLETICS/ACTIVITIES</b>					
201 Athletics	-10,476.48	179.55	1,253.17	0.00	-11,550.10
202 Athletics Assistance from Rotary	578.50	0.00	0.00	0.00	578.50
203 Concert Supervision	0.00	0.00	0.00	0.00	0.00
<b>B ATHLETICS/ACTIVITIES Totals:</b>	-9,897.98	179.55	1,253.17	0.00	-10,971.60
<b>C ACADEMIC CLUBS</b>					
301 Yearbook	3,128.31	3,655.00	355.00	0.00	6,428.31
302 Swing/Girls' Choir	0.00	0.00	0.00	0.00	0.00
303 Jazz Band	0.00	0.00	0.00	0.00	0.00
<b>C ACADEMIC CLUBS Totals:</b>	3,128.31	3,655.00	355.00	0.00	6,428.31
<b>D CLUBS AND ORGANIZATIONS</b>					
401 Art Club	-137.13	0.00	0.00	0.00	-137.13
402 Chess Club	0.00	0.00	0.00	0.00	0.00
403 Computer Club	0.00	0.00	0.00	0.00	0.00
404 Drama Club	0.00	0.00	0.00	0.00	0.00
405 Environmental Club	0.00	0.00	0.00	0.00	0.00
406 Golf Club	0.00	0.00	0.00	0.00	0.00
407 Student Newspaper	0.00	0.00	0.00	0.00	0.00
408 Science Club	0.00	0.00	0.00	0.00	0.00
409 Home Ec Club	0.00	0.00	0.00	0.00	0.00
410 Student Council	1,822.97	22.50	164.52	0.00	1,680.95
411 Youth to Youth	1,671.33	0.00	0.00	-822.50	848.83
413 Wits Clash/Knowledge Masters	33.02	0.00	0.00	0.00	33.02
414 Ski Club	0.00	0.00	0.00	0.00	0.00
415 Photography Club	0.00	0.00	0.00	0.00	0.00
416 Literary Club	0.00	0.00	0.00	0.00	0.00
417 Summer Opportunities	0.00	0.00	0.00	0.00	0.00
418 Spirit Club	0.00	0.00	0.00	0.00	0.00
419 Engineering Club	0.00	0.00	0.00	0.00	0.00
420 Japanese Club	48.22	0.00	0.00	0.00	48.22
421 Dulcimer Club	0.00	0.00	0.00	0.00	0.00
<b>D CLUBS AND ORGANIZATIONS Totals:</b>	3,438.41	22.50	164.52	-822.50	2,473.89
<b>E ADMIN CUSTODIAL ACCOUNTS</b>					
601 Employee Hospitality	310.06	0.00	-34.50	0.00	344.56
603 Gym Fees	317.36	0.00	0.00	0.00	317.36
604 Art	136.46	0.00	0.00	0.00	136.46
605 Book Fines	7,459.08	18.90	0.00	0.00	7,477.98
606 Library	838.86	33.74	0.00	0.00	872.60
607 Parent Pack Organization	0.00	0.00	0.00	0.00	0.00
608 Leadership Workshop	0.00	0.00	0.00	0.00	0.00
609 Parent Pack Resource	0.00	0.00	0.00	0.00	0.00

## Current Cash Balance Report

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
610 8th Grade Farewell	1,629.99	0.00	0.00	0.00	1,629.99
611 Directory Advertisements	0.00	0.00	0.00	0.00	0.00
612 Peer Tutor/Learning Center	0.00	0.00	0.00	0.00	0.00
618 Counseling	376.66	0.00	296.69	0.00	79.97
<b>E ADMIN CUSTODIAL ACCOUNTS Totals:</b>	<b>11,068.47</b>	<b>52.64</b>	<b>262.19</b>	<b>0.00</b>	<b>10,858.92</b>
<b>F ACADEMIC CUSTODIAL ACCOUNTS</b>					
701 HAL	381.38	41.50	0.00	0.00	422.88
702 Industrial Technology	2,547.24	660.60	6.43	0.00	3,201.41
703 Home Economics	382.33	365.00	393.35	0.00	353.98
704 TEAM 6A	259.14	0.00	0.00	-92.39	166.75
705 TEAM 6B	389.33	0.00	0.00	-92.38	296.95
706 TEAM 7A	470.53	0.00	0.00	0.00	470.53
707 TEAM 7B	301.29	49.00	48.00	0.00	302.29
708 TEAM 8A	334.58	0.00	0.00	0.00	334.58
709 TEAM 8B	347.09	0.00	21.37	0.00	325.72
710 TEAM 7C	0.00	0.00	0.00	0.00	0.00
711 TEAM 6C	254.72	0.00	0.00	-92.38	162.34
712 TEAM 8C	137.30	0.00	0.00	0.00	137.30
713 Field Trips - balance from prior years	1,457.73	0.00	0.00	0.00	1,457.73
714 6th grade field trips	-3,795.20	0.00	642.15	352.36	-4,084.99
715 7th grade field trips	-622.29	0.00	0.00	0.00	-622.29
716 8th grade field trips	-4,980.21	0.00	1,750.53	58.82	-6,671.92
717 Exploratory Teams	55.31	0.00	0.00	0.00	55.31
718 Packtime	0.00	0.00	0.00	0.00	0.00
719 Music	35.00	0.00	0.00	0.00	35.00
720 Orchestra	17.52	0.00	0.00	0.00	17.52
721 Band	0.00	0.00	0.00	0.00	0.00
722 Music field trips	-215.00	0.00	0.00	0.00	-215.00
723 Orchestra field trips	0.00	0.00	0.00	0.00	0.00
724 Band field trips	0.00	0.00	0.00	0.00	0.00
725 HAL Field trips	-816.25	0.00	0.00	0.00	-816.25
726 Foreign Language Field Trips	-250.00	0.00	0.00	0.00	-250.00
727 Youth to Youth Field Trips	-2,259.00	0.00	184.00	822.50	-1,620.50
728 Jump Start Program	0.00	0.00	0.00	0.00	0.00
<b>F ACADEMIC CUSTODIAL ACCOUNTS Totals:</b>	<b>-5,567.46</b>	<b>1,116.10</b>	<b>3,045.83</b>	<b>956.53</b>	<b>-6,540.66</b>
<b>G DISTRICT CUSTODIAL ACCOUNTS</b>					
800 Reimbursement account	0.00	0.00	0.00	0.00	0.00
801 Convention	0.00	0.00	0.00	0.00	0.00
802 Other District Custodial	0.00	0.00	0.00	0.00	0.00
<b>G DISTRICT CUSTODIAL ACCOUNTS Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>H INVESTMENTS</b>					
905 Interest on checking	672.67	55.28	0.00	0.00	727.95
<b>H INVESTMENTS Totals:</b>	<b>672.67</b>	<b>55.28</b>	<b>0.00</b>	<b>0.00</b>	<b>727.95</b>
<b>I FUNDRAISERS</b>					
1001 Auction	0.00	0.00	0.00	0.00	0.00
1002 MAGAZINE SALES	6,063.61	0.00	100.00	0.00	5,963.61
1003 Entertainment Books	5,778.85	0.00	603.44	0.00	5,175.41
1004 J.C. Penney	426.08	0.00	0.00	0.00	426.08
1005 Target donation	3,730.46	0.00	0.00	0.00	3,730.46
1006 Donations	7,161.49	1,135.00	0.00	0.00	8,296.49
1007 Commercial Federal Donation	1,150.00	0.00	0.00	0.00	1,150.00
1008 Bemis Art Project	0.00	0.00	0.00	0.00	0.00

ALL Data

# Current Cash Balance Report

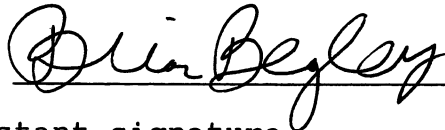
60 Affranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
1009 Russell Night at Moe's	301.83	0.00	0.00	0.00	301.83
<b>I FUNDRAISERS Totals:</b>	<b>24,612.32</b>	<b>1,135.00</b>	<b>703.44</b>	<b>0.00</b>	<b>25,043.88</b>
<b>J PACKTIME ACCOUNTS</b>					
1100 PACKTime 6th grade	0.00	0.00	0.00	0.00	0.00
1102 PACKTime 7th grade	0.00	0.00	0.00	0.00	0.00
1103 PACKTime 8th grade	0.00	0.00	0.00	0.00	0.00
<b>J PACKTIME ACCOUNTS Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Q Field Trip Fees</b>					
1205 6A field trips/team days	803.20	510.00	0.00	0.00	1,313.20
1210 6B Field trips/team day	735.00	1,330.00	0.00	-300.00	1,765.00
1211 6C field trips/team days	693.25	230.00	0.00	540.00	1,463.25
1215 7A Field trips/team day	759.75	0.00	0.00	0.00	759.75
1220 7B Field trips/team day	628.25	0.00	0.00	0.00	628.25
1225 7C Field trips/team days	0.00	0.00	0.00	0.00	0.00
1230 8A Field trips/team days	2,582.00	0.00	0.00	0.00	2,582.00
1235 8B Field trip/team days	2,555.25	0.00	0.00	0.00	2,555.25
1240 8C Field trips/team days	1,192.00	240.00	0.00	-240.00	1,192.00
1245 Foreign Language Field Trips	250.00	0.00	0.00	0.00	250.00
1250 Vocal Music Field Trips	195.00	0.00	0.00	0.00	195.00
1255 Orchestra Field Trips	0.00	0.00	0.00	0.00	0.00
1260 HAL Field Trips	869.25	0.00	0.00	0.00	869.25
1265 Band Field Trips	0.00	0.00	0.00	0.00	0.00
1270 Journalism Field Trips	0.00	0.00	0.00	0.00	0.00
1275 Student Council Field Trips	0.00	0.00	0.00	0.00	0.00
1280 Jump Start	670.00	300.00	0.00	0.00	970.00
1281 Youth to Youth Field Trips	1,436.50	184.00	0.00	0.00	1,620.50
<b>Q Field Trip Fees Totals:</b>	<b>13,369.45</b>	<b>2,794.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,163.45</b>
<b>R Clubs/Activities</b>					
2401 Art Club	219.00	0.00	0.00	0.00	219.00
2402 Chess Club	0.00	0.00	0.00	0.00	0.00
2420 Japanese Club	0.00	0.00	0.00	0.00	0.00
<b>R Clubs/Activities Totals:</b>	<b>219.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>219.00</b>
<b>S Athletic Fees</b>					
3201 Athletics	12,974.00	0.00	0.00	0.00	12,974.00
<b>S Athletic Fees Totals:</b>	<b>12,974.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,974.00</b>
<b>Report Totals:</b>	<b>61,173.35</b>	<b>10,792.40</b>	<b>7,311.82</b>	<b>0.00</b>	<b>64,653.93</b>

Principal signature



Date

June 19, 2006

Administrative Assistant signature

# Current Cash Balance Report

ALL Data

Date: 05/01/2006 thru 05/31/2006

61 Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ACTIVITY GENERAL FUND</b>					
1 NOT IN USE	0.00	0.00	0.00	0.00	0.00
100 VENDING/C STORE REVENUES/OLD YEAR	71,113.54	30.00	1,302.08	0.00	69,841.46
101 NOT IN USE 9/05	0.00	0.00	0.00	0.00	0.00
102 NOT IN USE 9/05	0.00	0.00	0.00	0.00	0.00
103 NOT IN USE 9/05	0.00	0.00	0.00	0.00	0.00
105 MUSTANG MANIA GRANTS	1,605.78	0.00	951.44	0.00	654.34
110 GENERAL	12,139.84	-46.83	299.11	0.00	11,793.90
115 PLC	780.72	0.00	0.00	0.00	780.72
120 ACTIVITIES SUPPORT	45,000.00	0.00	0.00	0.00	45,000.00
146 COKE/FOOD SERVICE	109,362.76	0.00	0.00	0.00	109,362.76
150 NOT IN USE 9/5	0.00	0.00	0.00	0.00	0.00
170 INTEREST OF CD'S	66,930.06	371.29	0.00	0.00	67,301.35
180 INTEREST ON NOW ACCOUNT	12,823.37	100.66	0.00	0.00	12,924.03
185 INTEREST ON EAGLE FUND	20,087.16	48.85	0.00	0.00	20,136.01
190 MN SITE IMPROVEMENTS	3,655.24	0.00	0.00	0.00	3,655.24
<b>A ACTIVITY GENERAL FUND Totals:</b>	<b>343,498.47</b>	<b>503.97</b>	<b>2,552.63</b>	<b>0.00</b>	<b>341,449.81</b>
<b>B ATHLETICS/ACTIVITIES</b>					
200 ACTIVITIES TRANSPORTATION	-36,296.42	940.00	4,691.82	0.00	-40,048.24
201 CONCESSIONS	11,722.42	110.00	2,204.82	0.00	9,627.60
202 ATHLETICS	159,414.62	3,867.00	4,286.83	-209.69	158,785.10
203 SPORT FEES**	-53,229.12	0.00	0.00	0.00	-53,229.12
204 ACTIVITY TICKETS	20,332.00	18.00	0.00	0.00	20,350.00
205 ATHLETIC CLOTHING	10,345.67	142.00	0.00	0.00	10,487.67
210 NHS PHYSICAL SCREENING	0.00	0.00	0.00	0.00	0.00
215 TEMPORARY HELP/ACT/ATHLETICS	30.00	0.00	300.00	0.00	-270.00
220 ENTRY FEES	-6,177.00	0.00	255.00	0.00	-6,432.00
230 OFFICIALS	-28,445.71	0.00	920.00	0.00	-29,365.71
235 DEBATE TRANSPORTATION**	-3,846.21	0.00	35.56	0.00	-3,881.77
240 FORENSIC TRANSPORTATION**	-3,956.01	0.00	339.27	0.00	-4,295.28
250 BAND/ORCHESTRA TACT **	-7,696.06	0.00	0.00	0.00	-7,696.06
260 CHORAL TRANSPORTATION**	-469.33	0.00	163.75	0.00	-633.08
<b>B ATHLETICS/ACTIVITIES Totals:</b>	<b>61,728.85</b>	<b>5,077.00</b>	<b>13,197.05</b>	<b>-209.69</b>	<b>53,399.11</b>
<b>C ACADEMIC CLUBS</b>					
301 DECA**	-7,492.44	0.00	0.00	0.00	-7,492.44
302 FRENCH CLUB	1,355.21	0.00	0.00	0.00	1,355.21
303 LATIN CLUB	-104.66	0.00	0.00	0.00	-104.66
304 NOT IN USE 09/05	0.00	0.00	0.00	0.00	0.00
305 SPANISH CLUB	-2,378.81	150.52	292.70	0.00	-2,520.99
307 GERMAN CLUB	-715.76	0.00	0.00	0.00	-715.76
308 YEARBOOK/STAMPEDE	13,873.80	3,462.65	290.04	100.00	17,146.41
309 NEWSPAPER/HOOFBEAT	4,846.33	760.00	1,027.27	0.00	4,579.06
311 ASTRONOMY CLUB	15.00	0.00	0.00	0.00	15.00
312 DECA COOKIE ACCOUNT	605.60	0.00	0.00	0.00	605.60
314 HISTORY CLUB**	-12,834.86	333.44	4,842.90	0.00	-17,344.32
315 SPIRIT SHOP	16,248.52	260.00	0.00	0.00	16,508.52
316 FCCLA**	6,090.32	409.00	229.70	0.00	6,269.62
317 FEA	74.62	0.00	0.00	0.00	74.62
320 NOT IN USE 09/05	0.00	0.00	0.00	0.00	0.00
325 VIA	319.52	0.00	0.00	0.00	319.52
524 MULTI-CAT	780.00	0.00	0.00	0.00	780.00
614 BROADCAST CLUB	-60.89	15.00	0.00	0.00	-45.89

# Current Cash Balance Report

Arranged by: 62

ALL Data

Group ID and Activity Number

Date: 05/01/2006 thru 05/31/2006

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
615 VICA**	695.98	821.31	1,213.37	0.00	303.92
<b>C ACADEMIC CLUBS Totals:</b>	<b>21,317.48</b>	<b>6,211.92</b>	<b>7,895.98</b>	<b>100.00</b>	<b>19,733.42</b>
<b>D CLUBS AND ORGANIZATIONS</b>					
310 VARSITY CHEER FUNDRAISER	0.00	0.00	0.00	0.00	0.00
400 JV CHEER FUNDRAISER	100.00	1,626.50	1,004.50	0.00	722.00
401 CANCER FUND	0.00	0.00	0.00	0.00	0.00
402 CHEER-UNIFORMS**	15,228.96	3,979.82	4,045.00	0.00	15,163.78
403 DAIRY COUNCIL OF NE	0.00	0.00	0.00	0.00	0.00
404 CHEER-FUNDRAISER	-0.45	0.00	0.00	0.00	-0.45
405 DANCE UNIFORMS**	0.00	0.00	0.00	0.00	0.00
406 DANCE TEAM FUNDRAISER	99.49	0.00	0.00	0.00	99.49
407 BASEBALL	572.29	1,140.00	0.00	0.00	1,712.29
408 THESPIAN/DRAMA CLUB	-2,756.98	2,492.00	1,059.00	0.00	-1,323.98
409 CHESS CLUB	292.58	0.00	136.20	0.00	156.38
410 CROSS COUNTRY FR	38.31	0.00	0.00	0.00	38.31
411 FOOTBALL FR	1,239.51	2,250.00	40.00	0.00	3,449.51
412 BOYS TRACK FR	101.49	0.00	0.00	0.00	101.49
413 NOT IN USE 9/05	0.00	0.00	0.00	0.00	0.00
414 GIRLS GOLF F/R	1,321.56	0.00	0.00	0.00	1,321.56
415 COLORGUARD UNIFORMS	0.00	0.00	0.00	0.00	0.00
416 MUSTANG SCRAMBLE	1,501.53	0.00	110.00	0.00	1,391.53
417 SOCCER FR	334.52	160.00	0.00	0.00	494.52
419 SOFTBALL FR	296.78	240.00	135.00	0.00	401.78
420 SWIM FR	396.34	0.00	0.00	0.00	396.34
421 TENNIS FR	0.00	0.00	0.00	0.00	0.00
422 GIRLS TRACK FR	4,089.49	344.50	635.39	0.00	3,798.60
423 VOLLEYBALL FUNDRAISER	2,864.05	1,865.00	2,219.32	0.00	2,509.73
425 LITERARY MAGAZINE	3,597.95	448.00	1,794.24	0.00	2,251.71
426 BAND**	3,004.02	1,115.00	2,228.67	0.00	1,890.35
427 FLAGS	1,617.83	0.00	0.00	0.00	1,617.83
428 ENVIRONMENTAL	0.00	0.00	0.00	0.00	0.00
429 AMNESTY INTERNATIONAL	97.64	0.00	0.00	0.00	97.64
430 CHORAL**	2,657.52	2,621.00	2,863.07	0.00	2,415.45
431 ORCHESTRA**	112.05	253.00	119.53	0.00	245.52
432 STUDENT COUNCIL	16,652.76	1,225.00	2,825.25	0.00	15,052.51
433 JCB CONTINGENCY FUND	2,000.00	0.00	0.00	0.00	2,000.00
434 JUNIOR CLASS	11,920.44	4,451.50	2,297.39	-100.00	13,974.55
435 SENIOR CLASS	6,654.45	3,662.00	4,008.11	0.00	6,308.34
436 UNITI	100.00	0.00	0.00	0.00	100.00
437 NATIONAL HONOR SOCIETY**	4,431.94	48.00	1,503.99	0.00	2,975.95
438 NOT IN USE 09/05	0.00	0.00	0.00	0.00	0.00
441 NOT IN USE 10/03	0.00	0.00	0.00	0.00	0.00
445 NOT IN USE 3/04	0.00	0.00	0.00	0.00	0.00
450 INTRAMURALS**	-265.94	0.00	0.00	0.00	-265.94
456 BOYS GOLF F/R	821.47	0.00	0.00	0.00	821.47
458 NOT IN USE 8/03	0.00	0.00	0.00	0.00	0.00
459 BOYS BASKETBALL CAMP	621.43	1,980.00	0.00	0.00	2,601.43
460 MN/RITZ BB BOOSTER	1,191.37	0.00	750.00	0.00	441.37
466 WRESTLING FUNDRAISER	1,474.20	1,688.00	0.00	0.00	3,162.20
470 MN/BAHE BB BOOSTERS	-26.62	0.00	0.00	0.00	-26.62
477 MILLARD BASKETBALL/OC	1,680.89	1,675.00	1,158.44	0.00	2,197.45
480 BAND TRIP/FR	-201,439.52	0.00	0.00	0.00	-201,439.52

# Current Cash Balance Report

63 Arranged by:

ALL Data

Group ID and Activity Number

Date: 05/01/2006 thru 05/31/2006

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
500 NFL ACCOUNT	4,333.11	167.34	4,947.91	0.00	-447.46
505 FROEMMING/MEMORIAL	184.68	0.00	0.00	0.00	184.68
510 HANDICAP SWIM	250.00	0.00	0.00	0.00	250.00
515 JAPANESE CLUB	-368.35	0.00	24.00	0.00	-392.35
520 GIRLS BASKETBALL CAMP	1,237.23	1,260.00	252.71	0.00	2,244.52
525 MN GIRLS JV BASKETBALL LEAGUE	409.44	0.00	0.00	0.00	409.44
526 DISASTER RELIEF	0.00	0.00	0.00	0.00	0.00
600 GIRLS SOCCER F/R	160.00	360.00	0.00	0.00	520.00
<b>D CLUBS AND ORGANIZATIONS Totals:</b>	<b>-111,170.54</b>	<b>35,051.66</b>	<b>34,157.72</b>	<b>-100.00</b>	<b>-110,376.60</b>
<b>E ADMIN CUSTODIAL ACCOUNTS</b>					
601 COURTESY	1,082.27	0.00	795.94	0.00	286.33
602 CAREER DEVELOPMENT	1,946.56	0.00	87.84	0.00	1,858.72
603 PARKING STICKERS	45,108.37	0.00	72.83	0.00	45,035.54
604 PARKING FINES	0.00	0.00	0.00	0.00	0.00
605 FIELDTRIPS**	-7,787.85	10.25	1,549.12	0.00	-9,326.72
606 AFTER PROM	0.00	119.88	119.88	0.00	0.00
607 ART	1,291.00	3,123.00	144.67	0.00	4,269.33
608 GYM FEES	11,636.62	156.00	203.75	0.00	11,588.87
609 ART/SCHIMENTI	212.50	0.00	0.00	0.00	212.50
610 BOOK FINES & OTHER UNPAID OBLIGATIONS	14,584.95	2,253.91	125.30	0.00	16,713.56
611 INDUSTRIAL TECH	1,513.56	628.00	1,438.61	209.69	912.64
612 STAFF LOUNGE	1,063.65	0.00	128.26	0.00	935.39
613 LIBRARY	311.26	205.00	149.59	0.00	366.67
616 TRANSCRIPT FEES	4,802.46	77.19	169.26	0.00	4,710.39
617 POOL	7,771.56	1,580.00	34.25	0.00	9,317.31
618 EUROPEAN BOOKS	170.16	30.00	0.00	0.00	200.16
619 AP FRENCH WORKBOOKS	14.00	0.00	0.00	0.00	14.00
620 NOT IN USE 9/1/04	0.00	0.00	0.00	0.00	0.00
621 PE FIELDTRIPS	-899.24	0.00	380.54	0.00	-1,279.78
623 AP LATIN	0.00	0.00	0.00	0.00	0.00
624 AP SPANISH	137.01	0.00	0.00	0.00	137.01
625 AP EXAMS**	4,425.78	0.00	4,529.21	0.00	-103.43
626 NOT IN USE 9/1/04	0.00	0.00	0.00	0.00	0.00
627 NOT IN USE 9/1/04	0.00	0.00	0.00	0.00	0.00
628 ENGLISH/MISCELLANEOUS	112.00	0.00	0.00	0.00	112.00
629 IB **	-13,512.00	250.00	0.00	0.00	-13,262.00
670 MARQUEE	391.98	0.00	0.00	0.00	391.98
675 SALBERG FIELDTRIPS	-1,534.73	0.00	729.56	0.00	-2,264.29
680 OTT FIELDTRIPS	-925.02	0.00	359.14	0.00	-1,284.16
<b>E ADMIN CUSTODIAL ACCOUNTS Totals:</b>	<b>71,916.85</b>	<b>8,433.23</b>	<b>11,017.75</b>	<b>209.69</b>	<b>69,542.02</b>
<b>F ACADEMIC CUSTODIAL ACCOUNTS</b>					
300 DEBATE	-1,149.11	1,385.24	0.00	0.00	236.13
321 DRAMA	-696.92	2,431.95	1,133.01	0.00	602.02
622 SPEECH	6,261.01	0.00	0.00	0.00	6,261.01
701 MANTARO/GRANT	5.85	0.00	0.00	0.00	5.85
750 FCS	602.31	0.00	0.00	0.00	602.31
755 SENIOR CLASS ACTIVITIES	8,552.36	0.00	108.53	0.00	8,443.83
760 NOT IN USE	0.00	0.00	0.00	0.00	0.00
770 ADVERTISING	8,277.04	0.00	0.00	0.00	8,277.04
<b>F ACADEMIC CUSTODIAL ACCOUNTS Totals:</b>	<b>21,852.54</b>	<b>3,817.19</b>	<b>1,241.54</b>	<b>0.00</b>	<b>24,428.19</b>

# Current Cash Balance Report

ALL Data

Date: 05/01/2006 thru 05/31/2006

64 Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>G DISTRICT CUSTODIAL ACCOUNTS</b>					
801 NOT IN USE 4/03	0.00	0.00	0.00	0.00	0.00
803 SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00
805 OTHER	254.86	8.00	218.86	0.00	44.00
827 PHYSICS	20.53	0.00	0.00	0.00	20.53
872 NOT IN USE 9/02	0.00	0.00	0.00	0.00	0.00
<b>G DISTRICT CUSTODIAL ACCOUNTS Totals:</b>	275.39	8.00	218.86	0.00	64.53
<b>S BANKING</b>					
999 STARTING CASH	-1,232.00	500.00	0.00	0.00	-732.00
<b>S BANKING Totals:</b>	-1,232.00	500.00	0.00	0.00	-732.00
<b>Z INVESTMENTS</b>					
900 CERTIFICATES OF DEPOSITS	-403,898.64	0.00	0.00	0.00	-403,898.64
905 MM EAGLE FUND	-20,087.16	0.00	48.85	0.00	-20,136.01
<b>Z INVESTMENTS Totals:</b>	-423,985.80	0.00	48.85	0.00	-424,034.65
<b>Report Totals:</b>	-15,798.76	59,602.97	70,330.38	0.00	-26,526.17

6/12/06 *Glenn J Neenan G.C.*  
 6/13/06 *Rick Storkhuser*

26,526.17 -  
 349,785.79 +  
 -0.00  
 323,259.62 \*+

0 \* \*

# Current Cash Balance Report

65

ALL Data

Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A GENERAL ACCOUNT EXPENSES</b>					
103 Candy & Pop Refund	-300.00	0.00	0.00	0.00	-300.00
109 Public Relations	-6,571.58	0.00	199.92	0.00	-6,771.50
115 General Supplies (Internal)	-103.06	0.00	400.22	0.00	-503.28
117 Damage and Loss Property	0.00	0.00	0.00	0.00	0.00
120 Extracurr Transportation	-21,949.65	0.00	1,060.79	0.00	-23,010.44
121 Athletic Transportation	-23,146.11	0.00	6,519.99	0.00	-29,666.10
140 Technology	0.00	0.00	0.00	0.00	0.00
141 Curriculum Support	0.00	0.00	0.00	0.00	0.00
142 Equipment Replacement	0.00	0.00	0.00	0.00	0.00
143 Building Maintenance	-467.77	0.00	55.00	0.00	-522.77
144 Pride Time	1,466.99	10.00	3,756.00	0.00	-2,279.01
145 Community Counselor Support	0.00	0.00	0.00	0.00	0.00
146 Academic Awards	139.68	0.00	0.00	0.00	139.68
147 Activity Support/Projects	-11,383.07	0.00	1,803.20	0.00	-13,186.27
148 Special Projects	0.00	0.00	0.00	0.00	0.00
149 Discretionary Spending	0.00	0.00	0.00	0.00	0.00
150 Convention	-29.30	0.00	0.00	0.00	-29.30
151 Personnel Support	-13,305.67	69.98	14.85	0.00	-13,250.54
154 National Competition	0.00	0.00	0.00	0.00	0.00
160 Replacement Account	0.00	0.00	0.00	0.00	0.00
162 Activity/Sped	0.00	0.00	0.00	0.00	0.00
166 Stategic Plan (Wellness)	541.43	6.00	330.62	0.00	216.81
199 Miscellaneous Bank Charges	0.00	0.00	0.00	0.00	0.00
<b>GENERAL ACCOUNT EXPENSES Totals:</b>	-75,108.11	85.98	14,140.59	0.00	-89,162.72
<b>B GENERAL ACCOUNT REVENUE</b>					
100 Vending Machines-Coca-Cola	112,964.70	0.00	0.00	0.00	112,964.70
101 Vending Machines-Candy	0.00	0.00	0.00	0.00	0.00
102 Bank Charge Revenue	0.00	0.00	0.00	0.00	0.00
104 Staff Coke Fund	342.01	310.70	324.62	0.00	328.09
105 Sanitary Machines	32.25	0.00	0.00	0.00	32.25
110 Replacement Fund	0.00	0.00	0.00	0.00	0.00
152 Other Revenue	-1,453.39	0.00	0.00	0.00	-1,453.39
153 Graduation Revenue	0.00	0.00	0.00	0.00	0.00
155 PAYBAC Partners	2.76	0.00	0.00	0.00	2.76
156 Scholarships	0.00	0.00	0.00	0.00	0.00
158 Capital Outlay	-25,436.10	0.00	0.00	0.00	-25,436.10
159 Patriot Pride	184.00	0.00	0.00	0.00	184.00
180 Building Revenue	0.00	0.00	0.00	0.00	0.00
185 C Store Revenue (Convenience store)	0.00	0.00	0.00	0.00	0.00
189 American Flag Donations	-183.04	0.00	0.00	0.00	-183.04
190 Misc. Bank Credit Adjustments	100.00	0.00	0.00	0.00	100.00
901 Interest on Bus MM	716.53	71.96	0.00	0.00	788.49
902 Interest on Business Checking	0.00	0.00	0.00	0.00	0.00
911 Interest on CD	0.00	0.00	0.00	0.00	0.00
<b>GENERAL ACCOUNT REVENUE Totals:</b>	87,269.72	382.66	324.62	0.00	87,327.76
<b>C ATHLETICS</b>					
201 Concessions	29,334.53	888.60	421.11	-100.00	29,702.02
202 Athletics	-1,882.09	525.00	650.70	0.00	-2,007.79
204 Athletic Clothing	0.00	0.00	0.00	0.00	0.00
205 Letter Jackets	160.00	0.00	0.00	0.00	160.00
206 Athletic Tickets	13,625.00	0.00	0.00	0.00	13,625.00



# Current Cash Balance Report

ALL Data

Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
207 Participation Fee	-25.00	0.00	0.00	0.00	-25.00
210 Athletic Capital Outlay	156,519.12	3,200.00	0.00	0.00	159,719.12
211 Activities	-551.00	0.00	0.00	0.00	-551.00
212 Athletic Fundraisers	0.00	0.00	0.00	0.00	0.00
213 Summer Clinics	0.00	7,850.00	40.00	0.00	7,810.00
214 Little Dribblers	0.00	0.00	0.00	0.00	0.00
220 Football	-1,521.44	0.00	2,764.62	0.00	-4,286.06
221 Volleyball	-5,289.54	0.00	252.86	0.00	-5,542.40
222 Softball	-3,884.76	0.00	0.00	0.00	-3,884.76
223 Tennis (Boys)	-2,018.37	0.00	0.00	0.00	-2,018.37
224 Tennis (Girls)	-758.25	0.00	0.00	0.00	-758.25
225 Golf (Boys)	-2,139.48	260.00	1,032.00	0.00	-2,911.48
226 Golf (Girls)	-1,160.75	0.00	0.00	0.00	-1,160.75
227 Wrestling	-5,622.27	0.00	169.73	0.00	-5,792.00
228 Soccer (Boys)	-468.13	55.00	-106.84	0.00	-306.29
229 Soccer (Girls)	672.47	0.00	-124.00	0.00	796.47
230 Baseball	-10,590.13	473.10	2,804.34	0.00	-12,921.37
231 Cross Country (B&G)	-647.84	0.00	0.00	0.00	-647.84
232 Basketball (B&G)	-3,020.19	0.00	454.53	0.00	-3,474.72
233 Track (B&G)	-7,689.82	1,054.00	173.75	0.00	-6,809.57
234 Swimming (B&G)	-1,142.16	0.00	0.00	0.00	-1,142.16
240 Athletic Training	-1,125.25	0.00	0.00	0.00	-1,125.25
250 Athletic Transfers	0.00	0.00	0.00	0.00	0.00
280 Golf Tournament	0.00	0.00	0.00	0.00	0.00
915 Interest-Athletic Activity MM	716.50	71.96	0.00	0.00	788.46
2200 Summer Football	2,029.81	1,481.00	1,267.05	0.00	2,243.76
2221 Summer Volleyball	3,207.63	0.00	0.00	0.00	3,207.63
2222 Summer Softball	1,761.15	0.00	0.00	0.00	1,761.15
2228 Summer Boys Soccer	43.87	0.00	0.00	0.00	43.87
2229 Summer Girls Soccer	196.98	275.00	0.00	0.00	471.98
2230 Summer Baseball	545.08	0.00	0.00	0.00	545.08
2231 Summer Girls Basketball	3,917.25	0.00	1,050.00	0.00	2,867.25
2232 Summer Boys Basketball	38.72	0.00	0.00	0.00	38.72
<b>C ATHLETICS Totals:</b>	<b>163,231.64</b>	<b>16,133.66</b>	<b>10,849.85</b>	<b>-100.00</b>	<b>168,415.45</b>
<b>D ORGANIZATIONS AND CLUBS</b>					
301 DECA	-18,971.86	36.00	590.31	0.00	-19,526.17
302 French Club	3,738.16	193.00	441.11	0.00	3,490.05
305 Spanish Club	44.41	0.00	161.90	0.00	-117.49
307 German Club	1,305.90	12.85	80.00	0.00	1,238.75
310 National Forensics League	1,810.18	0.00	1,782.82	0.00	27.36
311 Environmental Club	380.56	0.00	0.00	0.00	380.56
312 Forensics Club	357.02	2,087.00	1,726.30	100.00	817.72
314 Newspaper	7,796.50	600.00	50.00	0.00	8,346.50
315 Debate Club	1,006.74	2,102.16	2,965.26	0.00	143.64
316 Art Club	102.72	0.00	0.00	0.00	102.72
317 Play Production	13,282.22	1,056.65	1,090.60	0.00	13,248.27
318 Thespians	-8,232.00	0.00	65.00	0.00	-8,297.00
319 Athletic Trainers	-7,235.02	1,423.00	1,825.64	0.00	-7,637.66
385 Culinary Competition	143.23	0.00	0.00	0.00	143.23
395 Fashion Merchandising	5.08	0.00	0.00	0.00	5.08
399 Auditorium Manager	-7,513.40	0.00	1,846.72	0.00	-9,360.12
409 Band Dept Trips	0.00	0.00	0.00	0.00	0.00

# Current Cash Balance Report

ALL Data

Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
410 Band	8,857.12	170.00	210.39	0.00	8,816.73
411 Choir	3,601.15	225.00	1,710.00	0.00	2,116.15
412 Orchestra	-26,787.44	455.00	143.78	0.00	-26,476.22
413 Entertainment 2000	0.00	0.00	0.00	0.00	0.00
414 Band Fundraising	5,462.05	0.00	0.00	0.00	5,462.05
415 Choir Fundraising	14,447.58	1,030.10	941.60	0.00	14,536.08
416 Orchestra Fundraising	2,704.03	0.00	1,403.00	0.00	1,301.03
417 Music Trip (NY)	0.00	0.00	0.00	0.00	0.00
481 Senior Class	559.17	1,780.00	1,282.70	0.00	1,056.47
482 Junior Class	3,341.53	498.47	43.79	0.00	3,796.21
484 Post Prom Security	0.00	0.00	0.00	0.00	0.00
499 VICA-Skills USA	226.96	166.20	0.00	0.00	393.16
500 STARS	100.00	0.00	0.00	0.00	100.00
501 Student Council	8,506.74	940.58	2,551.57	0.00	6,895.75
502 National Honor Society	6,948.67	0.00	432.62	0.00	6,516.05
503 Drama Club	404.37	0.00	0.00	0.00	404.37
504 Literary Magazine	409.72	730.00	715.00	0.00	424.72
505 GoMadd	336.92	0.00	0.00	0.00	336.92
506 Chess Club	121.90	114.00	109.80	0.00	126.10
515 Dance Team	707.76	1,469.50	2,909.00	0.00	-731.74
516 Cheerleading-Varsity	632.90	0.00	2,500.00	0.00	-1,867.10
517 Cheerleading-JV	3.02	0.00	3,500.00	0.00	-3,496.98
518 Cheerleading-Freshman	17.96	0.00	2,950.00	0.00	-2,932.04
519 Cheerleading Uniforms/Summer Camp	13,097.27	400.00	11,418.00	0.00	2,079.27
525 Prior Yrs Yearbook	4,480.14	75.00	50.00	0.00	4,505.14
526 Yearbook 04-05	6,020.80	0.00	0.00	0.00	6,020.80
527 Yearbook 05-06	6,713.00	510.00	40.00	0.00	7,183.00
555 FCCLA	110.48	87.00	0.00	0.00	197.48
556 Future Educators of America	0.00	0.00	0.00	0.00	0.00
560 Patriot Post	21,127.85	1,316.71	684.68	0.00	21,759.88
590 Diversity Club	0.00	0.00	0.00	0.00	0.00
<b>D ORGANIZATIONS AND CLUBS Totals:</b>	<b>70,172.09</b>	<b>17,478.22</b>	<b>46,221.59</b>	<b>100.00</b>	<b>41,528.72</b>
<b>E ADMINISTRATIVE CUSTODIAL</b>					
599 Intramurals	-751.73	0.00	0.00	0.00	-751.73
601 Staff Courtesy Fund	840.50	0.00	188.26	0.00	652.24
602 Parking	10,744.30	480.00	5,704.54	0.00	5,519.76
603 Field Trips	-918.35	0.00	222.18	0.00	-1,140.53
604 Physical Education Fund	0.00	0.00	0.00	0.00	0.00
605 Pool Maintenance	2,094.16	0.00	1,012.45	0.00	1,081.71
606 Art Fees	30.12	0.00	0.00	0.00	30.12
607 Book Fines	913.10	1,829.60	0.00	0.00	2,742.70
610 Information Center	137.87	0.00	0.00	0.00	137.87
611 Advanced Placement	1,537.00	0.00	2,607.07	0.00	-1,070.07
614 Transcript and Test Fees	2,208.87	25.00	616.67	0.00	1,617.20
616 Clearing Account	0.00	0.00	0.00	0.00	0.00
617 Shop Fees	0.00	0.00	0.00	0.00	0.00
618 Musical Production	0.00	0.00	0.00	0.00	0.00
621 Graphics Tech	5.00	0.00	0.00	0.00	5.00
622 Construction Tech	758.18	889.90	0.00	0.00	1,648.08
623 Manufacturing Tech	372.07	443.30	25.30	0.00	790.07
624 Foundation Tech	164.82	0.00	0.00	0.00	164.82
625 Science Replacements	0.00	0.00	0.00	0.00	0.00

# Current Cash Balance Report

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Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
627 English Replacements	0.00	0.00	0.00	0.00	0.00
628 Athletic Trainers Class	0.25	0.00	0.00	0.00	0.25
630 Social Studies Texts	1,852.24	21.20	21.20	0.00	1,852.24
632 Lock Replacement	281.38	60.00	0.00	0.00	341.38
635 Library Book Fines	216.05	0.00	221.59	0.00	-5.54
636 Freshman Transition Day	0.00	0.00	0.00	0.00	0.00
640 Student ID Card Fee	4,803.50	200.00	1,906.50	0.00	3,097.00
642 Parenting Support	0.00	0.00	0.00	0.00	0.00
645 Family Consumer Science	-154.14	0.00	0.00	0.00	-154.14
648 MOBA Playhouse	1,308.00	0.00	217.66	0.00	1,090.34
650 Fast Forward	0.00	0.00	0.00	0.00	0.00
656 Technology Magnet	7.64	0.00	0.00	0.00	7.64
658 Display Cases	0.00	0.00	0.00	0.00	0.00
660 PAEMST-Science National Award	319.37	0.00	0.00	0.00	319.37
679 New Frontier Book Fines	10.00	13.00	0.00	0.00	23.00
680 New Frontier (Grants/Donations)	12.03	0.00	0.00	0.00	12.03
681 New Frontier Chuck Wagon	167.91	285.70	60.34	0.00	393.27
682 New Frontier Activity	-449.95	143.00	347.46	0.00	-654.41
683 Graduation Expense	0.00	0.00	0.00	0.00	0.00
684 Post-Prom	0.00	0.00	432.20	0.00	-432.20
685 Alumni	0.00	0.00	0.00	0.00	0.00
686 Contributions/Gifts	686.87	0.00	0.00	0.00	686.87
687 Next Frontier	-125.78	0.00	0.00	0.00	-125.78
688 New Addition	0.00	0.00	0.00	0.00	0.00
689 SpEd Activity	0.00	0.00	71.50	0.00	-71.50
699 Parking Security Camera	0.00	0.00	0.00	0.00	0.00
<b>E ADMINISTRATIVE CUSTODIAL Totals:</b>	<b>27,071.28</b>	<b>4,390.70</b>	<b>13,654.92</b>	<b>0.00</b>	<b>17,807.06</b>
<b>F DISTRICT CUSTODIAL</b>					
825 Other District Custodial	0.00	0.00	0.00	0.00	0.00
<b>F DISTRICT CUSTODIAL Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>G INACTIVE ACCOUNTS</b>					
0 No Name acct	0.00	0.00	0.00	0.00	0.00
104 Candy Machine Refund	0.00	0.00	0.00	0.00	0.00
153 MetroCommunity College Rebate	0.00	0.00	0.00	0.00	0.00
157 Jostens	0.00	0.00	0.00	0.00	0.00
175 Mascot Fund	0.00	0.00	0.00	0.00	0.00
203 Cookie Fundraiser	0.00	0.00	0.00	0.00	0.00
208 Summer Camp Clinics	0.00	0.00	0.00	0.00	0.00
209 Summer Camps 2001	0.00	0.00	0.00	0.00	0.00
215 Athletic Bank Charges	0.00	0.00	0.00	0.00	0.00
216 Athletic Booster Club	0.00	0.00	0.00	0.00	0.00
218 Candy Revenue	0.00	0.00	0.00	0.00	0.00
235 Gymnastics (B&G)	0.00	0.00	0.00	0.00	0.00
299 Ath Checking Bank Charges	0.00	0.00	0.00	0.00	0.00
400 (D) Music	0.00	0.00	0.00	0.00	0.00
401 (D) Cheerleading - Varsity	0.00	0.00	0.00	0.00	0.00
402 (D) Cheerleading - Jr Varsity	0.00	0.00	0.00	0.00	0.00
403 (D) Cheerleading - Freshman	0.00	0.00	0.00	0.00	0.00
404 Cheerleading - Wrestling	0.00	0.00	0.00	0.00	0.00
405 (D) Dance Team	0.00	0.00	0.00	0.00	0.00
508 Yearbook 1996-97	0.00	0.00	0.00	0.00	0.00
509 Yearbook 1997-98	0.00	0.00	0.00	0.00	0.00

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Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
510 Yearbook 1998-99	0.00	0.00	0.00	0.00	0.00
511 Cheerleading - Varsity	0.00	0.00	0.00	0.00	0.00
512 Cheerleading - Junior Varsity	0.00	0.00	0.00	0.00	0.00
513 Cheerleading - Freshman	0.00	0.00	0.00	0.00	0.00
521 Yearbook 1999-00	0.00	0.00	0.00	0.00	0.00
522 Yearbook 2000-01	0.00	0.00	0.00	0.00	0.00
523 Yearbooks 01-02	0.00	0.00	0.00	0.00	0.00
524 Yearbook 02-03	0.00	0.00	0.00	0.00	0.00
561 Patriot Post Start Up	0.00	0.00	0.00	0.00	0.00
600 Intramurals Fundraising	0.00	0.00	0.00	0.00	0.00
608 Foreign Language 1996-97	0.00	0.00	0.00	0.00	0.00
609 Foreign Language 1997-98	0.00	0.00	0.00	0.00	0.00
612 Textbook Replacement	0.00	0.00	0.00	0.00	0.00
613 Technology Consumable	0.00	0.00	0.00	0.00	0.00
615 Close-Up	0.00	0.00	0.00	0.00	0.00
619 Portfolios	0.00	0.00	0.00	0.00	0.00
620 Dual Enrollment	0.00	0.00	0.00	0.00	0.00
626 Social Studies Texts 1997-98	0.00	0.00	0.00	0.00	0.00
629 Book Club	0.00	0.00	0.00	0.00	0.00
631 Weight Room Maintenance	0.00	0.00	0.00	0.00	0.00
633 Locker Room Capital Outlay	0.00	0.00	0.00	0.00	0.00
638 ESL Grant	0.00	0.00	0.00	0.00	0.00
655 MSAAS	0.00	0.00	0.00	0.00	0.00
657 I.T. Summer Camp	0.00	0.00	0.00	0.00	0.00
709 Forensics Reimbursement	0.00	0.00	0.00	0.00	0.00
720 Other District Reimbursements	0.00	0.00	0.00	0.00	0.00
801 Drivers Education	0.00	0.00	0.00	0.00	0.00
905 Interest on Checking	0.00	0.00	0.00	0.00	0.00
910 Certificate of Deposit	0.00	0.00	0.00	0.00	0.00
912 Athletic Certificate Deposit	0.00	0.00	0.00	0.00	0.00
913 Interest-Athletic Activity CD	0.00	0.00	0.00	0.00	0.00
916 Athletic Certificate Deposit #2	0.00	0.00	0.00	0.00	0.00
917 Interest on Athletic Checking	0.00	0.00	0.00	0.00	0.00
<b>G INACTIVE ACCOUNTS Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>S Banking</b>					
999 Starting Cash	-900.00	900.00	0.00	0.00	0.00
<b>S Banking Totals:</b>	<b>-900.00</b>	<b>900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Z INVESTMENTS</b>					
900 Preferred Bus Money Market	-104,575.83	0.00	71.96	0.00	-104,647.79
914 Athletic Bus Money Market	-104,568.94	0.00	71.96	0.00	-104,640.90
<b>Z INVESTMENTS Totals:</b>	<b>-209,144.77</b>	<b>0.00</b>	<b>143.92</b>	<b>0.00</b>	<b>-209,288.69</b>
<b>Report Totals:</b>	<b>62,591.85</b>	<b>39,371.22</b>	<b>85,335.49</b>	<b>0.00</b>	<b>16,627.58</b>

# Current Cash Balance Report

ALL Data

Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A Extracurricular Activities</b>					
1000 Field Trips	1,301.00	138.00	0.00	0.00	1,439.00
2000 Band Cleaning Fee	0.00	0.00	0.00	0.00	0.00
2005 Choir Cleaning Fee	0.00	0.00	0.00	0.00	0.00
2301 DECA	12,940.53	0.00	171.00	0.00	12,769.53
2302 French Club	0.00	0.00	0.00	0.00	0.00
2305 Spanish Club	200.00	125.00	0.00	0.00	325.00
2307 German Club	120.00	60.00	0.00	0.00	180.00
2310 National Forensics League	0.00	0.00	0.00	0.00	0.00
2312 Forensics	0.00	0.00	0.00	0.00	0.00
2314 Newspaper Trip	0.00	0.00	0.00	0.00	0.00
2315 Debate Club	0.00	0.00	0.00	925.00	925.00
2317 Play Fees	0.00	0.00	0.00	0.00	0.00
2318 Thespian club	5,330.00	1,236.00	0.00	0.00	6,566.00
2319 Athletic Trainers Trip	8,150.00	0.00	0.00	0.00	8,150.00
2395 Fashion Merchandising	0.00	0.00	0.00	0.00	0.00
2409 Band Trip	0.00	0.00	0.00	0.00	0.00
2411 Choir Trip	0.00	2,068.00	0.00	0.00	2,068.00
2412 Orchestra Trip	28,103.20	0.00	0.00	0.00	28,103.20
2499 VICA Trip	0.00	0.00	0.00	0.00	0.00
2501 Student Council	900.00	0.00	0.00	0.00	900.00
2502 National Honors Society	0.00	0.00	0.00	0.00	0.00
2503 Drama Membership	0.00	0.00	0.00	0.00	0.00
2515 Dance Camp	750.00	2,363.80	0.00	0.00	3,113.80
2516 Varsity Cheerleading Camp	600.00	1,900.00	0.00	0.00	2,500.00
2517 JV Cheerleading Camp	1,300.00	2,200.00	0.00	0.00	3,500.00
2518 Fr Cheerleading Camp	1,250.00	1,700.00	0.00	0.00	2,950.00
2555 FCCLA	0.00	0.00	0.00	0.00	0.00
2556 FEA	0.00	0.00	0.00	0.00	0.00
2560 Patriot Post Trip	1,040.00	0.00	0.00	0.00	1,040.00
2599 Intramurals	910.00	0.00	0.00	0.00	910.00
2689 SpEd	0.00	70.50	0.00	0.00	70.50
3000 Summer Athletic Camps	0.00	0.00	0.00	0.00	0.00
4000 Advanced Placement Tests	0.00	0.00	0.00	0.00	0.00
4050 Peru Early Entry	0.00	0.00	0.00	0.00	0.00
5000 Sport Participating Fee	31,795.00	0.00	0.00	0.00	31,795.00
5020 Band Participating Fee	0.00	0.00	0.00	0.00	0.00
5030 Chorus Participating Fee	0.00	0.00	0.00	0.00	0.00
5040 Debate Participating Fee	925.00	0.00	0.00	-925.00	0.00
5060 Show Choir Participating Fee	0.00	0.00	0.00	0.00	0.00
<b>A Extracurricular Activities Totals:</b>	<b>95,614.73</b>	<b>11,861.30</b>	<b>171.00</b>	<b>0.00</b>	<b>107,305.03</b>
<b>B Post Secondary Education</b>					
7010 AP Exam Fees	11,558.00	26.00	0.00	0.00	11,584.00
7015 I B	0.00	0.00	0.00	0.00	0.00
<b>B Post Secondary Education Totals:</b>	<b>11,558.00</b>	<b>26.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,584.00</b>
<b>G Inactive</b>					
5050 Forensics Participating Fee	0.00	0.00	0.00	0.00	0.00
<b>G Inactive Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Report Totals:</b>	<b>107,172.73</b>	<b>11,887.30</b>	<b>171.00</b>	<b>0.00</b>	<b>118,889.03</b>

# Current Cash Balance Report

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ALL Data

Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ADMINISTRATIVE</b>					
100 GENERAL ACTIVITY FUND	-1,675.12	0.00	327.91	0.00	-2,003.03
105 PRINCIPALS ADMIN	4,578.25	0.00	809.34	0.00	3,768.91
110 BUILDING MAINTENANCE	868.14	0.00	327.68	0.00	540.46
120 AP EXAMS	6,893.97	0.00	82.00	0.00	6,811.97
122 BIKE FOR BEN	0.00	0.00	0.00	0.00	0.00
125 ADMIN SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
130 COURTESY FUND	77.11	0.00	633.90	200.00	-356.79
135 DONATIONS - SR CLASS	4,201.70	1,240.00	0.00	0.00	5,441.70
138 ELECTRONIC MSG BOARD	-390.00	0.00	0.00	0.00	-390.00
142 GIFTED	1,472.34	0.00	0.00	0.00	1,472.34
145 GUIDANCE	1,171.82	25.00	0.00	0.00	1,196.82
150 INFORMATION CENTER	55.29	0.00	32.88	0.00	22.41
152 NOT IN USE	0.00	0.00	0.00	0.00	0.00
155 NOT IN USE	0.00	0.00	0.00	0.00	0.00
157 LETTER JACKETS	1,171.71	0.00	0.00	0.00	1,171.71
160 PARKING	14,515.27	0.00	8,055.60	0.00	6,459.67
165 STAFF WELLNESS	145.87	0.00	0.00	0.00	145.87
170 STAFF CLOTHING	2.71	359.00	380.99	0.00	-19.28
172 STAFF VENDING	-1,558.27	0.00	0.00	0.00	-1,558.27
174 TECHNOLOGY REBATES	1,143.05	0.00	0.00	0.00	1,143.05
180 VISITATION	122.98	0.00	86.65	0.00	36.33
181 VENDING - CAT'S DEN	25,057.49	0.00	0.00	0.00	25,057.49
182 VENDING-COKE/FOOD SERVICE	76,218.81	22,741.33	0.00	0.00	98,960.14
183 VENDING - DAHL	0.00	0.00	0.00	0.00	0.00
184 VENDING - GUMBALL	0.00	0.00	0.00	0.00	0.00
189 WATER FUND	-1,370.91	0.00	539.70	0.00	-1,910.61
<b>A ADMINISTRATIVE Totals:</b>	<b>132,702.21</b>	<b>24,365.33</b>	<b>11,276.65</b>	<b>200.00</b>	<b>145,990.89</b>
<b>B ATHLETIC ADMIN</b>					
200 ATHLETIC ADMIN	124,784.79	59.00	1,018.55	-100.00	123,725.24
201 AD'S OFFICE	2,977.74	0.00	997.82	0.00	1,979.92
202 Athletic Event Admissions	481.91	0.00	0.00	0.00	481.91
203 ATHLETIC PROJECT FUND	16,889.03	0.00	89.20	0.00	16,799.83
205 ATHLETIC TRAINING	485.88	1,100.00	591.35	0.00	994.53
208 BASEBALL FUNDRAISING	7,601.72	0.00	118.27	0.00	7,483.45
210 BOYS BB FUNDRAISING	1,095.35	0.00	0.00	-120.00	975.35
211 BOYS BASKETBALL CAMP	0.00	0.00	0.00	0.00	0.00
212 BOYS GOLF FUNDRAISING	163.34	525.00	1,276.89	0.00	-588.55
214 BOYS SOCCER FUNDR	328.00	30.96	1,251.40	-120.00	-1,012.44
215 CROSS COUNTRY FUNDRAISING	254.25	0.00	0.00	0.00	254.25
217 COACHES CLINICS	1,191.69	0.00	210.00	0.00	981.69
219 CONCESSIONS	9,976.93	1,962.34	185.84	0.00	11,753.43
220 INTRAMURALS	-1,977.22	0.00	902.00	0.00	-2,879.22
222 FIT CNTR/EQUIPMENT	1,288.51	0.00	0.00	0.00	1,288.51
223 FIT CNTR/MAINTENANCE	1,168.69	0.00	0.00	0.00	1,168.69
225 FOOTBALL CAMPS	426.22	0.00	85.50	0.00	340.72
226 FOOTBALL LIFT-A-THON	2,531.90	0.00	648.00	0.00	1,883.90
230 GIRLS BASKETBALL FR	3,013.70	0.00	60.00	-60.00	2,893.70
233 GIRLS SOCCER FUNDR	7,052.78	988.97	1,589.44	-120.00	6,332.31
235 LADY CAT BB CAMPS	0.00	0.00	0.00	0.00	0.00
240 SOCCER BLEACHERS	100.00	0.00	0.00	0.00	100.00
245 SOFTBALL FUND RAISING	4,752.04	0.00	0.00	0.00	4,752.04

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ALL Data

Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
250 ST TRAINERS (HOSA)	2,602.93	900.00	3,006.00	0.00	496.93
255 SPORTS MEDIA GUIDES	0.00	0.00	0.00	0.00	0.00
258 TRACK FUNDRAISING	-70.06	130.00	0.00	0.00	59.94
260 POOL MAINTENANCE	8,514.65	420.00	2,658.72	0.00	6,275.93
265 VB FUNDRAISING	7,408.64	1,220.00	0.00	0.00	8,628.64
270 WRESTLING MAT FUND	3,343.50	0.00	0.00	0.00	3,343.50
271 WRESTLING FNDRSR VAR	117.43	0.00	0.00	0.00	117.43
272 WRESTLING FNDRSR JV	1,475.50	0.00	791.00	0.00	684.50
273 WRESTLING FNDRSR FR	-152.00	0.00	0.00	0.00	-152.00
275 WRESTLING SCHOLARSHIP	2,750.00	0.00	0.00	0.00	2,750.00
285 NSAA COMPETITIONS	1,160.72	4,230.00	1,700.10	0.00	3,690.62
290 METRO	0.00	0.00	0.00	0.00	0.00
295 TOURNAMENTS	7,904.92	0.00	110.00	420.00	8,214.92
299 CORPORATE ADVERTISING	5,920.08	0.00	0.00	0.00	5,920.08
<b>B ATHLETIC ADMIN Totals:</b>	<b>225,563.56</b>	<b>11,566.27</b>	<b>17,290.08</b>	<b>-100.00</b>	<b>219,739.75</b>
<b>C ACADEMIC COURSES</b>					
300 AP EUROPEAN TEXT	833.00	0.00	0.00	0.00	833.00
303 AP ECONOMICS TEXT	656.00	0.00	0.00	0.00	656.00
310 AP AMERICAN TEXTBOOKS	1,460.00	0.00	0.00	0.00	1,460.00
312 AP PSYCHOLOGY TEXT	1,048.47	0.00	0.00	0.00	1,048.47
320 ART CLASS FEES	1,731.33	0.00	30.00	0.00	1,701.33
325 NOT IN USE	0.00	0.00	0.00	0.00	0.00
330 BUSINESS	10.93	0.00	0.00	0.00	10.93
332 CHEMISTRY	0.00	0.00	0.00	0.00	0.00
335 NOT IN USE	0.00	0.00	0.00	0.00	0.00
338 FAMILY CONSUMER SCIENCE	-4,027.78	5.00	0.00	0.00	-4,022.78
340 MATH - general	62.22	0.00	0.00	0.00	62.22
345 MATH AP	26.00	0.00	0.00	0.00	26.00
355 PHYSICAL EDUCATION	-2,135.40	0.00	0.00	0.00	-2,135.40
360 PHYSICS	149.30	0.00	107.59	0.00	41.71
365 NOT I N USE	0.00	0.00	0.00	0.00	0.00
370 VOC DRAFTING	1,812.90	0.00	0.00	0.00	1,812.90
371 VOC ELECTRICITY BAKER	3,263.04	1,161.29	545.03	0.00	3,879.30
372 VOC ELECTRIC BOHLKEN	0.00	0.00	0.00	0.00	0.00
373 VOC FOUNDATIONS	0.90	0.00	0.00	0.00	0.90
374 VOC METALS	712.72	0.00	0.00	0.00	712.72
376 VOC WOODS	-2,402.86	0.00	160.04	356.59	-2,206.31
<b>C ACADEMIC COURSES Totals:</b>	<b>3,200.77</b>	<b>1,166.29</b>	<b>842.66</b>	<b>356.59</b>	<b>3,880.99</b>
<b>D CLUBS/ORGANIZATIONS</b>					
400 ART CLUB	65.44	0.00	0.00	0.00	65.44
401 AMNESTY INTERNATIONAL	71.51	0.00	0.00	0.00	71.51
402 BOOKSTORE (Scratchin Post)	4,663.93	0.00	357.39	0.00	4,306.54
403 CLASSICS CLUB	10.76	0.00	0.00	0.00	10.76
405 CULINARY COMPEITION-PRO START	182.51	0.00	0.00	0.00	182.51
407 DEBATE TEAM	-1,334.12	77.00	0.00	0.00	-1,257.12
410 DECA	-26,056.84	316.00	1,733.20	0.00	-27,474.04
411 DRAMA - INTL THESPIANS	-974.70	50.00	294.52	0.00	-1,219.22
412 DRAMA PRODUCTION	2,082.39	1,433.50	1,198.38	0.00	2,317.51
413 FCCLA FAMILY CARREER	7,057.76	1,239.06	2,228.62	0.00	6,068.20
414 FORENSICS TEAM	-967.16	0.00	126.00	0.00	-1,093.16
415 FRENCH CLUB	72.38	0.00	0.00	0.00	72.38
416 FCCLA - DISTRICT 3	2,384.04	0.00	2,384.04	0.00	0.00

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ALL Data

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Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
418 FUTURE EDUCATORS	955.19	920.35	432.00	0.00	1,443.54
420 GERMAN CLUB	1,866.52	0.00	0.00	0.00	1,866.52
425 JUNIOR CLASS	5,650.92	5,221.00	3,665.89	-856.59	6,349.44
430 LITERARY MAGAZINE	1,296.27	0.00	0.00	0.00	1,296.27
433 MATH CLUB	0.00	0.00	0.00	0.00	0.00
435 M CLUB - CRAZIES	-1,533.28	0.00	294.48	0.00	-1,827.76
440 MULTI CULTURAL CLUB	0.00	0.00	0.00	0.00	0.00
445 NATL HONOR SOCIETY	7,710.95	0.00	6,043.51	-100.00	1,567.44
450 NEWSPR (CAT'S EYE VIEW)	-1,419.00	1,310.00	17.74	0.00	-126.74
452 SCIENCE CLUB	-2.98	0.00	0.00	0.00	-2.98
455 SENIOR CLASS	1,115.94	2,288.00	1,516.00	500.00	2,387.94
460 SPANISH CLUB	2,128.46	0.00	0.00	0.00	2,128.46
465 SPED BUTTON FUND	242.28	0.00	0.00	0.00	242.28
470 STUDENT COUNCIL	5,978.25	0.00	1,090.91	0.00	4,887.34
471 STUCO WORKSHOPS	800.50	0.00	0.00	0.00	800.50
473 VOC ENGINEERING CLUB	3.28	0.00	0.00	0.00	3.28
475 V.I.C.A.	1,152.26	0.00	101.50	0.00	1,050.76
480 YEARBOOK (PROWLER)	28,568.25	1,599.00	1,270.99	0.00	28,896.26
485 YEARBOOK TRIP	-305.61	0.00	0.00	0.00	-305.61
490 ENVIRONMENTAL CLUB	3,895.85	0.00	0.00	0.00	3,895.85
495 YOUTH MAKING A DIFF	376.62	0.00	0.00	0.00	376.62
<b>D CLUBS/ORGANIZATIONS Totals:</b>	<b>45,738.57</b>	<b>14,453.91</b>	<b>22,755.17</b>	<b>-456.59</b>	<b>36,980.72</b>
<b>E ATHLETIC TEAMS</b>					
500 BASEBALL CONTESTS	-3,764.44	0.00	815.76	0.00	-4,580.20
501 BASEBALL EQUIPMENT	468.38	20.00	0.00	0.00	488.38
505 BASKETBALL CON BOYS	-4,138.28	0.00	0.00	0.00	-4,138.28
506 BASKETBALL EQUIP - B	3,864.96	0.00	0.00	0.00	3,864.96
510 BASKETBALL CON GIRLS	-3,971.88	0.00	200.00	0.00	-4,171.88
511 BASKETBALL EQUIP G	4,398.67	0.00	0.00	0.00	4,398.67
515 CROSS COUNTRY CON	-1,271.13	0.00	0.00	0.00	-1,271.13
516 CROSS COUNTRY EQUIP	544.59	0.00	0.00	0.00	544.59
520 FOOTBALL CONTESTS	-4,741.48	0.00	0.00	0.00	-4,741.48
521 FOOTBALL EQUIPMENT	-6,049.18	0.00	0.00	0.00	-6,049.18
525 GOLF CONTESTS - BOYS	-2,221.74	0.00	597.99	0.00	-2,819.73
526 GOLF EQUIPMENT - BOYS	1,955.74	0.00	0.00	0.00	1,955.74
530 GOLF CONTESTS - GIRLS	-718.56	0.00	50.00	0.00	-768.56
531 GOLF EQUIPMENT - GIRLS	-994.21	0.00	0.00	0.00	-994.21
535 NOT IN USE	0.00	0.00	0.00	0.00	0.00
536 NOT IN USE	0.00	0.00	0.00	0.00	0.00
550 SOCCER CONTST BOYS	-1,008.00	0.00	200.21	0.00	-1,208.21
551 SOCCER EQUIP BOYS	875.12	0.00	875.00	0.00	0.12
555 SOCCER CONTST GIRLS	-998.00	0.00	0.00	0.00	-998.00
556 SOCCER EQUIP GIRLS	199.17	0.00	0.00	0.00	199.17
560 SOFTBALL CONTESTS	-1,446.63	0.00	0.00	0.00	-1,446.63
561 SOFTBALL EQUIPMENT	224.24	0.00	0.00	0.00	224.24
565 SWIM TEAM CONTESTS	1,694.41	0.00	0.00	0.00	1,694.41
566 SWIM TEAM EQUIPMENT	697.40	0.00	0.00	0.00	697.40
570 TENNIS CONTESTS - BOYS	2,009.83	0.00	0.00	0.00	2,009.83
571 TENNIS EQUIPMENT BOYS	1,549.54	0.00	0.00	0.00	1,549.54
573 TENNIS CONTESTS - GIRLS	614.87	0.00	454.48	0.00	160.39
574 TENNIS EQUIP GIRLS	681.47	0.00	147.85	0.00	533.62
575 TRACK CONTESTS - BOYS	-334.71	0.00	553.00	0.00	-887.71



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ALL Data

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Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
576 TRACK EQUIPMENT - BOYS	-1,282.83	0.00	289.81	0.00	-1,572.64
580 TRACK CONTESTS - GIRLS	-871.56	0.00	525.00	0.00	-1,396.56
581 TRACK EQUIP - GIRLS	-394.24	0.00	0.00	0.00	-394.24
585 VOLLEYBALL CONTESTS	-3,163.82	0.00	0.00	0.00	-3,163.82
586 VOLLEYBALL EQUIPMENT	4,697.86	0.00	0.00	0.00	4,697.86
590 WRESTLING CONTESTS	-3,351.39	0.00	0.00	0.00	-3,351.39
591 WRESTLING EQUIPMENT	2,424.29	0.00	0.00	0.00	2,424.29
<b>E ATHLETIC TEAMS Totals:</b>	<b>-13,821.54</b>	<b>20.00</b>	<b>4,709.10</b>	<b>0.00</b>	<b>-18,510.64</b>
<b>F CHEERLEADERS</b>					
600 MISC CHEERLEADERS	0.00	0.00	0.00	0.00	0.00
610 NOT IN USE	0.00	0.00	0.00	0.00	0.00
612 DANCE TEAM	801.11	0.00	0.00	0.00	801.11
620 FRESHMAN CHEER	-2,034.61	0.00	0.00	0.00	-2,034.61
625 JV CHEERLEADERS	-2,791.11	340.57	0.00	0.00	-2,450.54
630 VARSITY CHEERLEADERS	-2,653.78	69.00	56.70	0.00	-2,641.48
635 NOT IN USE	0.00	0.00	0.00	0.00	0.00
<b>F CHEERLEADERS Totals:</b>	<b>-6,678.39</b>	<b>409.57</b>	<b>56.70</b>	<b>0.00</b>	<b>-6,325.52</b>
<b>G MUSIC</b>					
700 BAND	10,919.62	29.00	0.00	0.00	10,948.62
701 BAND UNIFORMS	146.07	88.00	0.00	0.00	234.07
710 CHORAL MUSIC	5,820.81	1,198.51	0.00	0.00	7,019.32
715 COLORGUARD	0.00	0.00	0.00	0.00	0.00
720 MUSICAL	1,702.97	360.00	528.03	0.00	1,534.94
725 MUSIC TECH/AUDITORIUM	2,315.14	0.00	0.00	0.00	2,315.14
730 ORCHESTRA	995.42	1,000.00	112.25	0.00	1,883.17
733 ORCHESTRA TRIP CHI	551.44	0.00	0.00	0.00	551.44
735 SCULPTURE	-16.28	0.00	0.00	0.00	-16.28
750 SHOW CHOIR	2,150.62	7,226.75	1,181.40	0.00	8,195.97
760 BAND TRIP	-216,765.12	0.00	2.40	0.00	-216,767.52
770 CHOIR TRIP	-48.00	0.00	0.00	0.00	-48.00
775 Tri-M Music Honor Society	1,352.38	35.00	624.54	0.00	762.84
790 MUSIC DONATIONS	1,223.18	0.00	0.00	0.00	1,223.18
<b>G MUSIC Totals:</b>	<b>-189,651.75</b>	<b>9,937.26</b>	<b>2,448.62</b>	<b>0.00</b>	<b>-182,163.11</b>
<b>H TRANSPORTATION</b>					
800 TRANSPORTATION MISC	-1,699.47	0.00	0.00	0.00	-1,699.47
810 TRANS FALL SPORTS	-12,874.74	0.00	0.00	0.00	-12,874.74
820 TRANS SPRING SPORTS	-5,110.20	0.00	5,171.79	0.00	-10,281.99
830 TRANS WINTER SPORTS	-15,286.58	0.00	0.00	0.00	-15,286.58
840 TRANS FIELD TRIPS	-11,008.47	0.00	1,503.46	0.00	-12,511.93
845 TRANSPORTATION BAND	-15,211.55	0.00	1,467.00	0.00	-16,678.55
848 TRANSPORTATION CHOIR	-14,387.28	0.00	1,423.42	0.00	-15,810.70
850 TR DEBATE/FOR/DRAMA	-10,165.59	0.00	0.00	0.00	-10,165.59
<b>H TRANSPORTATION Totals:</b>	<b>-85,743.88</b>	<b>0.00</b>	<b>9,565.67</b>	<b>0.00</b>	<b>-95,309.55</b>
<b>I ACADEMIC COURSE FINES</b>					
900 FINES	477.22	0.00	0.00	0.00	477.22
901 FOREIGN LANG FINES	803.19	0.00	0.00	0.00	803.19
902 ENGLISH FINES	1,426.55	0.00	0.00	0.00	1,426.55
903 MATH FINES	2,549.68	0.00	0.00	0.00	2,549.68
904 SCIENCE FINES	1,196.03	0.00	0.00	0.00	1,196.03
906 SOCIAL STUDIES FINES	955.03	0.00	0.00	0.00	955.03
907 BUSINESS FINES	-4.99	0.00	0.00	0.00	-4.99
<b>I ACADEMIC COURSE FINES Totals:</b>	<b>7,402.71</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,402.71</b>

# Current Cash Balance Report

75

ALL Data

Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>Y BANKING</b>					
910 STARTING CASH	-3,361.37	2,900.00	1,900.00	0.00	-2,361.37
915 UNASSIGNED DEPOSITS	0.00	0.00	0.00	0.00	0.00
920 CHECKING ACCCOUNT	1,871.73	83.42	0.00	0.00	1,955.15
930 MONEY MKT INTEREST	9,688.12	1,225.00	0.00	0.00	10,913.12
940 CD INTEREST	579.14	0.00	0.00	0.00	579.14
<b>Y BANKING Totals:</b>	8,777.62	4,208.42	1,900.00	0.00	11,086.04
<b>Z INVESTMENTS</b>					
950 OSB-MONEY MKT PLUS	-386,506.38	0.00	1,225.00	0.00	-387,731.38
960 OSB - JUMBO CD	0.00	0.00	0.00	0.00	0.00
<b>Z INVESTMENTS Totals:</b>	-386,506.38	0.00	1,225.00	0.00	-387,731.38
<b>Report Totals:</b>	-259,016.50	66,127.05	72,069.65	0.00	-264,959.10

*Cynthia Hamata 6-26  
Accounting Clerk*

*Richard L. Kolowicki 6-26-06  
Principal*

# Current Cash Balance Report

76

ALL Data

Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A EXTRACURRICULAR ACTIVITIES</b>					
1000 FIELD TRIPS	14,971.50	1,374.00	0.00	0.00	16,345.50
1355 NOT IN USE	0.00	0.00	0.00	0.00	0.00
2220 INTRAMURAL FEE FUND	4,083.00	173.00	0.00	0.00	4,256.00
2407 DEBATE FEE FUND	0.00	0.00	0.00	0.00	0.00
2410 DECA FEE FUND	13,859.00	1,051.24	0.00	0.00	14,910.24
2411 DRAMA-ITS FEE FUND	1,525.00	0.00	0.00	0.00	1,525.00
2413 FCCLA FEE FUND	0.00	0.00	0.00	0.00	0.00
2414 FORENSICS FEE FUND	0.00	0.00	0.00	0.00	0.00
2418 FEA FEE FUND	200.00	0.00	0.00	0.00	200.00
2420 GERMAN CLUB FEE FUND	0.00	0.00	0.00	0.00	0.00
2445 NATL HONOR SOC FF	-1.00	0.00	0.00	0.00	-1.00
2460 SPANISH CLUB FEE FUND	0.00	0.00	0.00	0.00	0.00
2475 VICA FEE FUND	0.00	0.00	0.00	0.00	0.00
2485 YEARBOOK	0.00	0.00	0.00	0.00	0.00
2612 DANCE CAMP FEE	800.00	0.00	0.00	0.00	800.00
2620 FR CHEER CAMP FF	3,980.00	0.00	0.00	0.00	3,980.00
2625 JV CHEER CAMP FF	3,980.00	0.00	0.00	0.00	3,980.00
2630 VARSITY CHEER CAMP FF	4,446.00	0.00	0.00	0.00	4,446.00
2700 BAND FEE FUND	0.00	0.00	0.00	0.00	0.00
2701 BAND UNIFORM FEE	0.00	0.00	0.00	0.00	0.00
2710 CHOIR FEES	0.00	0.00	0.00	0.00	0.00
2730 ORCHESTRA FEE FUND	0.00	0.00	0.00	0.00	0.00
2733 ORCHESTRA TRIP FF	470.00	0.00	0.00	0.00	470.00
2760 BAND TRIP FEE FUND	215,160.97	0.00	0.00	0.00	215,160.97
2770 CHOIR TRIP FEE FUND	0.00	0.00	0.00	0.00	0.00
5010 PARTICIPATION FEE	21,980.00	0.00	0.00	0.00	21,980.00
<b>A EXTRACURRICULAR ACTIVITIES Totals:</b>	<b>285,454.47</b>	<b>2,598.24</b>	<b>0.00</b>	<b>0.00</b>	<b>288,052.71</b>
<b>B POST SECONDARY EDUCATION</b>					
7120 AP TEST FEES	21,502.00	0.00	0.00	0.00	21,502.00
<b>B POST SECONDARY EDUCATION Totals:</b>	<b>21,502.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,502.00</b>
<b>Report Totals:</b>	<b>306,956.47</b>	<b>2,598.24</b>	<b>0.00</b>	<b>0.00</b>	<b>309,554.71</b>

*Cynara Hemitz 6-26-06*  
*Accounting Clerk*

*Richard L. Kolowicki 6-26-06*  
*Principal*

ALL Data

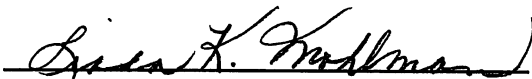
# Current Cash Balance Report

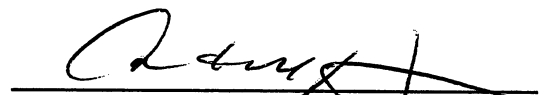
77 Arranged by:

Date: 05/01/2006 thru 05/31/2006

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A SUMMER SCHOOL ACCOUNTS</b>					
100 Elementary Summer School	17,853.50	9,900.00	350.00	0.00	27,403.50
120 Middle School Summer School	5,280.00	5,490.00	160.00	0.00	10,610.00
130 Senior High Summer School	73,270.00	32,744.30	3,165.00	0.00	102,849.30
140 Special Education	1,911.50	1,240.50	145.00	0.00	3,007.00
145 Special Education Preschool	0.00	0.00	0.00	0.00	0.00
150 Interest	403.59	100.91	0.00	0.00	504.50
160 Food Service Refunds	-197.80	354.25	0.00	0.00	156.45
<b>A SUMMER SCHOOL ACCOUNTS Totals:</b>	<u>98,520.79</u>	<u>49,829.96</u>	<u>3,820.00</u>	<u>0.00</u>	<u>144,530.75</u>
<b>Report Totals:</b>	<u>98,520.79</u>	<u>49,829.96</u>	<u>3,820.00</u>	<u>0.00</u>	<u>144,530.75</u>

  
 Linda K. Mohlman, DSAC  
 Executive Secretary

  
 Chris Hughes, DSAC  
 Accounting Manager

**AGENDA SUMMARY SHEET**

**AGENDA ITEM:** NASB Resolutions

**MEETING DATE:** July 10, 2006

**DEPARTMENT:** Office of the Superintendent

**TITLE AND BRIEF DESCRIPTION:**

NASB Resolution

**ACTION DESIRED:** APPROVAL XX DISCUSSION \_\_\_\_\_ INFORMATION ONLY

**BACKGROUND:**

Each year the Board takes a position on Legislative Resolutions. I have attached the NASB resolution.

**OPTIONS AND ALTERNATIVES CONSIDERED:**

None

**RECOMMENDATION:** Approve the resolution.

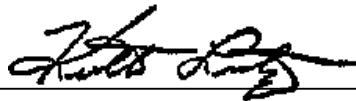
**STRATEGIC PLAN REFERENCE:**

**IMPLICATIONS OF ADOPTION OR REJECTION:**

**TIMELINE:**

**RESPONSIBLE PERSON:** Angelo Passarelli

**SUPERINTENDENT'S APPROVAL:** \_\_\_\_\_



(Signature)

**BOARD ACTION:**

**Legislative Resolutions and Standing Positions are due by July 11.  
Don't let your board be shut out. Submit your proposal soon.**

## 2007 Proposed Resolution or Standing Position

**Topic:** Independent Metropolitan School Districts

**Board:** Millard Public Schools

**This is a:** Resolution   X   Standing Position \_\_\_\_\_

**Proposed Resolution or Position:**

The NASB supports the independence of established school districts within a Learning Community. The NASB believe that any legislation introduced should seek to give these independent districts the same resources as all districts across the state. Any legislation should also allow these independent districts to maintain their right to governance, district curriculum, and the allocation of resources.

Rationale: School districts within a Learning Community require equitable resources and should retain the right to allocate those resources and establish appropriate curriculum.

**Contact Person:** Linda Poole

**Phone:** (402) 891-4200

Return this form by July 11, 2006 to:  
Chair, Legislation Committee  
Nebraska Association of School Boards  
1311 Stockwell Street, Lincoln NE 68502  
FAX (402) 423-4961

**Enclosure  
July 10, 2006**

### AGENDA SUMMARY SHEET

**AGENDA ITEM:** Approval of the Activity Guidelines for High Schools and Middle Schools

**MEETING DATE:** July 10, 2006

**DEPARTMENT:** Activities and Athletics

**TITLE AND BRIEF DESCRIPTION:** Millard Public Schools Activities Guidelines for High Schools, 2006-2007

These guidelines provide the basis for the high school programs operating under the same set of principles. The same statement is true for the middle school guidelines. These guidelines will be reviewed each year and the Board of Education will be asked to approve the guidelines each year.

**ACTION DESIRED:** Approval   X  

**BACKGROUND:**

**OPTIONS/ALTERNATIVE CONSIDERATIONS:** The guidelines are being recommended for approval after review and revision.

The district currently does not have a consistent set of guidelines for the high schools or middle schools to reference. The process to formulate a set of guidelines began in 2005 with the District Activities Committee. The high school activity directors, middle school activity directors, and the District Activities Committee have had considerable input into the formulation of these guidelines, with the understanding that the guidelines would be reviewed each year for necessary revisions and/or additions in order to keep current with issues faced by the activity programs and district. The purpose of the guidelines is to establish a base of principles upon which decisions can be made. These guidelines will be updated as needed, after consideration and review by the activity directors, principals, District Activities Committee, Superintendent, and upon approval by the Board of Education. The guidelines are always a work in progress.

Once approved by the Board of Education, copies of the guidelines will be provided to each principal, activity director, and head coach of the high schools and to each activity director and principal at the middle schools. The middle school activity directors will provide copies to coaches at the middle school level.

The options could include not having a set of consistent district guidelines.

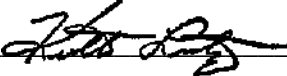
**RECOMMENDATIONS:** After review by the Board of Education, approval of the guidelines for 2006-2007.

**STRATEGIC PLAN REFERENCE:** N/A

**IMPLICATIONS OF ADOPTION OR REJECTION:** With approval, the guidelines become the working document for the activities programs in the high schools and middle schools. These guidelines provide a reference point to which all can refer.

**TIME LINE:** N/A

**PERSONS RESPONSIBLE:** Director of Activities, Craig Whaley

**SUPERINTENDENT'S APPROVAL:**  \_\_\_\_\_





Millard Middle School  
Athletic Director's  
Handbook

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### **Notice of Nondiscrimination**

The Millard Public Schools does not discriminate on the basis of race, color, religion, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities.

The following person has been designated to handle inquires regarding the nondiscrimination policies: Superintendent of Schools, 5606 South 147<sup>th</sup> Street, Omaha, NE 68137 (402)895-8200. The Superintendent may delegate this responsibility as needed.

## **Attachments**

### **Attachment A**

Policy 6700 – Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)

### **Attachment B**

Policy 5520 – Equal Access: Non-Curriculum Related Secondary School Student Meetings

Policy 5510 – Freedom of Expression

### **Attachment C**

Policy 6675 – Exempt School

### **Attachment D**

Policy 6335 – Awards for Achievement

### **Attachment E**

Policy 6910 – Community Volunteers

### **Attachment F**

Policy 1340 – Use of School Facilities and Equipment

### **Attachment G**

Policy 6750 – Student Fees

### **Attachment H**

Policy 1425 – Cooperation with Non-Profit Agencies

Policy 1430 – Cooperation with Commercial Agencies

Policy 1115 – Advertising

Policy 7305 – Web Publishing

### **Attachment I**

Policy 5146 – Student Accident Insurance

Policy 5600 – Student Health

### **Attachment J**

Policy 3530 – Privately Owned Vehicles

### **Attachment K**

Policy 5400 – Student Discipline

### **Attachment L**

Forms

## **PHILOSOPHY**

A vital component of a comprehensive educational program is a co-curricular activities program. Such activities, properly supervised and kept in proper perspective, shall be maintained in the school program in order to give students extended learning opportunities and experiences not possible during classroom activities. Activities will be an extension of or supplemental to curricular offerings or school learning requirements. We believe that interscholastic athletics must teach positive values, must emphasize participation, must enhance the physical and mental well-being of students, and that competition is healthy when conducted in a meaningful and structured environment.

## **EXTRA CURRICULAR AND INTERSCHOLASTIC ATHLETICS AND ACTIVITIES**

Extracurricular school sponsored clubs and activities, and interscholastic athletics and activities are an extension of the selected content curriculum and instructional strategies of the Millard Education Program, whether or not they occur in a traditional classroom setting.

As an extension of the Millard Education Program, and as a result of financial, facility, personnel, and interest limitations and constraints, the number and nature of extracurricular school sponsored clubs and activities, and the number of interscholastic athletics and activities will be restricted to those which meet the criteria of and which are approved according to the procedures specified in Millard Public Schools Rules 6700.1 and 6700.2.

See Attachment A – Policy 6700, Rule 6700.1 and 6700.2

Each middle school provides an athletic/activities packet to participating students.

## **EQUAL ACCESS**

### **Policy 5520**

The District shall not deny equal access or a fair opportunity to, and shall not discriminate against, and District secondary school students who wish to conduct a non-curriculum related student group meeting on school premises and during non-instructional time, on the basis of the religious, political, philosophical, or other content of the speech at such meeting. Such meetings shall comply with the rules established by the District and the building principal.

Students shall have the right to Freedom of Expression and may be given access to building bulletin boards, distribution of printed materials etc. by following Rules 5510.1 and 5510.2

See Attachment B – Policy 5520, Rule 5520.1; Policy 5510, Rules 5510.1 and 5510.2

## **ACTIVITY COMMITTEE**

The district Activity Committee is comprised of the Director of Activities and Athletics, a district representative from the Human Resources department, an elementary principal, a middle school activity director, a middle school principal, each high school assistant principal responsible for activities, a high school principal and a parent from each high school who is representative of an athletic or activity parent organization. Members may be rotated from year to year.

The Activity committee will meet to review requests for new activities submitted by buildings. The committee will approve or not approve suggested new activities in accordance with Rule 6700.1.

The committee may be convened to make recommendations to the Board in regard to issues that may arise in regard to activities. Additionally, it will review and, if appropriate, update the Guidelines Manual yearly.

## **EXEMPT SCHOOL STUDENTS**

### **Policy 6675**

The Millard Public Schools recognizes the rights of parents and/or guardians to educate their students in an exempt school, in accordance with State laws and regulations. The Superintendent shall establish such guidelines and procedures to work cooperatively with such Exempt Schools and Exempt School Students as may be required by State and Federal law.

See Attachment C – Policy 6675, Rule 6675.1

## **MIDDLE SCHOOL ATHLETICS**

### Athletics

All middle school athletics will be in compliance with the accreditation rules as found in the Nebraska Department of Education Rule 10.

004.03C “No student in grades seven or eight participates in interscholastic athletic contests between schools within a school system or between school systems which exceed four games in football and eight games in other sports.”

### Clubs

Clubs may be added via the program budgeting process and in compliance with Rule 6700.1.

## **ELEMENTARY SCHOOLS**

All elementary school athletics will be in compliance with the accreditation rules as found in the Nebraska Department of Education Rule 10.

004.03C “Pupils in kindergarten through sixth grade do not participate in any kinds of athletic contests between schools within a school system or between school districts except that Class I and nonpublic elementary schools having seventh and eighth athletics may include fifth and sixth grade students if the local governing board has a policy regulating participation.”

Elementary schools do not participate in organized sports programs that result in competition between schools. Each elementary school has up to 5 sponsored clubs for students. Additional clubs may be added via the program budgeting process and in compliance with Rule 6700.1.

## **ADMINISTRATION OF BUILDING ACTIVITIES**

The principal or designee has the responsibility for implementing the school building activity program within the district guidelines. Buildings will comply with requirements of law and the policies and rules of the district.

## **AWARDS FOR ACHIEVEMENT**

The principal of each school shall establish standards, criteria and other needed guides for administering student awards unique to his/her school in accord with adopted Board policy. A statement of such standards, criteria and administrative guides for each award or class of awards will be kept on file in the school and will be available for examination.

See Attachment D – Policy 6335, Rule 6335.1

## **VOLUNTEER COACHES AND SPONSORS**

All those who wish to serve as volunteer coaches, directors, and/or sponsors must be approved by Human Resources

See Attachment E – Policy 6910, Rule 6910.2

## FACILITY USE

### Policy 1340

School facilities and equipment may be used by approved individuals and organizations (both non-profit and for-profit). Such uses shall be subject to the rules and regulations established under this policy.

Additionally, Rule 1340.1 will be used to determine the conditions for facility use.

See Attachment F – Policy 1340, Rule 1340.1

### Buell Stadium

Buell Stadium is the district competition stadium. Because Buell Stadium is located just east of South High School, the District Director of Activities and Athletics in conjunction with the Millard South High School Assistant Principal responsible for Activities coordinates the scheduling of activities at the site. Whatever building is hosting the activity in Buell Stadium is responsible for arranging:

- Supervision of the activity including:
- Security
- Preparation of the facility
- Event workers
- Gate Receipts and expenditures
- Hospitality
- Concessions
- Concessions for the activity including:
- Security
- Purchasing food, condiments, and supplies
- Planning for receipt of, security of and deposit of funds

## EMERGENCIES PLANS FOR ACTIVITIES

Each high school and middle school will have written emergency plans on file in the Activities Office and in the office of the certified athletic trainer (high schools).

## FEES

### Policy 6750

The District may require and collect fees or other funds from or on behalf of students or require students to furnish or provide materials, supplies, equipment, or attire consistent with the Public Elementary and Secondary Student Fee Authorization Act.

See Attachment G – Policy 6750, Rule 6750.1



## **FUNDRAISING**

Schools will be in compliance with Policy and Rule as it applies to fundraising by non-profit agencies.

See Attachment H – Policy 1425, Rule 1425.1; Policy 1430, Rule 1430.1; Policy 1115 And Policy 7305, Rule 7305.1.

Fundraising may occur for school sponsored curricular and extracurricular athletics or activities according to school guidelines.

Fundraising projects:

- Must be pre-approved by the sponsor/coach of the activity and the building administration.
- Will not exploit students or staff in any way.
- Will be conducted in accordance with location and time limitations identified by administrators.
- All students will benefit equally or the organization will benefit as specified in advance from fundraising proceeds.
- Donations may be sought as part of fundraising efforts.
- Must follow strict money collection policies and procedures as outlined by each building.
- A fundraising level may not be prescribed for individual students.

Door-to-door solicitations are not allowed.

Students may not be required to participate in fundraising or in providing a donation if raising money is part of a class or curricular endeavor.

Students cannot sell products or services during the time they are in class.

Sales of food or beverages cannot occur during the lunch period of a regular school day.

Health department regulations will need to be followed when food products are to be sold.

## **ACTIVITY/ATHLETIC RECRUITING**

Any communication, either written or verbal, directed to a student and/or parent/guardian, in an effort to persuade them to attend a school offering the same activity/sport shall be considered undue influence upon the school selection decision-making process of a student or parent/guardian. Undue influence exerted by any Millard Public Schools employee, volunteer sponsor, or volunteer coach shall constitute an attempt to recruit.

## **ACTIVITY CONSULTANTS**

Consultants may be hired to provide special clinics or training to participants in extracurricular activities if the cost assessed is approved by the sponsor and the principal or designee. The cost should not be prohibitive or excessive. Funds should be provided as part of the activity costs noted in fees (Rule 6750.1). If further consultation is desired, approved fund raising activities should occur to avoid undue financial hardship or as a screening device for membership. Activity requirements should be equally available to all participants.

## **RULES/GUIDELINES**

Coaches and sponsors should have rules or guidelines approved by the building administration before making applying those rules or guidelines to the participants.

## **STUDENT PHYSICALS AND LIABILITY INSURANCE**

Students participating in extracurricular physical activities such as sports, cheerleading, dance team, etc. shall obtain a physical examination by a physician prior to participation, and shall submit the same to the site Activities Office prior to participation.

Students participating in extracurricular physical activities must also be covered by accident insurance prior to participation. Students are eligible to purchase insurance made available by the District.

See Attachment I – Policy 5146 and Policy 5600, Rule 5600.3

## **PARENT SPONSORSHIP**

All school activities will be sponsored by district employees. NSAA guidelines for qualifications will be followed. Parents who wish to sponsor or organize a student group and use district facilities must follow the Facility Use policy and rule.

## **INTRAMURALS**

Students may participate in the school intramural programs. Program offerings are determined based on student interest, availability of supervisors, and adequate funding. Students participating in intramurals must follow all school rules and sanctions for infractions will be in compliance with district and building standards.

## **RESPONSIBILITIES OF STUDENT/PARENT/COACH**

Students, parents, and coaches have a responsibility to honor the philosophy of the district's extracurricular activities program. The philosophy supports the idea that extracurricular activities are a part of the learning opportunities and experiences that will add to the education of our students.

The responsibility guidelines for students and coaches provide the expectations that the district has for the students and coaches who participate in the co-curricular activities program in order to honor the philosophy of the district's co-curricular activities program.

The responsibility guidelines for parents provide the expectations that the district has for parents in order to allow our extracurricular activities program to meet the philosophy for our extracurricular school sponsored clubs and activities as well as our interscholastic athletics and activities

The Spectator Code of Conduct is designed to communicate and emphasize the expectations that the district has for all fans in their role as spectators of our extracurricular activities program in order to honor the philosophy and purpose of the district's activities program.

## **SUPERVISION OF COACHES AND SPONSORS**

Coaches and club and activity sponsors will be supervised each year.

The Activity Director responsible for activities will supervise head coaches, assistant coaches, and volunteer coaches.

## **HAZING**

Hazing – Hazing shall be defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any group or activity operating under the sanction of the Millard Public Schools. Such hazing activity shall include, but not be limited to the following: whipping; beating; branding; forced and prolonged calisthenics; prolonged exposure to the elements; forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption; prolonged sleep deprivation; harassing by exacting unnecessary or disagreeable work, banter, ridicule, or criticism; or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person. Consent to the hazing by the student(s) shall not be a defense to hazing.

No hazing will be tolerated in any Millard Public Schools activity or program.

## **NATIONAL CONTESTS AND CONVENTIONS**

The Millard Public Schools may participate only in those national contests that are on the approved list as published annually for the National Association of Secondary School Principals or are national or regional annual school events. Exceptions must have the approval of building administration in consultation with district representatives as appropriate.

For curriculum related activities (i.e. Band) the school district does not fund competitive activities for students beyond the state level. Fundraising and/or donations must cover the cost of competition beyond the state level and the cost of a substitute teacher for sponsors beyond the state level.

## **TRANSPORTATION**

The activity director will arrange transportation for interscholastic and extracurricular activities and athletics. Trips that are scheduled for a length of time beyond sixteen (16) hours, or which may require student involvement or transportation beyond 12:00 midnight, or which require overnight accommodations, shall not be approved unless the mode of transportation has a properly permitted or licensed driver who complies with the hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G. Certificated staff who are providing transportation for interscholastic or extracurricular activities or athletics shall also comply with the hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G.

All participants are to use District-provided transportation to and from the site of all away events. The Principal or designee may allow the use of alternate transportation by participants. All district policies and rules regarding alternative transportation must be followed.

See Attachments A and I - Policy 3530 and Policy 6700, Rule 6700.6

## **OVER NIGHT TRIPS**

Any travel involving overnight accommodations must be approved by the principal or designee.

The coach or club or activity sponsor will provide the travel and trip plan to the principal or designee within the deadline established by the principal or designee.

See Attachment A- Policy 6700, Rule 6700.7 and Rule 6700.8

## SPORTS BY SEASON AT THE MIDDLE SCHOOLS

<b>FIRST QUARTER</b>	
<b><u>Boys</u></b> Football*	<b><u>Girls</u></b> Volleyball
<b>SECOND QUARTER</b>	
<b><u>Boys</u></b> Basketball	<b><u>Girls</u></b>
<b>THIRD QUARTER</b>	
<b><u>Boys</u></b> Wrestling*	<b><u>Girls</u></b> Basketball
<b>FOURTH QUARTER</b>	
<b><u>Boys</u></b> Track	<b><u>Girls</u></b> Track

\*Girls may participate in these sports.

Intramural sports may vary by season and level per building.

## **PHYSICAL EXAMINATIONS**

All student athletes who are participating in the school athletics program and/or cross country club must have on file with the school nurse a physical examination report prior to any participation. The report must state in the opinion of the examining physician that the student is fully able to compete in the activities listed. See form.

- 1) The report must be performed by medical personnel recognized by Millard Public Schools as those who are approved to perform a physical examination.
- 2) The physical examination is required annually.
- 3) The physical examination must be given prior to participation in the sports activities program (includes tryouts, practice, and participation in a game or contest).
- 4) The physical examination for participation during the following school year shall be given on or after May 1.

## **STUDENT INSURANCE**

Students must be covered by accident insurance prior to any participation in extracurricular physical activities. Students who are not covered by an existing insurance policy may be eligible for Kid's Connection, which is an insurance program available through the Nebraska Health and Human Services System. Applications for Kid's Connection can be obtained from Pupil Services.

Millard Public Schools does not carry an accident insurance policy to cover injuries sustained in the athletic programs offered by district schools. Accident insurance is the responsibility of the parents or guardians of the students.

## **DOCTORS' RELEASE**

When an athlete is treated by a medical professional for an injury that occurred during the season, a written release from that medical professional must be received by the school's activity director prior to participation in any practices or games during that school year.

## **HOME SCHOOL STUDENTS ELIGIBILITY**

Our middle schools follow the guidelines established by the NSAA for the eligibility of home schooled students. Students currently being home schooled are not eligible to participate in the athletic program or activities. To gain eligibility that home schooled student first must transfer into our school and then must meet the requirements set forth by Millard Public Schools regarding physicals and insurance.

## **SCHOOL ATTENDANCE ON GAME OR PERFORMANCE DAYS**

Students must be attending classes by 12 noon in order to participate in a performance, contest, or game. Exceptions to this rule must be approved by site administration. This will be interpreted to mean that a student will be in class by 12 noon unless excused by a site administrator (illness, staying home to rest, or “sleeping in” are examples of unexcused absences for extracurricular participation).

## **ASSIGNMENT OF COACHES AND SPONSORS**

All coaching assignments shall be for ONE school year. Recommendations for renewal or non-renewal of coaching contracts will be made to the Principal or designee.

All coaching assignments are considered “extracurricular” assignments and therefore do not carry any tenure benefits. This means that a coach can be reassigned or relieved from coaching responsibilities, along with its compensation, at the will of the District Administration when such action is deemed to be in the best interest of the athletic program and/or school district.

## **SCHOOL ACTIVITIES/PRACTICES ON NON-SCHOOL DAYS**

All athletic team practices will not occur on days in which school is not in session. *Coaches, sponsors, and administrators should be mindful of the religious holidays that occur during the school year and plan appropriately.*

## **ACTIVITIES ON WEDNESDAYS**

All student activities on Wednesdays should not be scheduled after 5:00 p.m. and all student activities must conclude by 6:30 p.m.

## MINIMUM SUPERVISION COVERAGE OF ATHLETIC CONTESTS

<b>SPORT</b>	<b>HOME EVENTS</b>	<b>AWAY EVENTS</b>
<b>Basketball</b> All Levels	One Administrator, Security*	Coach
<b>Football</b> All Levels	One Administrator, Security*	Coach
<b>Track</b> All Levels	One Administrator, Security*	Coach
<b>Volleyball</b> All Levels	One Administrator, Security*	Coach
<b>Wrestling</b> All Levels	One Administrator, Security*	Coach
<b>Tournaments</b>	One Administrator, Tournament Director, Security*	Coach

\* As determined by site administration

**ADMINISTRATOR** For purposes of supervision at athletic events, administrators shall be defined as site administration, the site activities director, or certified staff designated by site administration as the site supervisor for the event.

**SUPERVISION:** All supervisors, including coaches at home and away events, have the responsibility as part of their supervision duties at events to expect and enforce respectful behavior by all in attendance as well as to model respectful behavior so that their behavior and the behavior of their team members does not incite disrespectful conduct by spectators at the events.



## TRANSPORTATION REGULATIONS

### MILLARD PUBLIC SCHOOLS ACTIVITIES TRANSPORTATION GUIDELINES

**ATHLETICS AND ACTIVITIES:** All participants are expected to use District provided transportation to and from the site of all away events. Exceptions:

1. Parents/guardians may consent to the use of alternative transportation to and from the site of any or all away events or games by their son/daughter.
2. Such consent shall be in writing and shall acknowledge the voluntary release of the District from the obligation or responsibility of providing transportation. Such consent may be for specific games or events or may be for a specific period of time.
3. The use of alternate transportation by any student/participant must be approved by the activities director or building principal.

**PRACTICE SESSIONS:** The District is not responsible for providing transportation to any practice session which may be held on or off District property. Parents/guardians shall be responsible for providing any transportation necessary for the attendance by their son/daughter at all practices.

**ATHLETICS AND ACTIVITIES:** All participants are expected to use school-provided transportation to and from the site of all away events when such transportation is provided. Exceptions:

1. **PARENTS MAY TRANSPORT THEIR OWN SON/DAUGHTER ONLY**, with prior written approval from the appropriate administrator. The completed **form 3530(A)** must be received by the appropriate school administrator at least one day prior to the event.
2. Students going to the contest on school provided transportation, but who want to return home with his/her parents must have written approval from the appropriate school administrator. The completed **form 3530(A)** must be received by the appropriate school administrator at least one day prior to the event.
3. **PARENTS OF STUDENTS MAY TRANSPORT OTHER STUDENTS**, with prior written permission from the appropriate school administrator and the parents of the students being transported, as well as the parents of the student providing the transportation (if the student is driving). The completed **form 3530(E)** must be received by the appropriate school administrator at least three days prior to the event.
4. **STUDENTS MAY BE TRANSPORTED BY THE PARENT OF ANOTHER STUDENT**, with prior written permission from the appropriate school administrator and his/her parent(s). The completed **form 3530(F)** must be received by the appropriate school administrator at least three days prior to the event.

5. **STUDENTS MAY BE TRANSPORTED BY A DISTRICT EMPLOYEE FOR SCHOOL-RELATED BUSINESS**, with prior written permission from the appropriate administrator and his/her parent(s). The completed **form 3530(G)** must be received by the appropriate school administrator at least one day prior to the event.

**PARENTS TRANSPORTING THEIR CHILD:**

1. Complete Millard Public Schools transportation request **FORM 3530(A)**
2. Submit completed form to the Activities Office **AT LEAST ONE DAY PRIOR TO THE CONTEST OR EVENT**.
3. A copy of the completed form, signed by all appropriate parties, will be given to the student and must be taken with the student to the contest or event. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

**PARENTS OF STUDENTS TRANSPORTING STUDENTS OTHER THAN THEIR OWN CHILDREN**

1. Complete Millard Public Schools transportation request **FORM 3530(E)**
2. Submit completed form to the Activities Office **AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT**.
3. A copy of the completed form, signed by all appropriate parties, will be given to the student and must be taken with the student to the contest or event. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

**STUDENTS BEING TRANSPORTED BY THE PARENT OF ANOTHER STUDENT**

1. Complete Millard Public Schools transportation request **FORM 3530(F)**
2. Submit completed form to the Activities Office **AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT**.
3. A copy of the completed form, signed by all appropriate parties, will be given to the student and must be taken with the student to the contest or event. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

**STUDENTS BEING TRANSPORTED BY A DISTRICT EMPLOYEE FOR SCHOOL-RELATED BUSINESS**

1. Complete Millard Public Schools transportation request **FORM 3530(G)**
2. Submit completed form to the Activities Office **AT LEAST ONE DAY PRIOR TO THE CONTEST OR EVENT**.
3. A copy of the completed form, signed by all appropriate parties, will be given to the student and must be taken with the student to the contest or event. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

## MILLARD PUBLIC SCHOOLS ACTIVITIES TRANSPORTATION GUIDELINES

1. The coach/sponsor is responsible for maintaining acceptable behavior from the time students enter the bus to the time the students exit the bus.
2. The coach/sponsor should do head counts on the bus at the start of the trip and before leaving the activity site.
3. All passengers are to remain seated while the bus is in motion.
4. Noise levels on the bus must not be so loud that the driver cannot hear external audio signals (i.e., emergency vehicles).
5. All participants are to use District provided transportation to and from the site of all away events, unless alternate transportation has been approved by site administration.
6. Eating or drinking is not permitted on the school bus. Exceptions may be made at the discretion of the driver.
7. Coaches/sponsors have the responsibility of ensuring that the bus is left in clean condition after the trip.
8. Time schedules must be closely followed, as buses are scheduled for many routes during the day and may be needed elsewhere.
9. State law prohibited anyone from riding a school bus other than District employees, eligible students, or people designed as sponsors.
10. Bus drivers check the bus before and after all trips. Any damage/vandalism costs may be billed back to the school.
11. All passengers must wear seat belts in buses that have factory-installed seat belts while the bus is in motion.
12. Vans
  - a. Ten (10) is the maximum number of people to be carried on a van for school functions involving students. This number includes the driver.
  - b. The number of people traveling in vans shall not exceed the number of factory-installed seat belts.
  - c. All passengers must wear seat belts in vans while the vans are in motion.
  - d. Drivers of vans shall comply with the hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G.
13. A coach or club or activity sponsor, in consultation with the principal or designee, may give a student permission to use alternate transportation.
  - a. Students seeking permission to have their parents provide transportation to and/or from an event must have prior written approval from the site administrator. See Form 3530(A).
  - b. Parents seeking permission to provide transportation for other students to and/or from an event must have prior written approval from the site administrator. See Form 3530(E).
  - c. Students seeking permission to have another parent provide transportation to and/or from an event must have prior written approval from the site administrator. See Form 3530(F).
  - d. Parents seeking permission to have a district employee provide transportation for their children to and/or from an event must have prior written approval from the site administrator. See Form 3530(G)

## Emergency Action Plan Duty List

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In the event of an emergency, the following duty list will be followed in conjunction with the site's emergency procedures. All individuals should be familiar with the entire duty list including the location of the AED on campus.

### Type II Coverage

Head Coach	<p>Identify and assess severity of injury.          Activate call to 911.          Call for assistance from support staff if necessary including retrieval of the AED.          Provide appropriate treatment according to injury.</p>
Site Administration:	<p>Assist in opening necessary gates via contact with site custodians.          Notify site staff of medical emergency including the retrieval of the AED if necessary by a designated staff member and the location of emergency.          Assist with 911 communications.          Assist with positioning of the athlete as determined by head coach.          Keep all spectators away from the emergency site.          Assist communication with parents/guardians.          Assist with positioning of the athlete as determined by head coach.          Assist the Activity Director as necessary.</p>
Activity Director:	<p>Obtain athlete's emergency card and attempt to contact the parents/guardians or locate the parents/guardians in stands.          Assist with positioning of the athlete as determined by head coach.          Assist the head coach as necessary.</p>
Custodians:	<p>Assist with opening all necessary gates and directing the response team to the injury site.</p>
Assistant Coaches:	<p>Supervise the team and keep them on the sideline away from the injury site.          Assist the Activity Director with locating the athlete's emergency card and/or parental contact.          If the parents are not present, one assistant coach will accompany the athlete in the ambulance if transported.          Assist the Activity Director/Head Coach as necessary.</p>

**Reminders: Possible spinal injuries need to be immobilized immediately and any repositioning of the athlete is determined by a compromised airway.**

## **Type II Coverage (when certified athletic trainer is not present)**

1. Life Threatening Injury
  - a. Provide initial first aid, CPR, etc.
  - b. Do not move the injured student unless there is an increased risk of injury.
  - c. Be calm and reassure the injured student.
  - d. Call 911 and advise of problem, location, your name, phone number, and directions to the school. Do not hang up until instructed to do so by the 911 operator.
  - e. Have someone meet the emergency medical personnel and lead them to the exact location of the injured student.
  - f. Call the parent/legal guardian and calmly advise them of the situation and what is being done. If parent/legal guardian cannot be reached, call the student's emergency contact person.
  - g. Upon arrival, supply the paramedic/ambulance personnel with the emergency information data of the student for permission to treat.
  - h. An injury of this type will be reported to the following people at the earliest opportunity: site administration, the Director of Pupil Services, and the District Director of Activities.
  
2. Non-Life Threatening Injury
  - a. Provide first aid.
  - b. Except in cases of minor injuries, do not move the injured student unless there is an increased risk of injury.
  - c. Call 911 if in your judgment the injury requires the attention of emergency medical personnel and follow steps listed above in d, e, f, and g.
  - d. Contact parent/legal guardian to inform them as to what happened and to provide proper instructions for care.
  - e. Except in cases of minor injuries, a report will be given to the following people: site administration, the Director of Pupil Services, and the District Director of Activities.

A minor injury is an injury which does not require the attention of a physician, an advanced practice registered nurse, or physician's assistant; is not life threatening; does not pose a health risk, and can be effectively treated with first aid which can be performed by personnel who have been trained in first aid.

## CATASTROPHIC INJURIES

In the event of a catastrophic injury that occurs during an extracurricular activity, the following information must be sent to the office of the District Director of Activities as soon as possible:

- Any game/practice film and/or video recording the injury.
- Equipment involved (i.e. football helmet, bat, etc.).
- Game program/practice roster if available.
- Names and addresses of witnesses.
- Names and addresses of officials.
- Written statement of incident signed and dated.
- Written statement of all procedures followed, signed and dated.

Often it is several years before any legal action is taken. Therefore, it is important to secure this necessary information as soon as possible after the injury for possible later use.

## Emergency Procedures

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Always be prepared in the event of an emergency. Proper preparation and communication is vital for smooth execution of the emergency plan.

Review the emergency plan each year prior to the beginning of your sport season and revise the plan according to your specific needs. If you have any questions, be sure to get the answers prior to the beginning of your sport season.

### Pre-Season and Daily Responsibilities:

1. Identify the location of the AED if available on campus.
2. Identify the location of phones nearest to all possible practice and event venues.
3. Identify the entrances and exits for use by emergency personnel.
4. Identify who is responsible for locking and unlocking all doors and gates.
5. Identify who will direct emergency personnel to the site.
6. Be familiar with Type II coverage and who is responsible for providing emergency care.
7. Inspect the playing area prior to the season and daily for potential hazards.
8. Keep abreast of weather conditions and how these conditions may affect practice or events (i.e., lightning, extreme hot weather, etc.).
9. Verify that you have all emergency cards for all individuals under your care including athletes and managers.

### Emergency Plan:

1. Identify the emergency situation. If the emergency involves sudden cardiac arrest, the AED should be retrieved immediately
2. Identify who is responsible for administering care and begin appropriate care as determined by the severity of the injury including:
  - a. Administering CPR.
  - b. Controlling bleeding.
  - c. Immobilizing the individual.
3. While the AED is being retrieved, the user will provide basic first aid including CPR until the AED is on site and ready for use. Once the AED is on site ready for use, the care giver will follow the AED voice prompts.
4. Identify an individual to call 911 and direct them to the nearest phone. While speaking to emergency personnel have the following information available:
  - a. The athlete's name.
  - b. A brief description of the emergency situation.
  - c. Level of consciousness of the athlete.
  - d. Instruct the emergency personnel where to enter site and someone will be waiting to direct them to the emergency site.
  - e. Answer all questions asked to the best of your ability.
  - f. Do not hang up until instructed to do so by the 911 operator.
5. Identify an individual to get the athlete's emergency card.
6. Inform the administration or custodial staff as to unlocking entrances and doors.
7. Instruct someone to wait at the designated location to direct emergency personnel to the proper location.
8. Assist the emergency personnel to the best of your ability.
9. Notify the administrator on duty, the athletic trainer, and parents.
10. Document everything in writing. Copy all documents to the Principal, Director of Pupil Services, and District Director of Activities.

**Millard Middle Schools Cross Country Club  
Emergency Plan**

Pre-Event Preparation:

1. Identify primary care givers to all participants. These individuals are those certified in first aid and CPR.
2. Locate the closest phone or identify individuals with cellular phones to use in the event of an emergency.
3. Know the location and names of roads and gates that surround the facility, and whether or not they will need to be opened for access by emergency vehicles and if so who has the keys.
4. Know in advance weather conditions anticipated for the day to prepare the necessary water allowances for all participants.
5. Whenever possible, have course monitors that can contact designated first aid providers to watch the course during the event in case of an emergency.
6. Make sure that you have all emergency cards for all students participating. Carry a first aid kit to all running sites.

The sponsor must inform the Activity Director of the day's planned route prior to the beginning of that day's activity.

Injury Management During the Event:

1. Identify that an injury has occurred.
2. Assess the situation to determine the seriousness of the injury by checking the following:
  - A. Level of consciousness
  - B. Breathing/pulse
  - C. Severe bleeding
  - D. Gross deformity
 Determine if 911 should be activated. If 911 needs to be activated designate someone to call and tell them the location of the nearest phone while the first aid provider stays at the emergency site to render care.
3. If 911 is activated, relay the following information:
  - A. The caller's name and position.
  - B. The nature of the emergency including the following:
    1. Level of consciousness
    2. Breathing /pulse
    3. Severe bleeding
    4. Gross deformity
  - C. What care is being given.
  - D. Do not hang up until instructed to do so.
4. Designate someone to meet the emergency vehicle making sure that all gates are unlocked and open.
5. Find the athlete's emergency card.
6. Remain at the emergency site until the first responder vehicle has arrived.
7. Notify the athletic administrator, parents, athletic trainer as soon as circumstances allow.
8. Document in writing all factors present that could affect the injury, all steps taken; all care administered and any other pertinent information. Upon return to school notify the activity director in person or by phone as soon as possible.



## **SPECTATOR AND FAN CODE OF CONDUCT FOR MILLARD PUBLIC SCHOOLS**

As a spectator attending a Millard Public Schools athletic event:

- I recognize that the goal of this event is to provide young people with the opportunity for healthy competition in the spirit of sportsmanship and camaraderie.
- I recognize that I have a role to project a positive and supportive attitude and to show respect toward all of the participants, including the officials, coaches, and student-athletes as well as other spectators and game management staff.
- I recognize that my words and behavior have a powerful impact on those around me and that I have a role to behave in a mature and dignified manner. I will not say, make, or promote profane comments, obscene gestures, offensive remarks, trash-talking, or taunting of any participant or spectator during the event. I should support and cheer for my team and not cheer against the other team or game officials.
- I recognize that I should exhibit good character and provide a positive role model for all spectators and participants.
- I recognize that attendance at an athletic event is a privilege, not a right, and that I am expected to represent my child, my team, my community, and myself with honor.
- I recognize that for the orderly management of this event, I have a role to follow the directions of school officials and the game management staff.
- I recognize that if my conduct during an event is not conducive to a positive environment (as determined by site administrative and staff) for any of the participants, spectators, school officials, or game management staff, I may be asked to leave the event and I may be barred from attending future events.

**Welcome to this MPS event. We hope you have an enjoyable time and thank you for your attendance and support!**

## A Letter from the District Activity Director:

Welcome to the Millard Public Schools activities program. I would like to take a moment to explain a small part of how the athletic and activities programs are conducted at our middle schools.

In each program, coaches and sponsors are responsible for team and/or program selection. The coaches and sponsors establish conditions for selection. This may be a very subjective process and any one of us might select different students for the team or program. We believe, however, that it is the responsibility and right of the coaches and sponsors to select the members of the team or program with whom they will work for the season and/or event.

Every team and program wants to win or have a successful event and each coach or sponsor wants to win or have a successful event. In the attempt to win or have a successful event, coaches and sponsors will use different strategies at appropriate times. These strategies might differ with the decisions you might have made if you were the coach or sponsor. The coaches and sponsors do the best that they can to make the proper decisions at the proper time so that our groups perform well and win the game or have a successful event. We believe it is the responsibility and right of the coaches and sponsors to determine the strategies used during a game or event.

There may be times when you have a concern about your student's participation on our teams and/or in our programs. When these concerns arise, we ask that you use the following chain of communication to deal with the concerns:

\***First**, the parent/guardian and student should request a meeting with the coach or sponsor outside of class time, practice time, and event time.

\***Second**, if this step has not succeeded, then the parent/guardian may request a meeting with the Activity Director at the school. The student, coach or sponsor will be included in this meeting.

\***Third**, if these two steps have not succeeded, the parent/guardian and student may request a meeting with the Principal, in which the coach or sponsor, parent, student and assistant principal will attend. We hope that the concerns can be addressed at the site level.

\***Fourth**, if questions continue to exist, the parent/guardian may request a review by the District Director of Activities. The District Director will review the steps taken and may hold a meeting in which the parent/guardian, student, coach, assistant principal and/or principal may be asked to attend.

Topics that will not be addressed by administrators in these meetings include playing time, game strategies, playing level, starters, student selection on teams, and comparison of students' skills. These are decisions properly made by and discussed with our coaches and sponsors, and we support the freedom of coaches or sponsors to make these types of decisions. We believe that by using this approach, most of the concerns can be resolved at the most appropriate level.

By being a parent/guardian and student in an activity, regardless of the time spent in the game or event, you can learn many valuable lessons. These lessons include good sportsmanship, appreciating good effort by any of the participants, respect for all participants in the game or event, practicing self-control, and accepting the responsibility for your actions.

We hope this information helps you to understand the chain of communication in our athletic and activities programs. We wish you the best of luck with all of your pursuits, both in academics and activities.

Craig T. Whaley, District Director of Activities

## **RESPONSIBILITIES OF ACTIVITY DIRECTORS**

1. Actively and positively conduct activity/sports programs. Support the Millard Public Schools programs in a manner that enhances the mental, social, and moral development of student participants, and teach positive life styles that will help students become personally successful and socially responsible.
2. Promote good sportsmanship in the coordination of the total program and foster good character.
3. Provide the opportunity for and support all activity programs.
4. Provide for the safety and well being of all participants.
5. Provide safe facilities for interscholastic activities.
6. Supervise all coaches.
7. Verify the eligibility of all participants and ensure that all applicable rules are followed.
8. Provide supervision for all activities.
9. Provide the necessary forms to ensure the safe transportation of all participants.
10. Follow all District guidelines and regulations dealing with student activity eligibility and transportation.
11. Support, supervise, and evaluate all coaching and sponsor positions in the building.
12. Develop, coordinate, and supervise all school budgets.
13. Monitor athletic inventories and the maintenance and reconditioning of athletic equipment.
14. Be responsible for additional duties as defined by the site principal or District.

## **RESPONSIBILITIES OF PARENTS/GUARDIANS**

1. Provide positive support, care, and encouragement to your child and his/her team, coaches, and school.
2. Provide positive support and encouragement to the visiting team, their coaches, and school.
3. Maintain positive behavior and attitude at all athletic contests.
4. Respect the position and professionalism of the game official.
5. Refrain from the use of foul or inappropriate language.
6. Refrain from yelling criticism at your child and his/her coaches or team during athletic events.
7. Refrain from interfering with the coach.
8. Allow the coach to be responsible for your child during practices, games, and team related activities.
9. Refrain from making derogatory comments to players, other parents, game officials, or school administrators during athletic events.
10. Follow all District guidelines and regulations dealing with transportation to athletic activities.
11. Sign and submit, with accurate information, all required participation forms to the activities office.
12. Will not circumvent any rules or guidelines of the school or district.
13. Refrain from interfering with practices or games.
14. Respect and accept with dignity the final decision of officials.

## **RESPONSIBILITIES OF COACHES AND SPONSORS**

1. Provide for the safety and welfare of all participants.
2. Promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling the characteristics of good sportsmanship and character.
3. Work with participants, teachers, counselors, etc., to ensure the academic progress of the participants.
4. Be an integral part of the school system and its educational program. Encourage and stress to each student the importance of academic achievement.
5. Be knowledgeable of and enforce school and District rules, regulations, procedures, and policies.
6. Make every effort to support and communicate with all school administrators.
7. Provide team expectations to all participants. Enforce these fairly among all participants.
8. Ensure that all participants have met all eligibility requirements prior to participating in any tryouts, practices or games, or before receiving any equipment or awards.
9. Make participants aware of the inherent danger of participating in athletics and activities and the sport being coached.
10. Plan and monitor organized practices that will include proper conditioning, warm-ups, and instruction of fundamentals.
11. Supervise participants in practice areas, locker rooms, busses and vans, at all times during the season.
12. Provide Type II Coverage.
13. Responsible for modeling respectful behavior and the duty to demand that athletes refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane or belligerent trash talking, taunting, and inappropriate celebrations.
14. Responsible for modeling respectful behavior and a duty to not indulge in conduct that would incite players or spectators against officials.
15. Abstain from the use of tobacco, drugs, and alcohol while on campus or any time when representing your school or team.
16. Safeguard the health of participants and the integrity of the sport/activity, prohibit the use of alcohol, tobacco, drugs, and performance enhancing substances, as well as demand compliance with all laws and regulations, including those relating to gambling and the use of alcohol, tobacco, drugs, and performance enhancing substances drugs.
17. Actively support and enforce your school's Activities Department substance abuse program.
18. Enforce District transportation guidelines and trip regulations.
19. Work cooperatively with parents, officials, and media to promote a positive image of Millard Public Schools activities.
20. Provide for the care and maintenance of all equipment and provide an accurate, detailed inventory and season summary at the end of the season to the activity director.
21. Work with the site administration and district transportation by ensuring that vans or buses are cleaned of any debris before they are returned.

22. Provide assistance in seeking qualified coaches.
23. Know that providing false documentation of any kind will be grounds for dismissal of coaching duties (i.e., CPR/First Aid certification, teaching certificate, etc.).
24. Read and have familiarity with the Activity Guidelines and site coaching handbooks.
25. Read current literature to stay updated on current issues and techniques in the sport(s) coached.
26. Head coaches must supervise all assistant and volunteer coaches.
27. Actively support the total site activities program.
28. Notify the site administration when release time is needed with site established deadlines.
29. Return and inventory all uniforms and equipment within four (4) weeks after your last event.
30. Ensure that all coaches have completed and returned to Human Relations all forms required by the district before working with students. Do not permit coaches to have contact with students until they have been approved by Human Resources.
31. Help maintain your program through on-site recruiting of participants.
32. Notify the activity director of any ejection of coaches or participants.
33. Respect the rules of the school, teachers, coaches and administrators.

## **RESPONSIBILITIES OF PARTICIPANTS**

1. Respect and follow the rules of the school, teachers, coaches, and administrators.
2. Follow all training rules and Millard eligibility requirements. Students are responsible for maintaining their own eligibility.
3. Strive to perform to your best ability in the classroom. Understand the importance of an education. Students will think of themselves as students first and participants second.
4. Support all school activities to the best of your ability.
5. Promote good sportsmanship and character.
6. Responsible for modeling respectful behavior and the duty to ensure that their teammates refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane or belligerent trash talking, taunting, and inappropriate celebrations.
7. Exemplify good behavior, appearance, and conduct at all times. Respect others and their property.
8. Follow trip guidelines established by the coach/sponsor, and to ride the transportation provided by the school to and from the site of the event unless prior arrangements have been made and approved by site administration and all appropriate forms are signed and returned to the school.
9. Honor the traditions of the sport.
10. Abide by and respect the decisions of event officials.
11. Attend all classes the day of any contests or activities.
12. Condition properly so that you can safely and adequately meet the physical demands of the activity.

13. Responsible for payment of participation fees.
14. Acknowledge that substance abuse in any form while participating in activities may result in forfeiture of eligibility.
15. Responsible for returning all equipment and uniforms issued to the participant after the completion of any activity or after dropping out of that activity. Students shall pay for all items not returned.
16. Follow all district and school transportation guidelines.

## Team Selection and Cutting Policies

1. Choosing the members of activity teams is the sole responsibility of the coaches for those teams.
2. If a coach anticipates that team selection will include cutting, the coach will provide the following information to all students trying out for the team prior to the first practice and/or prior to the start of the first practice:
  - a. The number of days allotted for the try-out period.
  - b. The criteria being used to select the team.
  - c. The number of players that the coach plans to keep. The coach may adjust this number based upon the evaluation of athletes during the try-out period.
  - d. The length of the season if the students make the team.
  - e. The practice commitment if the students make the team.
  - f. The game commitments if the students make the team.
3. The coach must provide the cutting policies to the activity director prior to the first practice date for the sport.
4. When cutting becomes a necessity, the process used by the coach making the cuts must include at least these three (3) important elements:
  - a. Each student must have competed in a minimum of three (3) practice sessions.
  - b. Each student must be personally informed of the cut by the head coach for that level and the reason or reasons for the cut.
  - c. Cut lists are not to be posted.

Coaches also should note the following:

1. Students must be placed on a team at some level if they desire to participate in the sport and did not make the cut for the level desired.
2. Coaches should discuss alternate possibilities for participation on the team or other areas of the activities program if students do not want to participate in the sport on another level. Students can be recruited as managers, statisticians, or other duties needed by the team that students could fulfill.
3. If a coach anticipates difficulties arising as a result of squad selection, he or she should discuss the situation with his or her Activity Director.

## First Quarter

1. Calendars – Building use, set-up master calendar, put on school dates, concerts, days off, parent-teacher conferences, dance dates, etc.
  - Attend the September AD meeting to review schedules created in March.
  
2. Facility use – Send black-out dates to district athletic director.
  - Select days of the week for YMCA practices/other groups
  - When a party calls, find out which organization they are with. If it is a YMCA team, have them call the Y and schedule through them. If not, they must have liability insurance, and must complete a building use form. Send all forms to the district athletic director.
  - Each team is allowed only one hour per week in the district for practice. Coaches may not get a practice slot at two different schools to allow more teams practice times.
  - Give a list to custodians monthly, and they will schedule the work.
  - It is a building level decision which school equipment groups may use. Example: volleyball standards, scoreboard, etc.
  - Groups wishing to use an outdoor facility do not need to reserve space. Practice fields are on a first come, first serve basis. Game fields are scheduled by the organization with the AD. Send the Building Use form to the district athletic director.
  
3. Hire coaches/sponsors – Office of Human Resources will send out a database of the previous year’s workers. Update the list and return to Human Resources. They will send out contracts in September along with job descriptions.
  - New coaches who are not Millard employees, whether paid or voluntary, must have a background check completed before working with students.
  
4. Check-in supplies and equipment that were ordered last spring.
  - The AD needs to keep an updated list of supplies and equipment to be ordered in the spring.
  
5. Meet with school nurse about athletic physicals. All interscholastic athletes, football players, and cross country are required to have an athletic physical. Sixth and seventh grade students participating in intramurals do not need a physical.
  - Athletes may not participate until they have turned in an athletic physical form signed by a doctor and a parent.
  - Parents need to complete the proof of insurance form and return with the physical.
  - Parents need to complete the emergency information cards. Coaches must keep these cards with them at all practices and games.
  
6. Football:
  - Meet with athletes to discuss rules and weigh-in.
  - Checkout equipment and coordinate times with the volleyball program.
  - All athletes should have two days of conditioning practice without pads.
  - Schedule games once numbers are established and weight limits have been determined with all schools. Each team may play only four games. Try to assign about 18 to 25 students per team.



- The secretary designated with bookkeeping responsibilities collects the fee (currently \$30 in 2005) and informs the AD which students have paid their fees.
- Helmets need to be reconditioned every three years. Keep a very accurate inventory of helmets.

#### 7. Volleyball

- Eighth grade volleyball games will have been scheduled at the previous March AD meeting.
- Intramurals are scheduled immediately after school. Teams are composed of eight to ten students. It is a building decision how teams are selected.
- Coordinate practice times with the intramural and interscholastic programs. You will probably need at least 3 days per week for intramurals to schedule ten to twelve games.
- The interscholastic team has uniforms, Intramural teams receive T shirts.
- The secretary designated with bookkeeping responsibilities collects the fee (currently \$22 in 2005) and informs the AD which students have paid their fees.

8. Order buses for football, eighth grade volleyball, eighth grade basketball, and wrestling after the September AD meeting.

#### 9. Officials

- Volleyball: Hire two officials for volleyball matches. Discuss with other Millard ADs the pay so we are consistent. You will need four volleyball workers (scorebook, scoreboard, two line judges). A supervisor for crowd control is a building decision. Each receives pay for one supervision duty.
- Football: Hire three officials. Pay is 1.5 times the district supervisor pay. A supervisor for crowd control is a building decision and receives pay for one supervision duty. Recruit three students or adults for a chain crew.
- The AD needs to keep an accurate list of workers and turn it into the secretary designated with bookkeeping responsibilities for pay. It is a building decision if workers are paid monthly or at the end of the season.
- Contact basketball and wrestling officials and begin scheduling those events.

#### 10. Clubs/performance groups

- Each school is allowed their current number of clubs. In order to add another club you may need to drop an existing
- If a club is already on the list of approved clubs, all you need to do is find a sponsor and send his or her name to the Office of Human Resources.
- A club not on the list of approved clubs must go through the district activities committee, and then the program budgeting process for approval before the sponsor may be paid. (See Policy 6700 and accompanying rules – Section II)
- Clubs must meet nine times per year or time equivalent.
- Groups affiliated with an approved curricular area (such as music, yearbook, or the school play) do not need to be approved.

11. End of the quarter

- Have each coach complete an end of the season report detailing the number of students participating, accomplishments, and improvements to the program
- Second quarter eighth grade boys' basketball coaches may meet with athletes to discuss physicals, fees, and tryout information

## Second Quarter

1. Calendar: Update schedules (community, building, practice, games), follow facility use procedures, and inform custodians.
  
2. Boys' Basketball
  - After the interscholastic meeting have tryouts and assign boys to the appropriate level. Athletes may not participate until they have turned in an athletic physical form signed by a doctor and a parent.
  - Parents need to complete the proof of insurance form and return with the physical.
  - Parents need to complete the emergency information cards. Coaches must keep these cards with them at all practices and games.
  - The secretary designated with bookkeeping responsibilities collects the fee (currently \$22 in 2005) and informs the AD which students have paid their fees.
  - Schedule C games with the other Millard ADs. Order buses accordingly. Hire officials for C games.
  - Coordinate the A/B and C team practice schedule with the intramural program and other school events. It is a building decision as to scheduling sixth and seventh grade boys' basketball during second quarter. Some schools may choose to have sixth grade boys' intramural basketball fourth quarter.
  - Intramurals are scheduled immediately after school. Teams are composed of eight to ten students. It is a building decision how teams are selected.
  - The interscholastic team has uniforms. Intramural and C teams receive T shirts. Some schools may choose to use old A/B uniforms for the C teams.
  - A/B games: Officials are paid currently \$40 in 2005. You will need two basketball workers (scorebook, scoreboard). A supervisor for crowd control is a building decision. Each receives pay for one supervision duty.
  - C games: Officials' pay is 1.5 times the district supervisor pay for two C games. You will need a worker for the scoreboard. A book worker and crowd control is optional. Each receives pay for one supervision duty. Coaches may keep their own book.
  - The AD needs to keep an accurate list of workers and turn it into the secretary designated with bookkeeping responsibilities for pay. It is a building decision if workers are paid monthly or at the end of the season.
  - Be aware of end of the season tournaments. You need to pay a fee to the appropriate school and order buses. You may choose to have parents drive and athletes meet at the school.
  
3. End of the quarter
  - Have each coach complete an end of the season report detailing the number of students participating, accomplishments, and improvements to the program
  - Third quarter eighth grade girls' basketball and wrestling coaches may meet with athletes to discuss physicals, fees, and tryout information.

## Third Quarter

1. Calendar: Update schedules (community, building, practice, games), follow facility use procedures, and inform custodians.

- In January meet with other ADs to schedule track meets. Try to contact high school ADs before this meeting to discuss using their track facilities. Order buses accordingly.
- In March meet with the other ADs to schedule next year's volleyball, basketball, and wrestling events.

2. Girls' Basketball

- After the interscholastic meeting have tryouts and assign girls to the appropriate level. Athletes may not participate until they have turned in an athletic physical form signed by a doctor and a parent.
- Parents need to complete the proof of insurance form and return with the physical.
- Parents need to complete the emergency information cards. Coaches must keep these cards with them at all practices and games.
- The secretary designated with bookkeeping responsibilities collects the fee (currently \$22 in 2005) and informs the AD which students have paid their fees.
- Schedule C games with the other Millard ADs. Order buses accordingly. (See Section 3) Hire officials for C games.
- Coordinate the A/B and C team practice schedule with the intramural program and other school events. It's a building choice to have sixth and seventh grade girls' basketball during second quarter. Some schools may choose to have sixth grade girls' intramural basketball fourth quarter.
- Intramurals are scheduled immediately after school. Teams are composed of eight to ten students. It is a building decision how teams are selected.
- The interscholastic team has uniforms. Intramural and C teams receive T shirts. Some schools may choose to use old A/B uniforms for the C teams.
- A/B games: Officials are paid currently \$40 in 2005. You will need two basketball workers (scorebook, scoreboard). A supervisor for crowd control is a building decision. Each receives pay for one supervision duty.
- C games: Officials' pay is 1.5 times the district supervisor pay for two C games. You will need a worker for the scoreboard. A book worker and crowd control is optional. Each receives pay for one supervision duty. Coaches may keep their own book.
- The AD needs to keep an accurate list of workers and turn it into the secretary designated with bookkeeping responsibilities for pay. It is a building decision if workers are paid monthly or at the end of the season.
- Be aware of end of the season tournaments. You need to pay a fee to the appropriate school and order buses. You may choose to have parents drive and athletes meet at the school.

### 3. Wrestling

- Athletes may not participate until they have turned in an athletic physical form signed by a doctor and a parent.
- Parents need to complete the proof of insurance form and return with the physical.
- Parents need to complete the emergency information cards. Coaches must keep these cards with them at all practices and games.
- The secretary designated with bookkeeping responsibilities collects the fee (currently \$22 in 2005) and informs the AD which students have paid their fees.
- Meets: Officials are paid currently \$40 in 2005. You will need four wrestling workers (scorebook, scoreboard at each mat). A supervisor for crowd control is a building decision. Each receives pay for one supervision duty.
- T-shirts are school decision. Unless listed in the Student Fees Policy (see Section II) students may not be required to purchase a T-shirt.
- Be aware of end of the season tournaments. You need to pay a fee to the appropriate school and order buses. You may choose to have parents drive and athletes meet at the school.

### 4. End of the season

- Have each coach complete an end of the season report detailing the number of students participating, accomplishments, and improvements to the program
- Fourth quarter track coaches may meet with athletes to discuss physicals, fees, and tryout information

## Fourth Quarter

1. Calendar: Update schedules (community, building, practice, games), follow facility use procedures, and inform custodians. Add the following events: spring concerts, parent meetings, and honors night.

- Groups wishing to use an outdoor facility do not need to reserve space. Practice fields are on a first come, first serve basis. Game fields are scheduled by the organization with the AD. Send the Building Use form to the district athletic director.

2. Sixth Grade Basketball (optional in the spring)

- Intramurals are scheduled immediately after school. Teams are composed of eight to ten students. It is a building decision how teams are selected.
- The school bookkeeper collects the fee (currently \$22 in 2005) and informs the AD which students have paid their fees.

3. Track

- The school secretary designated with bookkeeping responsibilities collects the fee (currently \$22 in 2005) and informs the AD which students have paid their fees.
- After the interscholastic meeting have tryouts and assign boys to the appropriate level. Athletes may not participate until they have turned in an athletic physical form signed by a doctor and a parent.
- Parents need to complete the proof of insurance form and return it with the physical.
- Parents need to complete the emergency information cards. Coaches must keep these cards with them at all practices and games.
- All athletes will receive sweats and T-shirt for meets. Track spikes are optional and students may be asked (not required) to provide them.
- Recruit workers for track meets. You will need at least twelve workers: four field judges, three timers, a starter, a clerk of the start, a clerk of the finish, and a scorekeeper. Also try to find some helpers to assist measuring discus, shot put and long jump. Crowd control supervisor is optional. Each receives pay for one supervision duty.
- The AD needs to keep an accurate list of workers and turn it into the secretary designated with bookkeeping responsibilities for pay. It is a building decision if workers are paid monthly or at the end of the season.
- The number of entries for each meet may vary. ADs will discuss the number of entries and make final decisions.

4. End of the season

- Have each coach, performance group sponsor, and club sponsor complete an end of the season report detailing the number of students participating, accomplishments, and improvements to the program.

## Special Reminders

- Intramurals should be immediately after-school, no later than 4:00.
- Intramurals should be 2 or 3 days a week, when possible.
- Interscholastic sports practices should not be longer than 2 hours.
- Interscholastic sports can practice every day.
- No competitions should be scheduled after 5:00 on Wednesdays.
- Girls are allowed to play football and wrestle.
- Inter-district games/matches/track meets start at 3:30.
- Work with the high schools to start track meets at 3:30.
- We can schedule:
  - 4 football games.
  - 7 basketball games and 1 Tournament.
  - 7 wrestling matches and 1 Tournament.
  - 7 Volleyball matches and 1 District Tournament.
  - 7 Track meets and 1 District Track Meet.
- Athletes must be in attendance by 12:00 of the school day to be able to participate. Special circumstances are left up to the discretion of the AD/Administration.
- Athletes who cannot participate in PE classes should not be able to participate in after-school sports.
- No practice is allowed on snow days or other days that classes aren't in session.
- Cancellations may occur due to weather conditions, such as:
  - Extreme heat or cold.
  - Rain, snow, or ice.
  - Lightning.
- All attempts will be made to make up cancelled events.
- After school activities are an extension of the school day, so all district and building discipline rules of behavior should be followed.
- In May of the school year, the athletics/activities report should be submitted to the Director of Athletics and Activities.

# Attachment A

## Policy 6700

Extracurricular School Sponsored Clubs  
and Activities and Interscholastic Athletics  
and Activities (NSAA)



**Category: Curriculum, Instruction, and Assessment**

**Policy: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA) 6700**

Extracurricular school sponsored clubs and activities, and interscholastic athletics and activities are an extension of the selected content curriculum and instructional strategies of the Millard Education Program, whether or not they occur in a traditional classroom setting.

As an extension of the Millard Education Program, and as a result of financial, facility, personnel, and interest limitations and constraints, the number and nature of extracurricular school sponsored clubs and activities, and the number of interscholastic athletics and activities will be restricted to those which meet the criteria of and which are approved according to the procedures specified in Millard Public Schools Rules 6700.1 and 6700.2. The Millard Public Schools shall not be required to approve or promote any extracurricular school sponsored clubs and activities, or any interscholastic athletics and activities which are suggested for approval.

Extracurricular school sponsored clubs and activities, and interscholastic athletics and activities are separate and distinct from the co-curricular activities such as band and choir, in which students must participate as part of the requirements for enrollment in and receiving a grade for a particular course.

Extracurricular school sponsored clubs and activities, and interscholastic athletics and activities are separate and distinct from the student-initiated, non-curriculum related secondary school student groups which are permitted to conduct non-curriculum related student group meetings on the premises of secondary schools, pursuant to the equal access provisions of federal law and Millard Public Schools Policy 5520 and Rule 5520.1. Such non-curriculum related secondary school student groups are not extracurricular, are not school sponsored, are not an extension of the Millard Education Program, and are not governed by this Policy or Millard Public Schools Rules 6700.1 through 6700.6.

**Date of Adoption:** June 16, 1975; August 23, 1999; March 4, 2002

Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment****Policy: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)****Rule: Extracurricular School Sponsored Clubs and Activities - Approval Procedures and Criteria 6700.1**

- I. **Extracurricular School Sponsored Clubs and Activities** Extracurricular school sponsored clubs and activities are an extension of the selected content curriculum and instructional strategies of the Millard Education Program. Extracurricular school sponsored clubs and activities serve as an extension of the Millard Education Program by providing and promoting opportunities, activities, experiences, and/or programs which supplement the subject matter of specific courses, extend the skills taught in specific courses, reinforce the instruction provided in specific courses, provide career activities and exploration, recognize and promote academic achievement and excellence, provide intramural athletic competition, enhance school support and spirit, or provide for the administration of student government or student body activities.
- II. **Approval Procedures and Criteria** Certain extracurricular school sponsored clubs and activities are established and recognized as being school sponsored and an extension of the Millard Education Program and they shall not be required to obtain approval, except for funding, when properly operating under this Rule. These established and recognized extracurricular school sponsored clubs and activities include:

**High School Level:**

Art Club	Literary Magazine
Broadcasting Club	Math Club
Cheerleading	Multicultural Club
Chess Club	National Forensics League
Classics Club	National Honor Society
Classics Club	Political Roundtable
Computer Science Club	Science Olympiad
Dance Team	Senior Class Board
International Thespian Society	Student Council
Engineering Club	Unit Club
Future Educators of America	Volunteers in Action
Foreign Language Clubs	Writers Club
History Club	Youth Making a Difference
Health Occupation Student Association	Youth to Youth (Drug Free)
Intramural Sports	
Junior Class Board	

III.

**Middle School Level:**

Ambassador Club	Intramural Sports
Art Club	Mustang Mentors
Book Club	Outdoor Classroom
Bowling Club	Peer Tutors
Chess Club	Photography Club
Computer Club	Renaissance
Crafts Club	Science Club

Cross-Country Club	Science Olympiad
Dance Club	Scrapbook Club
Debate Club	Self-Defense Club
Design Club	Ski Club
Destination Imagination	Snack's Stitch
Drama Club	Speech Club
Drug Free Club (Youth to Youth)	Spirit Club
Earth Savers	Stock Market Club
Energizers Club	Student Council
Engineering Club	Talent Show
Family Consumer Science Club	Tennis Club
Fitness Club	Volleyball Club
Forensic Club	Volunteer Club
Future Business Leaders	Wits Clash / Knowledge Masters
Future Cities	Yearbook Club
German Club	

## IV.

**Elementary School Level:**

Art Club	Helping Hands Club
Book Club	History Club
Chess Club	Math Club
Choir/Music Club	Pentathlon Club
Computer Club	Science Club
Drama Club	Science Olympiad
Drug Free Club	Stock Market Club
Environmental Club	Student Council
Fitness/Health Club	Student Mediation Club
Foreign Language Club	Word Masters Club
Geography Club	Writer's Club

## V.

- A. All other presently existing and all other suggested future extracurricular school sponsored clubs and activities shall be required to seek and obtain approval in accordance with the following procedures and criteria.
1. A suggestion form from the Millard Public Schools Activities Committee shall be properly and fully completed by the school certificated staff member who suggests the formation of the extracurricular school sponsored club or activity and who proposes and is qualified to serve as the certificated staff sponsor. Such suggestion forms will be submitted by certificated staff employed by the Millard Public Schools only.
  2. Such suggestion forms shall be submitted to the school principal or designee. All suggestion forms which are not properly and fully completed shall not be considered.
  3. The principal or designee shall review the suggestion form and such other information considered to be appropriate and make a written recommendation whether or not to form such a school sponsored club or activity based on the criteria set forth hereinafter. If the suggestion is accepted by the building principal or designee, the suggestion form will be forwarded with

recommendation to the Millard Public Schools Activities Committee within forty (40) school days after receipt of the suggestion form.

4. Within eighty (80) school days after receipt of the suggestion form and recommendation, the Activities Committee shall meet, review the suggestion form and recommendation of the principal or designee and such other information considered to be appropriate, and make a written decision to approve or deny the formation of such a school sponsored club or activity based on the criteria set forth below.
5. When reviewing any suggestion to form a new extracurricular school sponsored club or activity, the principal or designee and the Activities Committee shall evaluate the following considerations and criteria. Whether the suggested school sponsored club or activity:
  - a. provides and promotes opportunities, activities, experiences, and/or programs which supplement the subject matter of specific courses, extend the skills taught in specific courses, or reinforce the instruction provided in specific courses.
  - b. provides and promotes opportunities, activities, experiences, and/or programs which involve career activities or career exploration.
  - c. provides and promotes opportunities, activities, experiences, and/or programs which involve career preparation and technical education, such as business education, career guidance and counseling, family and consumer sciences, industrial education, marketing education, health occupations education, or diversified occupations education.
  - d. recognizes and promotes academic achievement and excellence.
  - e. promotes problem-solving skills or higher level thinking skills through club competition or club exercises.
  - f. provides hands-on experiences which extend the learning process beyond the classroom or provides opportunities to practice and apply the curriculum or skills taught in specific courses.
  - g. provides and promotes opportunities, activities, experiences, and/or programs which involve intramural athletic competition, team leadership and cooperation, sportsmanship, sports and recreation skills, physical development, or physical education.
  - h. provides and promotes opportunities, activities, experiences, and/or programs which enhance school support and spirit through organized cheering, support the school's interscholastic athletics and activities programs, or build student morale, student spirit, or positive support for the school and the school's interscholastic programs.
  - i. provides for the administration of student government or student body or class activities and programs.
  - j. provides for and promotes middle school level exploration of activities, socialization, or citizenship.
  - k. shows evidence of strong student interest and has potential for growth and longevity.
  - l. has adequate funding. Funding should not be diverted from existing school sponsored clubs or activities so as to create new ones.
  - m. has adequate facilities available.
  - n. has qualified and competent sponsors available, who are Millard Public Schools certificated staff, or selected community volunteers, or paid volunteers.

- o. duplicates the general purposes of an existing sponsored club or activity, an existing equal access student group, or existing activities or programs which are already available within the Millard Public Schools or within the community.
  - p. is appropriate for the knowledge level, intellectual maturity, competence, and age of the students.
  - q. involves exposure to or risks of injury or harm.
  - r. can operate in compliance with federal and state laws and the policies and rules of the Millard Public Schools.
  - s. is an appropriate addition to the number and nature of clubs or activities at a school.
- 6. No extracurricular school sponsored clubs or activities shall involve or promote the indoctrination or advocacy of partisan, political, ideological, or religious beliefs.
  - 7. No extracurricular school sponsored clubs or activities shall be a secret fraternity or secret organization.

#### VI. **Student Participation**

- A. Participation of students in extracurricular school sponsored clubs and activities is encouraged, and participation shall be open to and limited to all students who are currently enrolled in the sponsoring school on a voluntary basis. Extracurricular school sponsored clubs and activities may establish academic or course enrollment qualifications for participation if such qualifications are necessarily related to the purposes of that extracurricular school sponsored club or activity.
- B. Students will be limited in participating in activities of a non-school nature during school hours. Prior to such participation, approval must be granted by the building administrator.

#### VII. **Governance**

All extracurricular school sponsored clubs and activities shall be under the exclusive governance and control of school personnel. Such exclusive governance and control shall include, but shall not be limited to, the formation, naming, structure, operation, financing, and discontinuance of all extracurricular school sponsored clubs and activities. Extracurricular school sponsored clubs and activities shall not have any separate or individual existence, status, rights, or authority.

#### VIII. **Sponsors**

- A. Each extracurricular school sponsored club and activity must have a sponsor who is a Millard Public Schools certificated staff member, or selected community volunteer or paid volunteer, who is qualified by virtue of education, training, experience, or special interest to serve as the sponsor. The principal or designee shall select the sponsor. The Millard Public Schools certificated staff member who submits a suggestion form may or may not be selected as the sponsor.
- B. Sponsors shall be required to: develop materials, activities, and a budget; promote membership and participation; communicate with the principal or designee, staff, students, and parents; schedule meeting dates and locations; plan meaningful experiences; supervise students during activities; evaluate and make recommendations; and submit a year end report to the principal or designee.

- C. An assignment as a sponsor is an annual appointment. One (1) activity stipend will be issued to a Millard Public Schools certificated staff member for extracurricular school sponsored clubs or activities that have between ten (10) and forty-five (45) active participants. When participation exceeds forty-five (45) active participants, an additional activity stipend may be issued. Under certain circumstances which sometimes exist with different types of extracurricular school sponsored clubs or activities, the individual schools may be excluded from these number restrictions with the approval of the Activities Committee. With the approval of the principal or designee, two (2) or more Millard Public Schools certificated staff members may be allowed to split an activity stipend for an extracurricular school sponsored club or activity.

**IX. Review and Revocation**

- A. The principal or designee shall review the activities and purposes of extracurricular school sponsored clubs and activities on a regular basis and the principal or designee may, on their own initiative or upon any complaint or request by students, certificated staff, or parents, recommend to the Activities Committee that recognition of any extracurricular school sponsored club or activity be revoked. Recommendations for revocation shall be forwarded to and processed by the Activities Committee in the manner provided above for applications.
- B. The Activities Committee may on its own initiative, review and revoke the recognition of any extracurricular school sponsored club or activity.

**Date of Adoption:** June 16, 1975

**Date of Revision:** August 23, 1999; March 4, 2002

Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment****Policy: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)****Rule: Interscholastic Athletics and Activities: Approval Procedures and Criteria 6700.2****I. Interscholastic Athletics and Activities**

Interscholastic athletics and activities programs shall be established for both sexes and all such programs shall be sanctioned by and be in compliance with the rules and regulations of the Nebraska School Activities Association, the National Federation of State High School Associations, and the policies and rules of the Millard Public Schools.

**II. Student Participation and Eligibility**

- A. In compliance with the rules established by the Nebraska School Activities Association, the principal or designee has the responsibility for determining the eligibility of students.
- B. It shall be the responsibility of the coach to determine which candidates shall be members of the team.
- C. Standards for participation, conduct, and personal appearances shall be established by the coaches and such standards shall be reasonable and in harmony with the philosophy and goals established by the Millard Public Schools. In the case of any dispute, the principal or designee shall be responsible for resolving the issue.
- D. All participating students shall meet the rules and regulations established by the Nebraska School Activities Association, the National Federation of State High School Associations, and the Millard Public Schools.

**III. Approval Procedures and Criteria for New Interscholastic Sports and Activities**

- A. All interscholastic sports and activities shall be required to obtain approval for adoption in the Millard Public Schools in accordance with the following procedures and criteria.
  - 1. An Interscholastic Sports and Activities application form shall be completed by the school principal or designee and submitted to the Millard Public Schools Activities Committee.
  - 2. When reviewing the application for an interscholastic sport or activity, the Activities Committee and the Board of Education shall evaluate the following considerations and criteria. Whether the interscholastic sport or activity:
    - a. can be conducted in compliance with the rules and regulations of the Nebraska School Activities Association as well as the policies and rules of the Millard Public Schools.
    - b. will meet a strong student interest which is not being met by the Millard Public Schools or other community sports or activity programs.
    - c. is appropriate for the knowledge level, intellectual maturity, competence, and age of the students.
    - d. has potential for growth.
    - e. will equalize the opportunities for girls and boys and meet the intent of Title IX.
    - f. provides adequate opportunity for participation and competition.
    - g. duplicates the general purposes of an existing interscholastic sport or activity offered by the Millard Public Schools or other community sports or activities offerings.

and, whether:

- h. given the number and nature of interscholastic sports and activities in the Millard Public Schools and community, it is appropriate to add the interscholastic sport or activity.
- i. the season in which the interscholastic sport or activity would be held allows for adequate participation and competition, given the weather and geographical conditions.
- j. adequate facilities are available for the interscholastic sport or activity. Adding a newly sanctioned interscholastic sport or activity should not overburden existing facilities.
- k. adequate funding is available for the newly sanctioned interscholastic sport or activity. Funding should not be diverted from existing interscholastic sports or activities to create new ones. All funding requirements, including start up and annual operation costs, must be considered.
- l. qualified and competent coaches and staff are available.

#### IV. **Review and Discontinuance**

- A. The Activities Committee shall regularly review the activities and purposes of interscholastic sports and activities and the Activities Committee may recommend to the Board of Education that any interscholastic sport or activity be discontinued. Recommendations for discontinuance shall be forwarded to and processed by the Board of Education in the manner provided above for interscholastic sports or activities.
- B. The Board of Education may on its own initiative, review and discontinue any interscholastic sport or activity.

**Date of Adoption:** June 16, 1975

**Date of Revision:** August 23, 1999; March 4, 2002

Millard Public Schools  
Omaha, NE



**Category: Curriculum, Instruction, and Assessment****Policy: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)****Rule: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities Administration 6700.3**

- I. The goal for each student participating in extracurricular activities shall be a balanced program of appropriate academic studies and extracurricular school sponsored clubs and activities to be determined by the school, the parents, and the students. This should be a shared responsibility.
- II. Guidance is necessary to encourage the non-participating students to consider extracurricular school sponsored clubs and activities and interscholastic athletics and activities and to prevent the over-enthusiastic students from over-emphasizing clubs, activities, and athletics at the cost of their academic performance.
- III. Activities which are for public view are to be kept to the minimum necessary for their educational value. Public performances of the activities are to be supervised in order to prevent excessive time and effort expenditures by students. Public performances may not be held for purposes which contribute to private gain or advantage.
- IV. District-wide events shall be approved by the Superintendent or designee.
- V. School events should not be scheduled after 5:00 p.m. and should conclude by 6:30 p.m. on Wednesday evenings.

**Date of Adoption:** June 16, 1975**Date of Revision:** August 23, 1999; March 4, 2002Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment****Policy: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)****Rule: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities School Social Events 6700.4**

- I. All school social events will be restricted to members of the student body, the class or club concerned, and their guests. Parents are always welcome at school functions.
- II. All school social events are to be properly chaperoned at the direction of the building principal or designee.
- III. Permission to have school social events is to be obtained from the building principal or designee and placed on the calendar. The principal or designee shall require the group and their sponsor to work out all details for preparation and clean-up
- IV. All school social events held on school nights should end by 11:00 p.m. unless changed by the principal or designee.
- V. The building principal or designee shall determine the number of school social events to be held each year.

**Date of Adoption:** December 1, 1975**Date of Revision:** October 2, 2000; January 7, 2002; March 4, 2002Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment****Policy: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)****Rule: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities Intramural Athletics 6700.5**

- I. The building principal or designee shall be responsible for the building intramural athletic program, which shall be a balanced intramural athletic program for both sexes and with appropriate intramural athletics for appropriate levels.
- II. The building principal or designee shall see that the intramural athletic program is properly organized and supervised, including the supervision of both participants and spectators.
- III. Care shall be taken that intramural athletics are conducted primarily for the benefit of participants.
- IV. The focus of the intramural athletic program shall be on participation.

**Date of Adoption:** June 16, 1975**Date of Revision:** August 23, 1999; March 4, 2002Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment****Policy: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)****Rule: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (Travel and Trips) 6700.6**

Extracurricular school sponsored clubs and activities and interscholastic athletics and activities involving the transportation of participants or spectators in school-sponsored vehicles shall be subject to the following guidelines:

- I. All trips shall originate and terminate at the school.
- II. On all trips, the rules and regulations of the building and the Millard Public Schools regarding students and student conduct shall be in effect from the time of departure until the time of return.
- III. Written approval of the student's parent or guardian must be secured.
- IV. A trip permit may be signed by a student's parent or guardian and placed on file for the school year.
- V. The activity director will arrange transportation for interscholastic and extracurricular activities and athletics. Trips that are scheduled for a length of time beyond sixteen (16) hours, or which may require student involvement or transportation beyond 12:00 midnight, or which require overnight accommodations, shall not be approved unless the mode of transportation has a properly permitted or licensed driver who complies with the hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G. Certificated staff who are providing transportation for interscholastic or extracurricular activities or athletics shall also comply with the hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G.
  - A. The coach or club or activity sponsor and principal or designee will ensure that the hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G are communicated to the provider of transportation prior to the start of the trip.
  - B. The coach or club or activity sponsor and principal or designee will ensure that the provider of transportation provides a plan to the principal or designee prior to the start of the trip that adheres to hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G.
  - C. The time for departure for the trip shall be no earlier than 6:00 a.m. on the starting day of the trip. Exceptions to this time of departure must have the prior approval of the District Director of Activities.
  - D. When the anticipated time of departure for the trip is earlier than 6:00 a.m. on the day of the event, the trip shall be subject to the following guidelines:
    1. The time of departure must have the prior approval of the District Director of Activities,

Or

    2. The coach or club or activity sponsor must arrange for the overnight accommodations of the students, drivers, chaperones, and coaches or club or activity sponsors involved on the trip for the night prior to the event.
    3. The overnight accommodations must be reserved prior to the start of the trip and will follow the overnight travel and trip guidelines.
  - E. The time of arrival on the return date of the trip shall be no later than 12 midnight on the day of the event. When the anticipated time of arrival on the return date of the trip is later than 12 midnight, that time must have the prior approval of the District Director of Activities.
  - F. When the anticipated time of arrival for the trip is later than 12 midnight on the day of the event, the trip shall be subject to the following guidelines:

1. The coach or club of activity sponsor will arrange for the overnight accommodations of the students, drivers, chaperones, and coaches or club or activity sponsors involved on the trip for the concluding night of the event. Those involved on the trip will return to the school on the next day.
2. The overnight accommodations must be reserved prior to the start of the trip.
3. The coach or club or activity sponsor will follow the overnight travel and trip policies and rules.

or

4. Upon the arrival to the school the students involved on the trip shall leave the school by means other than walking. A certificated staff member of the school will remain in a designated area at the school with the students involved on the trip until all of those students have left the school.
  - a. The designated area at the school is subject to the approval by the principal or designee.
  - b. The designated area at the school will be communicated to the parents/guardians of the students involved on the trip prior to the trip.
  - c. Students on the trip are to remain in the designated area of the school until they are released by the certificated staff member.
  - d. The name(s) of the person(s) other than the parents/guardians of the students involved on the trip must be provided to the coaches or club or activity sponsors prior to the trip.
  - e. The person(s) retrieving the students on the trip must come to the designated area at the school for the trip to retrieve the students.

G. Any exceptions to these guidelines must have the prior approval of the District Director of Activities.

VI. The coach or club or activity sponsor, in consultation with the principal or designee, may give a student permission to use alternate transportation.

**Related Policy and Rules:** [6700](#) , [6700.1](#) , [6700.2](#) , [6700.3](#) , [6700.4](#) , [6700.5](#) , [6700.7](#) , [6700.8](#)

**Date of Adoption:** June 16, 1975

**Date of Revision:** August 23, 1999; March 4, 2002; May 3, 2004 , May 1, 2006

Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment**

**Policy: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)**

**Rule: Extracurricular School-Sponsored Clubs, Activities and Interscholastic Athletics, 6700.7 and Activities (Travel and Trips)**

**Overnight Travel and Trips Guidelines - Middle Schools**

- I. Every effort should be made to find teacher or parent chaperones. Volunteer chaperones must be screened according to the Volunteer approval process (Rule 6910.1). For volunteers, there should be at least a one-month lead time to allow for background checks.
- II. Certified employees are on duty during the entire time of the travel and trip.
- III. The head coach or sponsor will provide the travel and trip plan to the principal or designee within the deadline established by the principal or designee.
- IV. Students will be under supervision of adults at all times.
- V. Volunteer chaperones will report any behavior problems immediately to the certified staff member(s).
- VI. Certified staff members will discuss the specific chaperone responsibilities with the volunteer chaperones and provide written guidelines.
- VII. In addition to the head coach or activity sponsor, a minimum of one additional gender specific chaperone is required for every 25 students. Based upon the location of the trip, the number of the chaperones may be increased.

Number of Male Students	Number of Chaperones in Addition to the Certified Staff Member	Number of Female Students	Number of Chaperones in Addition to the Certified Staff Member
0-25	1	0-25	1
26-50	2	26-50	2
51-75	3	51-75	3
76-100	4	76-100	4

- VIII. Consideration of student gender should be made when selecting chaperones.
- IX. Emergency card/contact information will be brought on the travel and trip.
- X. Emergency contact information will be provided to parents.
- XI. In the event of illness or injury, a parent will be contacted immediately so a plan about the child’s welfare can be determined. A principal will be made aware of the situation.
- XII. In the event of serious illness or injury, 911 will be called and the parent notified of the situation and hospital location. If there is only one coach or sponsor, the highest priority of supervision will determine whether a coach or sponsor will accompany the student to the hospital. A principal will be made aware of the situation.

**Related Policy and Rules:** [6700](#) , [6700.1](#) , [6700.2](#) , [6700.3](#) , [6700.4](#) , [6700.5](#) , [6700.6](#) , [6700.8](#) , [6910.1](#)

**Date of Adoption:** January 16, 2006

Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment**

**Policy: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)**

**Rule: Extracurricular School Sponsored Clubs, Activities and Interscholastic Athletics 6700.8 and Activities (Travel and Trips)**

**Overnight Travel and Trips Guidelines - High Schools**

- I. Every effort should be made to find teacher or parent chaperones. Volunteer chaperones must be screened according to the Volunteer approval process (Rule 6910.1). For volunteers, there should be at least a one-month lead time to allow for background checks.
- II. Certified employees are on duty during the entire time of the travel and trip.
- III. The head coach or sponsor will provide the travel and trip plan to the principal or designee within the deadline established by the principal or designee.
- IV. Students will be under supervision of adults.
- V. Volunteer chaperones will report any behavior problems immediately to the certified staff member(s).
- VI. Certified staff members will discuss the specific chaperone responsibilities with the volunteer chaperones and provide written guidelines.
- VII. Consideration of student gender should be made when selecting chaperones.
- VIII. Emergency card/contact information will be brought on the travel and trip.
- IX. Emergency contact information will be provided to parents.
- X. In the event of illness or injury, a parent will be contacted immediately so a plan about the child's welfare can be determined. A principal will be made aware of the situation.
- XI. In the event of serious illness or injury, 911 will be called and the parent notified of the situation and hospital location. If there is only one coach or sponsor, the highest priority of supervision will determine whether a coach or sponsor will accompany the student to the hospital. A principal will be made aware of the situation.

**Related Policy and Rules:** [6700](#) , [6700.1](#) , [6700.2](#) , [6700.3](#) , [6700.4](#) , [6700.5](#) , [6700.6](#) , [6700.7](#) , [6910.1](#)

**Date of Adoption:** January 16, 2006

Millard Public Schools  
Omaha, NE

## Attachment B

### Policy 5520

Equal Access: Non-Curriculum Related Secondary  
School Student Meetings

### Policy 5510

Freedom of Expression



**Category: Pupil Services****Policy: Equal Access: Non-Curriculum Related Secondary School Student Group Meetings 5520**

The District shall not deny equal access or a fair opportunity to, and shall not discriminate against, any District secondary school students who wish to conduct a non-curriculum related student group meeting on school premises and during non-instructional time, on the basis of the religious, political, philosophical, or other content of the speech at such meeting. Such meetings shall comply with the rules established by the District and the building principal.

**Legal Reference:** 20 U.S.C. § 4071 et seq.

**Date of Revision:** August 20, 1990; April 2, 2001

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Equal Access: Non-Curriculum Related Secondary School Student Group Meetings****Rule: Equal Access: Non-Curriculum Related Secondary School Student Group Meetings 5520.1**

- I. **General Statement.** The District shall provide equal access or a fair opportunity to, and shall not discriminate against, any District secondary school students who wish to conduct a non-curriculum related student group meeting on school premises and during non-instructional time, on the basis of the religious, political, philosophical, or other content of the speech at such meeting.
  
- II. **Rules Governing Applications for Equal Access by Non-Curriculum Related Secondary School Student Groups**
  - A. District secondary school students who desire to use District premises for a non-curriculum related student group meeting, must file a written application on forms provided by the District, with the building principal. The application shall include the name of the student group, the specific purpose of the student group, the proposed activities of the meeting, and the names of the students who are authorized on behalf of the student group to submit the application, who will be responsible for any damage to school property, and with whom the building principal can communicate with regard to the applicable rules and any violations thereof. All such applications must be initiated by District secondary school students.
  - B. The application must be submitted at least three (3) days before the date of the requested use. Applications may be for periodic dates, or for more than one (1) date, or for continued use, but the application shall not exceed the current school year.
  - C. If the application is approved, the building principal shall designate and assign the rooms or other facilities to be used for the student group meeting or meetings, and if the application is for more than one (1) date, the building principal may establish such other reasonable conditions as may be appropriate for the scheduling of the use of rooms or other facilities.
  - D. An application shall not be denied on the basis of the religious, political, philosophical, or other content of the speech at the meeting. An application may be denied when there exists a reasonable likelihood of material and substantial interference with the orderly conduct of educational activities within the school, or if the meeting or any expected activities of the student group at the meeting are or will be in violation of any law or ordinance.
  - E. The approval of an application may be temporarily or permanently terminated by the building principal, if the student group materially and substantially interferes with the orderly conduct of educational activities within the school, if the activities of the student group violate any law or ordinance, if the student group has abused school property, or if the student group violates any provisions of this Rule.
  - F. If a student's or student group's application is denied or temporarily or permanently terminated, the student or student group may request a hearing in accordance with the provisions of Section VI hereinafter.
  
- III. **Rules Governing Meetings**
  - A. The meetings of non-curriculum related secondary school student groups shall be held at assigned times during the non-instructional times either before actual classroom instruction begins or after actual classroom instruction ends.
  - B. Student participation in the meetings of non-curriculum related secondary school student groups shall be voluntary and shall be limited to those individuals who are then currently enrolled as students at the school.
  - C. Non-school persons may not direct, conduct, control, or attend the meetings of non-curriculum related secondary school student groups.

- D. The building principal may appoint a District employee to serve as a monitor for such meetings. The monitor shall be responsible for monitoring such meetings so as to assure that attendance is voluntary, that the meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school or violate any law, ordinance, or provisions of this Rule, that school property is not abused, and that order and discipline are maintained. Monitors shall attend such meetings only in a non-participating capacity. No District employee shall be compelled to be a monitor for any such meeting if the content of the speech at the meeting is contrary to the beliefs of the employee.
  - E. The meetings of non-curriculum related secondary school student groups shall not be sponsored by the school, District, or District employees or agents.
- IV. **Athletic Activities.** The use of District buildings or facilities for athletic activities or contests shall not constitute a meeting of a non-curriculum related secondary school student group for which equal access is provided under this Rule.
  - V. **Access to Bulletin Boards, Public Address System, and Newspaper.** Non-curriculum related secondary school student groups shall have equal access to the use of the building's bulletin boards, public address system, and school newspaper, for the publication of notices about the meetings of such student groups. Access to the public address system shall be at the times prescribed for such announcements by the building principal. Access to space in the school newspaper shall be on an as available basis. Access to bulletin boards shall be provided in accordance with District Rule 5510.2(I).
  - VI. **Request for Hearing.** Any student or student group believing that the District has denied the student or student group equal access under this Rule, may request a review of the perceived denial pursuant to the procedures in District Rule 5510.1(IV).

**Legal Reference:** 20 U.S.C. § 4071 et seq.

**Date of Revision:** August 20, 1990; April 2, 2001

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Freedom of Expression****5510**

Students are encouraged to freely express their opinions and ideas provided, however, that due regard is given to good taste, District Policy and Rule, and the District's need to provide a learning environment free from substantial disruption, material interference, and injury to the rights of others.

**Related Rules:** [5510.1](#) , [5510.2](#)

**Date of Adoption:** July 5, 1988

**Date of Revision:** April 21, 1997; April 2, 2001

Millard Public Schools  
Omaha

**Category: Pupil Services****Policy: Freedom of Expression****Rule: Freedom of Expression****5510.1**

- I. **Prohibited Expressions.** Students have the right to freely express their opinions and ideas under the First Amendment. This right, however, is not unlimited, and students are prohibited from using the following types of expression:
  - A. **Vulgar or obscene.** Vulgar or obscene expressions are those which the average person, applying contemporary community standards, would find that when taken as a whole, appeal to prurient interests; or, the expressions depict or describe in a patently offensive way sexual conduct in a manner prohibited by applicable law; or, the expressions, taken as a whole, lack serious literary, artistic, political, or scientific value.
  - B. **Defamatory.** Expressions shall be considered defamatory when they include libelous falsehoods about individuals. In order to be defamatory, the libelous falsehood must be made with actual malice; that is, with the knowledge that it is false or with reckless disregard of whether or not it is false.
  - C. **Invasion of privacy of others.** Invasion of privacy includes exploitation of an individual's personality; providing information of an individual's private affairs with which the public has no legitimate concern; or wrongful intrusion into an individual's private activities in a manner that can cause mental suffering, shame, or humiliation to a person of ordinary sensibilities.
  - D. **Criticism of school officials or advocacy of violation of District Policies or Rules.** Such expressions are prohibited to the extent that there is evidence that supports a reasonable judgment that substantial disruption of or material interference with the normal operation of the school or school activities will result, as provided in Section I (F) below.
  - E. **Discriminatory.** Expressions which attack or promote discrimination against groups or individuals on the basis of race, color, religion, national origin, gender, marital status, disability, or age.
  - F. **Substantial disruption or material interference with the educational process.** Such expressions are prohibited when there is evidence which supports a reasonable judgment that a substantial disruption of or material interference with the normal operation of the school or school activities will occur, or injury or damage to persons or property may result if permitted. In order for an expression to be disruptive or an interference, there must exist clear and specific facts upon which it would be reasonable to conclude that a clear and present likelihood of an immediate and substantial disruption in or material interference with the educational process would result if the expression were allowed to occur.
  - G. **Highly controversial.** Expressions that are highly controversial and advance or advocate a certain viewpoint or lifestyle which has an inflammatory effect. An indication of whether something is controversial is whether the topic would reasonably offend some groups or would be shocking to teachers, parents, and/or students. To be prohibited under this subsection, the expression must substantially disrupt or materially interfere with the educational process.
  - H. **Sexual harassment.** The expression violates District Rule 5420.1 or constitutes prohibited sexual harassment.
- II. **Buttons, Badges, and Armbands.** It will be a violation of this Rule if expressions prohibited under the preceding Section I of this Rule are contained on buttons, badges, armbands, or clothing, or are in some other manner displayed by a student or student group.
- III. **Bulletin Boards, Distribution of Printed Material, and Circulation of Petitions.** It will be a violation of this Rule if expressions prohibited under Section I of this Rule are contained on a bulletin board, printed material, poster, e-mail, class assignment, or any other written or electronic medium.

- IV. **Request for Hearing.** Any student or student group believing that the District has unfairly abridged the student's or student group's freedom of expression, may request a review of the perceived abridgement. The following procedures shall be followed by the student or student group and the District:
- A. The student or student group shall make a written request to the school principal or principal's designee. The written request will include the expression that the student or student group believes is being abridged.
  - B. The principal or principal's designee shall schedule a meeting within five (5) school days of receipt of the written request. The meeting will consist of the principal or principal's designee, the student or representative of the student group and, if desired by the student or student group, the student's or student group's representative's parent.
  - C. Within two (2) school days of the meeting, the principal or principal's designee shall make a written determination of whether or not the student or student group's freedom of expression has been unfairly abridged. The written determination shall be mailed to the student or student group's representative's home address.
  - D. If the student or student group is dissatisfied with the principal's or principal's designee's determination, the student or student group may appeal the determination by making a written appeal to the Superintendent within five (5) school days of receipt of the principal's or principal's designee's determination. The appeal shall consist of the following:
    1. The student's or student group's written request to the principal;
    2. The principal's or principal's designee's written determination; and
    3. A statement of why the student or student group believes that the determination of the principal or principal's designee is in error.
  - E. The Superintendent or Superintendent's designee may schedule a meeting with the student or a representative of the student group if the Superintendent or Superintendent's designee deems it necessary or desirable. Within five (5) school days of receipt of the appeal, the Superintendent or Superintendent's designee shall make a written disposition of the appeal. The written disposition shall be mailed to the student's or student group's representative's home address.
  - F. If the student or student group is dissatisfied with the Superintendent's or Superintendent's designee's determination, the student or student group may appeal the determination by making a written appeal to the District's Board by delivering a written appeal to the Board Secretary within five (5) school days of receipt of the Superintendent or Superintendent's designee's written disposition. The written appeal shall consist of the following:
    1. The appeal documents delivered to the Superintendent; and
    2. The Superintendent's or Superintendent's designee's written disposition.
  - G. The Board will schedule the matter for a hearing at either the next regularly scheduled Board meeting, or the meeting following the next regularly scheduled Board meeting unless the parties agree to an alternative date.
  - H. The Board hearing will permit both the student or student group and the administration to present evidence and argument in a manner designed to enable both parties to fully disclose their position.

- I. Within five (5) school days of the Board hearing, the Board will render a written decision of the appeal. The written decision shall be mailed to the home address of the student or the student group's representative. The decision of the Board shall be final.

**Related Rules:** [5400.1](#) , [5420.1](#) , [5450.1](#) , [5520.1](#)

**Date of Adoption:** April 21, 1997

**Date of Revision:** April 2, 2001; June 7, 2004

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Freedom of Expression****Rule: Freedom of Expression: Bulletin Boards, Printed Materials and Petitions 5510.2**

- I. **Bulletin Boards.** The building principal shall have direct control over the use of bulletin boards and may designate certain bulletin boards for school announcements. Ample bulletin board space shall be provided for the use of student organizations. Space may also be made available for notices relating to out-of-school activities.
  - A. Bulletin boards shall be used by curriculum related student clubs and non-curriculum student groups only to disseminate information about and/or notices of meetings and activities of the clubs or groups.
  - B. The following limitations apply to all bulletin board postings:
    1. No notices or other materials shall be posted on a bulletin board which contains subject matter within the restricted categories of District Rule 5510.1.
    2. Identification of the student or student group issuing same shall be required on any posted notice.
    3. The school shall require that notices or other communications be dated at posting and that such materials be removed after the notice is no longer timely and in no event later than two (2) weeks after being posted.
  
- II. **Distribution of Printed Material and Circulation of Petitions.** Students may be permitted to distribute handbills, leaflets, and other printed material and to collect signatures on petitions concerning either school or out-of-school issues, whether such materials are produced within or outside the school, in accordance with the following regulations:
  - A. The time of such activity shall be limited to periods before school begins, after dismissal, and during lunch time, and such activity shall be in areas designated by the principal, if such limitations are necessary to prevent interference with the school program.
  - B. The place of such activity shall be reasonably restricted so as to permit the normal flow of traffic within the school, at exterior doors, and in such a manner not to create a safety hazard.
  - C. The activity shall be conducted in such a manner so as to prevent levels of noise which interfere with the use of the building for school purposes, and to prevent the use of coercion in obtaining signatures on petitions.
  - D. The school shall require that all printed materials and petitions distributed or circulated on school property bear the name of the sponsoring student or student club.
  - E. The school shall prohibit the distribution of all printed materials and petitions within the restricted categories of District Rule 5510.1.
  
- III. **Request for Hearing.** Any student or student group believing that the District has unfairly abridged the student's or student group's freedom of expression under this Rule, may request a review of the perceived abridgement pursuant to the procedures in District Rule 5510.1 (IV).

**Legal Reference:** August 20, 1990; April 2, 2001Millard Public Schools  
Omaha, NE



# Attachment C

Policy 6675

Exempt School

**Category: Curriculum, Instruction, and Assessment****Policy: Exempt School****6675**

The Millard Public Schools recognizes the rights of parents and guardians to educate their children and wards in an exempt school, in accordance with state law and regulations. The Superintendent shall establish such guidelines and procedures to work cooperatively with such Exempt Schools and Exempt School Students as may be required by state and federal law.

Legal References: Neb. Rev. Stat. §79-318, 79-1601

Title 92, Nebraska Administrative Code, Chapter 12

Title 92, Nebraska Administrative Code, Chapter 13

**Related Policy and Rules:** [5130](#) , [6675.1](#) , [6675.2](#)

**Date of Adoption:** February 21, 2000

**Date of Revision:** August 4, 2003

Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment**

**Policy: Exempt School**

**Rule: Exempt Schools: Requests for Programs, Services or Materials**

**6675.1**

I. **General Statement.** Nebraska law provides parents and guardians the right to educate their children and wards in alternative schools which are exempt from state approval or state accreditation requirements.

II. **Definitions.**

- A. Exempt School shall mean any private, parochial, denominational or home school which has elected not to meet approval and/or accreditation requirements pursuant to state law and regulations of the Nebraska Department of Education.
- B. Exempt School Student shall mean any resident student of school age who has not graduated or received a G.E.D. diploma and who is attending an Exempt School.
- C. Assigned School shall mean the District school where the Exempt School Student would have attended and received educational instruction if the student had officially enrolled pursuant to the District's enrollment policies and rules.
- D. Programs shall mean the educational curriculum, co-curricular activities, and extracurricular school-sponsored clubs and activities which are available for students who are enrolled in the District, but excluding all interscholastic athletics and activities which are under the jurisdiction of the Nebraska School Activities Association.

III. **Cooperation with Exempt Schools.**

The District shall cooperate with the education of Exempt School Students according to the state and federal law and District policies and rules. In cooperating in the educational process of Exempt School Students the District shall:

- A. Provide special education services to qualified Exempt School Students pursuant to District policies and rules and state and federal laws and regulations. Special education and related services will be provided at the assigned District school that is closest to the eligible student's Exempt School. Services will be available during the hours that public school students attend school.
- B. Not allow any Exempt School Student to participate in any interscholastic athletics or activities which are under the jurisdiction of the Nebraska School Activities Association.
- C. Not provide any ELL, Title I, homebound instruction or other remedial services to Exempt School Students except as may be required by law.
- D. Not provide any textbooks, teacher's edition textbooks, ancillary textbook materials, consumable material, library or media materials, or other resources to Exempt School Students or Exempt Schools.

IV. **Requests for Participation.**

- A. All requests for participation in District programs shall be referred to the Superintendent or designee for consideration and approval or denial. The Superintendent or designee in considering and evaluating the request shall consider the following issues:
  - 1. Whether the school is closed to option enrollment or in-district transfers;
  - 2. The availability of the requested program at the assigned school;

3. Whether the school environment or educational process will be disrupted;
  4. Whether there is space available and a specified time can be assigned so as to minimize any conflicts or disruption of the education process;
  5. Whether the Exempt School Student meets academic eligibility requirements or course enrollment prerequisites for participation;
  6. Whether the requested program is appropriate for the knowledge level, intellectual maturity, competence, and age of the Exempt School Student; and
  7. Whether the requested program is part of an integrated program which cannot be isolated so as to allow participation in the requested program.
- B. An Exempt School Student shall be required to be officially enrolled and counted proportionately towards the District's ADA/ADM if such Student requests participate in the District's programs
- C. Exempt School Students who participate in District programs shall be subject to all District and school policies and rules, including, but not limited to, District and school policies and rules regarding student conduct, discipline, attendance, student fees, student provided materials, equipment and attire, insurance, proof of age and identity, physical examination, and immunizations.
- D. Any Exempt School Student requesting participation in more than fifty percent (50%) of District classes on a daily or weekly basis, must enroll as a full-time District student and be subject to all requirements of all other full-time students of the District
- E. Exempt School Students may participate in those co-curricular activities and school sponsored clubs and activities not subject to eligibility rules of the Nebraska School Activities Association, subject to approval as provided in this rule.

**Date of Adoption:** February 21, 2000

**Date of Revision:** July 31, 2000; August 4, 2003

Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment**

**Policy: Exempt School**

**Rule: Admittance and Participation by Exempt School Students: Placement, Credits and Grades 6675.2**

**I. Placement.**

Grade and class placement of Exempt School Students requesting enrollment in the Millard Public Schools as a full time student shall be determined by the District. The following factors shall be considered in determining the placement of an Exempt School Student:

- A. The age of the student;
- B. A review of the transcript of the program of instruction completed by the Exempt School Student which shall be provided by the parents or guardian of the student;
- C. Achievement Test scores, which shall be provided to the District by the parents or guardian of the student; and
- D. Records from any schools previously attended by the student.

**II. Official School Transcripts.**

The transcript record of the Exempt School curriculum may become part of or incorporated into the official transcript records of the Millard Public Schools, noting that the courses were completed in an Exempt School setting.

**III. Credits and Grades.**

- A. For the purpose of placement and graduation, credits may be given for Exempt School curriculum satisfactorily completed, as determined by the District. Credits may not necessarily be given for any Exempt School curriculum. In determining whether to give credits for Exempt School curriculum, the District may use a review of transcripts from prior schools attended, standardized tests, assessments, and teacher evaluations of student competency in the subject matter. The District may give credits for Exempt School curriculum if it is determined that the student demonstrates mastery of the subject matter and completion of course requirements.
- B. Grades awarded to an Exempt School Student for completion and evaluation of Exempt School curriculum shall not be utilized in the calculation of the student's grade point average or in determining class rank.

**IV. Graduation Requirements.**

Exempt School Students enrolling in or returning to a District high school shall meet all of the graduation requirements of the Millard Public Schools including the course and credit requirement as well as the District's Essential Learner Outcome (ELO) assessments in order to receive a District diploma.

**Date of Adoption:** February 21, 2000

**Date of Revision:** August 4, 2003

Millard Public Schools  
Omaha, NE

# Attachment D

## Policy 6335

### Awards for Achievement

**Category: Curriculum, Instruction, and Assessment****Policy: Awards for Achievement****6335**

The Board encourages the professional staff to maintain a set of criteria and procedures for presenting letters or other suitable awards to students for scholarship and distinguished service in any school activity. In all cases, the relationship between the award and the relevant goal or goals of the schools should be pointed out.

The professional staff is authorized to review and approve, or reject, proposed trophies, prizes, scholarships or other awards from non-school donors. Acceptance will require affirmative answers to at least the following questions:

- I. Can the proposed award be considered free from motives of personal or corporate gain and publicity?
- II. Are the criteria for making the award under the control of the professional staff, or acceptable to the staff?
- III. Are the purposes, either implied or explicit, of the proposed award consistent with our schools' goals?

**Date of Adoption:** February 4, 1974

**Date of Revision:** August 4, 2003 (from 5126)

Millard Public Schools  
Omaha, NE

# Attachment E

## Community Volunteers



**Category: Curriculum, Instruction, and Assessment****Policy: Community Volunteers****6910**

The Board of Education recognizes that the use of community volunteers enriches the learning experiences for students and serves to enhance school-community relations. The Board authorizes the Superintendent or designee to establish a process and procedure to review and evaluate potential community volunteers. When making such evaluations consideration shall be given to issues of safety and to the needs of the students, staff, faculty and administration.

**Related Rule:** [6910.1](#)

**Date of Adoption:** February 21, 2000

Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment****Policy: Community Volunteers****Rule: Community Volunteers Screening Procedures****6910.1**

- I. All persons interested in serving as volunteers in the Millard Public Schools who are not current students, parents, or grandparents of current students, employees or retired employees of the District shall register and apply with the Volunteer Services Coordinator and shall provide the following information on an approved application form:
  - A. Statistical and directory information including, but not limited to, name, address, telephone number and current or former place of employment (if any).
  - B. Names of not less than three references to be contacted in writing by the District.
  
- II. For all interested volunteers whose volunteer services may result in interaction with students and which may not be directly and continuously supervised by District personnel, the Volunteer Services Coordinator shall undertake the following applicant screening procedures:
  - A. All application forms shall be reviewed by the Volunteer Services Coordinator.
  - B. The Volunteer Services Coordinator shall send a reference survey questionnaire to each person identified as a reference on the application, requesting the reference information be supplied to the District.
  - C. The Volunteer Services Coordinator shall review the responses of the references to the survey questionnaire.
  - D. The Volunteer Services Coordinator shall also complete a background check with the Nebraska Child Abuse/Neglect Central Registry.
  
- III. While the application is being processed and all references and background checks made, the applicant may be placed in a temporary volunteer position by the principal and/or the program staff provided that the volunteer is directly and continuously supervised by a Millard Public School employee at all times.
  
- IV. When all reference survey questionnaires are returned and the background check is completed and are determined to be satisfactory and consistent with the District's policy, the Volunteer Services Coordinator shall contact the building principal and/or program staff and advise that the community volunteer has been approved.
  
- V. In the event the reference survey questionnaires or the background check prove to be unsatisfactory or not consistent with the District's policy, the building principal and/or program staff will be notified and a letter from the Volunteer Services Coordinator shall be sent to the Applicant advising that the request of the Applicant has been denied.
  
- VI. All references and information obtained or gathered in the application, reference survey questionnaire and screening shall be strictly confidential and shall not be available to any person, including the applicant.
  
- VII. Community volunteers are to perform such volunteer services only during normal school hours, or such regularly scheduled before- and after-school time as the school activity may require, only under the direct, close supervision of a Millard Public Schools Employee unless approved by the Superintendent or designee.

**Related Policy:** [6910](#)**Date of Adoption:** February 21, 2000Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment****Policy: Community Volunteers****Rule: Volunteers Coaches Screening Procedures****6910.2**

- I. All persons interested in serving as volunteer coaches in the Millard Public Schools shall apply with the Human Resources Department and shall provide the following information on an approved application form:
  - A. Statistical and directory information including, but not limited to, name, address, telephone number and current or former place of employment (if any).
  - B. Names of not less than three references to be contacted directly by the District.
  
- II. For all interested volunteer coaches whose volunteer services may result in interaction with students, the Human Resources Department shall undertake the following applicant screening procedures:
  - A. All application forms shall be reviewed by the Human Resources Department.
  - B. The principal or designee at the site where the person wants to volunteer shall contact each person identified as a reference on the application.
  - C. The Human Resources Department shall also complete a background check with the Nebraska Child Abuse/Neglect Central Registry.
  
- III. While the application is being processed and all references and background checks made, the applicant may not be placed in a temporary volunteer coaching position by the principal and/or the program staff.
  
- IV. When all reference checks and the background check are completed and are determined to be satisfactory and consistent with the District's policy, the Human Resources Department shall contact the building principal and/or program staff and advise that the volunteer coach has been approved.
  
- V. In the event the reference checks or the background check prove to be unsatisfactory or not consistent with the District's policy, the building principal and/or program staff will be notified and a letter from the Human Resources Department shall be sent to the Applicant advising that the request of the Applicant has been denied.
  
- VI. All references and information obtained or gathered in the application, reference checks and screening shall be strictly confidential and shall not be available to any person, including the applicant.
  
- VII. Volunteer coaches are to perform such volunteer services only during normal school hours, or such regularly scheduled before- and after-school time as the school activity may require, only under the direct, close supervision of a Millard Public Schools Employee unless approved by the Superintendent or designee.

**Related Policy:** [6910](#)**Date of Adoption:** June 5, 2006Millard Public Schools  
Omaha, NE

# Attachment F

## Policy 1340

### Use of School Facilities and Equipment

**Category: Community Relations****Policy: Use of School Facilities and Equipment****1340**

School facilities and equipment may be used by individuals and organizations (both non-profit and for-profit). Such uses shall be subject to the rules and regulations established under this policy.

**Related Rule:** [1340.1](#)

**Date of Adoption:** February 17, 1975

**Date of Revision:** September, 21, 1998

**Date of Last Review:** October 7, 2002

Millard Public Schools  
Omaha, NE

**Category: Community Relations****Policy: Use of School Facilities and Equipment****Rule: Use of Facilities and Fee Schedule****1340.1****I. Priorities for Facility Use**

The following priorities are established for scheduling the use of School District facilities and equipment:

- A. Priority 1 Uses: Building or District-wide school events, activities, and programs;
- B. Priority 2 Uses: Events or activities that are designed to serve Millard students or are related to any function of the school when such functions are planned and directed by school-affiliated non-profit groups and events or activities sponsored by PAYBAC Partners;
- C. Priority 3a Uses: Events or activities which serve Millard area youth (i.e., a majority of participants must be from Millard) that are planned and directed by non-profit youth organizations not directly affiliated with the school;
- D. Priority 3b Uses: Events or activities which serve youth and are sponsored by non-profit organizations not directly affiliated with the school and charitable fundraising events or activities;
- E. Priority 4 Uses: Non-profit civic, service, or other groups whose purpose is to promote the general welfare of the community;
- F. Priority 5 Uses: Individuals or groups involved in activities not listed above.

**II. Limitations on Use of School Facilities**

In no event will the use of school facilities and equipment be permitted:

- A. when the use would interfere with any class-related use;
- B. when the use would interfere with events sponsored by the school or school groups;
- C. when the use would involve illegal activity;
- D. when the organization or individual(s) involved have previously engaged in (or can reasonably be expected to engage in) any form of illegal discrimination or violence, or, when such organization or individual(s) advocate (or have a reputation for advocating) violence or rebellion against the United States, the State of Nebraska, or any political subdivision thereof.
- E. when the use would be of a morally objectionable nature or would be contrary to any of the District's policies or rules, or, would be contrary to the goals and/or objectives of the District's educational programs;
- F. when the use would result in the District's facilities or equipment being altered, modified, or changed;
- G. when the use would result in the District's facilities being used to store the equipment of the user;
- H. when, in the opinion of the administration, the use would present an unacceptable risk of damage or excessive wear and tear to the facilities or equipment;
- I. when, in the opinion of the administration, the use would present a significant disruption to the effective administration of a building or District program.

District facilities will not be made available for private social functions, including but not limited to, wedding receptions; birthday, graduation, or swimming parties; or other such events. Building administrators may place further limitations on uses in their buildings. Such limitations may include, but shall not be limited to: excluding the use of indoor facilities for soccer and/or baseball practices; excluding the use of science laboratories, media centers, elementary classrooms, and/or administrative offices; and excluding the use of facilities if such would be reasonably necessary to ensure timely cleaning and maintenance. Such additional limitations by a building administrator shall be supported by a reasonable rationale, shall be consistently applied, and shall be reported to the office of the District Director of Activities.

Building administrators or their designees may inspect and review any and all items brought into the building to ensure appropriate building safety and effective administration of the facilities. If, in the opinion of such administrator, any items would be unsafe, inappropriate, or undesirable in the building, he/she may prohibit such item from entering the building or require its removal from the building. In the event the building administrator's directive is not complied with expeditiously, approval for the use of the facility shall be withdrawn immediately by the administrator.

### III. **Applications for Use of School Facilities**

The administration shall develop an Application for Use of School Facilities form to assist with the administration of this rule. Such form shall be completed by all non-school organizations requesting the use of school facilities or equipment. The application shall require that all applicants:

- A. agree to comply with all District policies, rules, and regulations that govern use of facilities;
- B. agree to be responsible for any damages incurred to facilities, grounds, or equipment during the period of such use;
- C. agree to have the District Director of Activities as the final determiner as to whether repair or replacement is the appropriate remedy for any damages.
- D. agree to be wholly responsible for the supervision and control of all persons and activities during such use;
- E. agree to protect, indemnify, and hold the school District harmless for any and all claims, suits, actions, damages, judgments, or causes of action arising out of or in any way related to such use, and, further that, if requested, the applicant will provide, prior to the planned use of a facility, a Certificate of Liability Insurance in the amount of one million dollars, naming Millard Public Schools as an additional insured.

District employees wishing to use a District facility for other than their assigned contractual duties must submit a completed Application for Use of School Facilities and shall be subject to the same rules (including fees and charges) as non-employees.

### IV. **Cancellation of Approved Applications**

A previously approved facility use may be cancelled for one or more of the following reasons:

- A. A. failure of the applicant to pay applicable fees or charges for this use or any prior use;
- B. failure to reimburse the District for damages incurred during any prior use;
- C. evidence satisfactory to the District that applicant's use of the facility would violate a District policy, rule, or regulation or would be illegal;
- D. any violation of the terms and conditions of the application;
- E. any change in the school activities that presents a conflict with the use;
- F. any snow or ice accumulation that would require additional removal costs for the District; or

- G. any other event or circumstance which, in the opinion of the administration, necessitates cancellation of the use.

In the event a previously approved facility use is cancelled, the District shall not be responsible for any damages incurred by the applicant as a result of such.

An applicant may, without penalty, cancel a previously approved facility use by giving notice of such to the District at least 48 hours prior to the scheduled use. If notice is given within 48 hours but prior to the use, the facility use fee may not be refunded.

#### V. **Use of Facilities Rate Schedule**

A Use of Facilities Rate Schedule shall be reviewed and revised as necessary and distributed by the business office. Such schedule shall include, but not necessarily be limited to, fees for facilities use, equipment use, access charges and charges for staff time.

#### VI. **Rate Schedules**

The following fees and charges shall be assessed for the use of school District facilities and equipment:

- A. Priority 1 Uses: No fees will be assessed. A charge may be assessed for a use which requires additional staff time.
- B. Priority 2 Uses: No facility use or equipment use fee will be assessed. An access charge will be assessed for weekend use. A charge may be assessed for a use which requires additional staff time.
- C. Priority 3 Uses: No facility use or equipment use fee will be assessed. An access charge will be assessed for weekend use. A charge may be assessed for a use which requires additional staff time. The exception to this is the use of Lyle Buell Stadium or the Millard South Track Facility, in which a reduced facility use and/or equipment use fee will be assessed and an access charge will be assessed. A charge may be assessed for a use which requires additional staff time.
- D. Priority 4 Uses: A reduced facility use and/or equipment use fee will be assessed. An access charge will be assessed for weekend use. A charge may be assessed for a use which requires additional staff time. The exception to this is the use of Lyle Buell Stadium or the Millard South Track Facility, in which a reduced facility use and/or equipment use fee will be assessed and an access charge will be assessed. A charge may be assessed for a use which requires additional staff time.
- E. Priority 5 Uses: A full facility use and/or equipment use fee will be assessed. An access charge will be assessed for weekend use. A charge may be assessed for a use which requires additional staff time. The exception to this is the use of Lyle Buell Stadium or the Millard South Track Facility, in which the full facility use and/or equipment use fee will be assessed and an access charge will be assessed. A charge may be assessed for a use which requires additional staff time.

Use fees may be waived for public service meetings or presentations upon prior approval by the District Director of Activities.

#### VII. **Equipment Requirements**

Approval for the use of a facility shall not include the use of school equipment unless specifically requested and approved on the application form.

#### VIII. **Access Charges**

An hourly access charge shall be assessed to compensate the District for expenses incurred in providing building access and other normal overhead expenses, such as heating, air conditioning, lighting, and general maintenance services. Such charge shall be assessed for the hours of the use plus the additional time required to cleanup and secure the area.



If a user desires to have a custodian assigned exclusively to assist with the use, an additional charge for such service shall be assessed.

In situations where no advanced cancellation notice has been received by the District and the user does not appear at the scheduled time, the staff assigned shall remain available at the facility for one hour before securing the building and departing. An access fee will be assessed to the scheduled user for such time.

**IX. Special Staff Requirements**

District staff must be present when certain school facilities are used. These facilities shall include, without limitation, kitchen facilities, swimming pools (where a life guard must be assigned), auditoriums (where stage and lighting technicians may be needed), and other such areas as may be determined by the administration. When such additional staff are required to be present, the using organization will be charged for District expenses associated with such additional staff.

Arrangements for any additional staff (except kitchen staff) shall be made by the building administrator or his/her designee. Arrangements for kitchen staff shall be made by the District's Director of Food Service or his/her designee.

If the approved use involves employees other than those specifically required by the District, the user may contract directly with the employee.

**X. Religious Organizations**

Religious organizations may make application to use a District facility for a period of one year. An extension may be granted if satisfactory evidence exists that the organization is in the process of constructing or acquiring other non-District facilities for its use.

**XI. Use of Open Areas**

School playgrounds, practice fields, and other open areas which are not being used for school activities shall be available to the general public on a first-come, first-served basis from one hour before sunrise to one hour after sunset each day. Thereafter, such areas shall be closed to public use. The only organizations that may submit an application to reserve the use of such areas shall be non-profit organizations serving Millard youth. Any groups using such facilities shall be responsible for any damage occurring as a result of such use and shall be responsible for clearing the grounds of litter after such use.

**XII. Snow Removal**

In the event of significant snowfall (or accumulation of ice) prior to a use of District facilities, the District's operations and maintenance supervisors shall make a determination as to whether or not snow (or ice) removal is required. If such is required and if snow (or ice) removal is not necessary for other school-related activities, the scheduled use shall be canceled or, if mutually agreed to by the District and the user, the snow (or ice) will be removed by District personnel or contractors and an additional charge for such will be assessed to the user.

All snow (and ice) removal on school District property must be made by school District personnel or by properly insured independent contractors approved by and working for the District. Users will not be permitted to engage in snow (or ice) removal activities nor will they be permitted to hold activities on school property without proper snow (or ice) removal.

**XIII. Vehicle Parking**

Vehicles may properly park in school District parking areas when attending school activities, when conducting school related business, or when in attendance at any approved use of school facilities. The school District grounds may not be used for any other parking of private vehicles. Any vehicles which are not permitted by this rule to be parked on school property shall be subject to towing from school grounds at the owner's expense. Similarly, vehicles that are improperly parked shall also be subject to towing from school grounds at the owner's expense. Improper parking shall include, but not be limited to, parking in driveways or throughways, parking over painted stall lines, and parking on grassed areas.

**Related Policy:** [1340](#)

**Date of Adoption:** August 15, 1983

**Date of Revision:** September 21, 1998; October 7, 2002, December 19, 2005

Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment****Policy: Student Fees****6750**

The District may require and collect fees or other funds from or on behalf of students or require students to furnish or provide materials, supplies, equipment, or attire consistent with the Public Elementary and Secondary Student Fee Authorization Act.

The Superintendent (or designee) shall promulgate the rules and/or procedures necessary for implementation of this policy. For purposes of Neb. Rev. Stat. §79-2,133 and §79-2,134, such rules and/or procedures, when adopted or approved, shall be incorporated in their entirety into this policy by this reference.

On or before August 1, 2002, and annually thereafter, the school board shall hold a public hearing at a regular or special meeting of the board on a proposed student fee policy, following a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year. The student fee policy shall be adopted by a majority vote of the school board and shall be published in the student handbook. The board shall provide a copy of the student handbook to every student at no cost to the student.

**Related Rule:** [6750.1](#)

**Legal Reference:** Neb. Rev. Stat. §79-2,125 et seq.

**Date of Adoption:** July 15, 2002

**Date of Last Review:** May 17, 2004; June 6, 2005

Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment****Policy: Student Fees****Rule: Student Fees****6750.1**

Pursuant to Policy 6750 and Neb. Rev. Stat §79-2,135 et seq., the District may, and hereby does, require and collect fees or other funds from or on behalf of District students or require District students to furnish or provide supplies, equipment, or attire as provided for herein below

**A. Elementary School Fees:**

Extracurricular Activities *	<ul style="list-style-type: none"> <li>- Field Trips: Students pay a fee of up to \$15 (but not to exceed actual cost) per field trip.</li> <li>- All Clubs: Students pay a fee of up to \$30 (but not to exceed actual cost of conducting the club activities) for membership and activities in each club.</li> <li>- School will not fund competition beyond the state level.</li> <li>- Optional High Ability Learner (HAL) Field Trips: Students pay up to \$22 (but not to exceed actual cost) per trip.</li> <li>- Choir: Students pay a fee of \$15 (but not to exceed actual cost) for screen-printed T-shirt.</li> </ul>
Special Transportation	<ul style="list-style-type: none"> <li>- §79-241 (option enrollment students): n/a</li> <li>- §79-605 (tuition students): n/a</li> <li>- §79-611 (students within 4 miles): n/a</li> </ul>
Copies of Files/Records	- Students pay 10 cents per page
Lost/Damaged Property	- Student pays for repair or replacement cost of property
Before/After/Pre-School	- Mini-Classes: Students pay up to \$60 per class, including materials, but not to exceed actual cost (6-8 sessions).
Summer/Night School	<ul style="list-style-type: none"> <li>- Regular Education Summer School: Students pay \$50 (for 1.5 hours per day for 2 weeks).</li> <li>- Special Education Summer School: Elementary students pay \$105 (for 3 hours per day for ten days in June or \$95 (for 3 hours per day for nine days in July). Early Childhood students pay \$85 (3-1/4 hours per day for 8 days).</li> <li>- Building Level Summer School: Students pay up to \$3 per hour, including materials.</li> </ul>
Breakfast/Lunch Programs *	- Students pay for lunch (i.e., current cost of lunch \$1.60) and breakfast (i.e., current cost of breakfast \$1.00).
Non-Specialized Attire	<ul style="list-style-type: none"> <li>- PE: Students provide tennis shoes.</li> <li>- Art: Students provide a paint shirt.</li> </ul>
Musical Instruments (Optional Courses, Non-extracurricular)*	- Band & Strings: Students provide their own instruments.

\* The requirements marked with an asterisk (\*) may be waived for students who qualify for free and reduced-priced lunches.

## B. Middle School Fees:

Extracurricular Activities*	<ul style="list-style-type: none"> <li>- Optional High Ability Learner (HAL) Field Trips: Students pay up to \$20 (but not to exceed actual cost) per trip – such trips may include the NASA Space Workshop (Des Moines Science Center); Lewis &amp; Clark; Writer’s Workshop; Archeology Workshop; City Planning Workshop; as well as other opportunities that may arise as a result of programming by area institutions.</li> <li>- Montessori Immersion Experiences: Students pay \$150 per trip (but not to exceed actual cost) for up to four trips.</li> <li>- School will not fund competition beyond the state level</li> <li>- Sixth Grade Outdoor Education at North Middle School: Students pay \$50.</li> <li>- Other optional field trips sanctioned by the building administration: Students pay up to \$15 (but not to exceed actual cost) for each trip.</li> <li>- All Clubs: Students pay \$0 to \$140 (not to exceed the cost of conducting club activities) for membership and activities in each club.</li> <li>- Athletics: Students pay a \$30 participation fee in football. Students pay a \$22 participation fee for all other sports.</li> <li>- All Sports: Students provide elastic waist shorts, t-shirt, socks and cold weather attire as needed.</li> <li>- Football: Students provide appropriate athletic shoes.</li> <li>- Volleyball: Students provide appropriate athletic shoes for use indoors only.</li> <li>- Basketball: Students provide appropriate athletic shoes for use indoors only.</li> <li>- Wrestling: Students provide appropriate athletic shoes for use indoors only.</li> <li>- Track: Students provide appropriate athletic shoes.</li> <li>- Other Requirements: Students are required to have a sports physical (except for intramural basketball/volleyball) and must be covered by health insurance. Health insurance is available through private carriers, or, for those who qualify, the State of Nebraska.</li> </ul>
Spectator Admission / Transportation	<ul style="list-style-type: none"> <li>- Students pay an admission fee to activities, not to exceed \$10 per person per event. The site administrator shall determine the admission charges to each “home” middle school event.</li> </ul>
Special Transportation	<ul style="list-style-type: none"> <li>- §72-241 (option enrollment students): n/a</li> <li>- §79-605 (tuition students): n/a</li> <li>- §79-611 (students within 4 miles): Transportation for students whose residences are two miles or more from school is provided through Laidlaw Busing at \$1.25 per trip (with the balance of the cost paid by the District)</li> </ul>
Copies of Files/Records	<ul style="list-style-type: none"> <li>- Students pay 10 cents per page.</li> </ul>
Lost/Damaged Property	<ul style="list-style-type: none"> <li>- Students pay for repair or replacement of property.</li> </ul>
Summer/Night School	<ul style="list-style-type: none"> <li>- Regular Summer School: Students pay \$80 (for 1¾ hours per day for 3 weeks – one course); \$160 (for 3½ hours per day for 3 weeks – two courses); \$240 (for 5-1/4 hours per day for 3 weeks - three courses).</li> <li>- Special Education Summer School: Students pay \$140 (for 3 ¾ hours per day for 15 days in June).</li> </ul>

- Middle School After School Program: Students pay \$30 (for one hour per day for one week); \$60 (for 2.5 hours per day for one week).
  - Summer Opportunities instruction for students – no more than \$35 (per opportunity per student)
  - Russell – summer activity not to exceed \$150 per activity
  - Transition Programs: \$10
- Breakfast/Lunch Programs \*
- Students pay for breakfast (i.e., current cost of breakfast \$1.50).
  - Students pay for lunch (i.e., current cost of lunch \$1.70). Ala Carte selections vary in price.
- Non-Specialized Attire
- PE: Students provide athletic shoes, elastic waist shorts, t-shirt, and cold weather attire as needed.
- Musical Instruments (Optional Courses, Non-extracurricular)\*
- Band & Strings: Students provide their own instruments.
- Music Items (Extracurricular) \*
- Swing Choir & Jazz Band: Students provide their own instruments and attire. Required performance attire will not exceed a cost of \$75.

\* The requirements marked with an asterisk (\*) may be waived for students who qualify for free and reduced-priced lunches.

#### C. High School Fees:

- Extracurricular Activities \*
- Optional Field Trips: Students pay a fee (not to exceed \$1500 or actual cost less revenue raised via fundraising activities and/or donations) for all optional field trips approved by the building administration.
  - All Clubs: Students pay up to \$800 (not to exceed the cost of conducting club activities) for membership and/or activities in each club.
  - All Activities: Students pay a \$50 non-refundable fee for participation in athletics and activities governed by the Nebraska School Activities Association (fee includes an Athletic Admission Ticket for "home" school events). (Journalism, Concert Choir, Marching Band and Orchestra are excluded.)
  - Note: For curriculum related activities (i.e., Marching Band, DECA, VICA, FCCLA, Debate, Forensics, and FCS), the school district does not fund competitive activities for students beyond the state level. Fundraising and/or donations must cover the cost of competition beyond the state level.
  - Drama Club: Students pay \$25.00 for supplies, materials, and services. (Millard South High School)
  - Athletics, Cheerleading and Dance: Students are required to have a physical and must be covered by health insurance to participate. (Health insurance is available through private carriers, or, for those who qualify, the State of Nebraska.)
  - All Athletics: Students provide elastic waist shorts, t-shirt, towels and cold weather attire as needed.

	<ul style="list-style-type: none"> <li>- Football: Students provide appropriate athletic shoes and practice jersey.</li> <li>- Volleyball: Students provide appropriate athletic shoes for use indoors only.</li> <li>- Basketball: Students provide appropriate athletic shoes for use indoors only.</li> <li>- Cross Country: Students provide appropriate athletic shoes.</li> <li>- Tennis: Students provide tennis racquet and appropriate athletic shoes.</li> <li>- Golf: Students provide golf clubs, golf bag, golf balls, and appropriate athletic shoes.</li> <li>- Softball: Students provide softball glove, bat, appropriate athletic shoes, and colored socks.</li> <li>- Baseball: Students provide baseball glove, bat, appropriate athletic shoes, and colored socks.</li> <li>- Soccer: Students provide shin guards, appropriate athletic shoes, and colored socks.</li> <li>- Wrestling: Students provide appropriate athletic shoes for use indoors only.</li> <li>- Swimming: Students provide swimsuits and towels.</li> <li>- Track: Students provide appropriate athletic shoes.</li> <li>- Dance Team/Cheerleading: Students purchase selected uniforms and pay fees to a summer camp.</li> <li>- Swing Choir: Students will purchase required selected performance attire at a cost not to exceed \$320 per student.</li> </ul>
Spectator Admission / Transportation	<ul style="list-style-type: none"> <li>- Students pay admission fees, not to exceed \$30 (per event, per person), to school activities. The site administrator shall determine the admission charges to each "home" high school event.</li> <li>- Athletic Admission Ticket: Student pays \$35 for admission to all "home" high school athletic events (non-tournament competitions)</li> </ul>
Post-Secondary Education	<ul style="list-style-type: none"> <li>- Post-Secondary Education Costs: Students pay the cost tuition and other fees only associated with obtaining credits from a postsecondary educational institution if the student chooses to apply for postsecondary education credit (i.e., currently \$116.00 per credit hour for Peru State College, \$34.50 per quarter hour for Metropolitan Community College, or \$200 per course at UNO, University of Nebraska – Omaha or \$100 per credit hour and registration at University of Nebraska – Lincoln (online classes).</li> <li>- World Language Exam Fees: Students may pay the cost of \$5.00 per exam.</li> <li>- Advanced Placement Exams Fees: Students pay the cost of each exam (i.e., currently \$82 per exam).</li> <li>- International Baccalaureate Exams Fees: Students pay for the cost of testing (i.e., currently approximately \$650 for two years of testing).</li> </ul>
Special Transportation	<ul style="list-style-type: none"> <li>- §72-241 (option enrollment students): n/a</li> <li>- §79-605 (tuition students): n/a</li> <li>- §79-611 (students within 4 miles): n/a</li> </ul>
Copies of Files/Records	<ul style="list-style-type: none"> <li>- Transcript fee: Students pay \$5.</li> <li>- Other Requests: Students pay 10 cents per page.</li> </ul>
Lost/Damaged Property	<ul style="list-style-type: none"> <li>- Student pays for cost of repair or replacement of property.</li> </ul>

Summer/Night School	<ul style="list-style-type: none"> <li>- Summer School: Students pay \$170 (for 2½ hours per day for 5½ weeks, 1 one-semester course); \$340 (for 5 hours per day for 5½ weeks, 2 one-semester courses); \$510 (for 7½ hours per day for 5½ weeks, 3 one-semester courses)</li> <li>- Special Education Summer School: Students pay \$140 for 3½ hours per day for 15 days in June).</li> <li>- Summer Opportunities instruction for students - no more than \$40 (per opportunity per student).</li> </ul>
Breakfast/Lunch Programs *	<ul style="list-style-type: none"> <li>- Students pay for lunch (i.e., current cost of lunch \$1.80). Ala Carte selections vary in price.</li> <li>- Students pay for breakfast (i.e., current cost of breakfast \$1.75)</li> </ul>
Parking Permit	<ul style="list-style-type: none"> <li>- Students wishing to park in school lots during the school day must obtain a parking permit for \$30.00.</li> </ul>
Non-Specialized Attire	<ul style="list-style-type: none"> <li>- PE: Students provide athletic shoes, socks, swimsuit, towel, elastic-waist shorts, t-shirt, cold weather attire as needed.</li> <li>- Lifeguarding: Students provide a CPR mouth guard.</li> </ul>
Musical Instruments (Optional Courses, Non-extracurricular)*	<ul style="list-style-type: none"> <li>- Band &amp; Strings: Students provide their own instruments.</li> </ul>
Music Items (Extracurricular) *	<ul style="list-style-type: none"> <li>- Pep Band: Students provide a colored polo shirt (general description by band instructor)</li> <li>- Band: Students may provide black or white leather shoes as generally described by band instructor</li> </ul>

\* The requirements marked with an asterisk (\*) may be waived for students who qualify for free and reduced-priced lunches.

D. Student Fee Fund

1. The District shall establish a Student Fee Fund which shall be a separate fund not funded by tax revenue.
2. All money collected from students pursuant to §79-2,127(1) (related to extracurricular activities), §79-2,127(3) (related to post secondary education costs), and §79-2,127(8) (related to summer school and night school) shall be deposited into the Student Fee Fund. Money expended from such fund shall be for the purposes for which it was collected from students.

E. Waiver of Fees and/or Requirements:

1. Students who qualify for free or reduced-priced lunches under the USDA child nutrition programs may have fees and requirements waived for the following:
  - a. §79-2,133(1) Related to participation in extracurricular activities
  - b. §79-2,131 Related to optional music courses and extracurricular music activities
2. Participating in a free-lunch program or a reduced-price lunch program shall not be required for students to qualify for a waiver of fees and/or requirements.



3. Any qualified student desiring a waiver of fees and/or requirements shall complete and submit a Request for Waiver of Fees and/or Requirements form to the building principal (or his/her designee). Once the Request is processed, the principal (or his/her designee) shall inform the student as to whether the Request was approved or denied.

**Related Policy:** [6750](#)

**Date of Adoption:** July 15, 2002

**Date of Revision:** April 21, 2003; July 21, 2003; May 17, 2004; June 6, 2005; April 17, 2006

Millard Public Schools  
Omaha, NE

## Attachment H

### Policy 1425

Cooperation with Non-Profit Agencies

### Policy 1430

Cooperation with Commercial Agencies

### Policy 1105

Advertising

### Policy 7305

Web Publishing

**Category: Community Relations****Policy: Cooperation With Non-Profit Agencies****1425**

The schools may cooperate in furthering the work of non-profit community agencies, provided that such cooperation does not restrict or impair the educational program. The District does not by this policy create or establish an open or public forum and reserves the sole and absolute right to determine the acceptable non-profit activities conducted District-wide. The only authorized campaigns for solicitation of funds from employees of the District will be the United Way/CHAD campaign and the Millard Public Schools Foundation campaign.

**Related Policies and Rules:** [1340](#) , [4405](#) , [1340.1](#) , [1425.1](#)

**Date of Adoption:** February 17, 1975

**Date of Revision:** May 6, 2002

Millard Public Schools  
Omaha, NE

**Category: Community Relations****Policy: Cooperation With Non-Profit Agencies****Rule: Cooperation With Non-Profit Agencies****1425.1**

Non-profit community agencies wishing to use school facilities for fundraising activities must obtain permission from the Superintendent or designee.

The District may distribute flyers and other promotional materials for recognized non-profit community agencies in the Activities Express newspaper, if such assistance is determined by the Superintendent or designee to be in the best interest of students. Promotional materials for fundraising activities taking place in individual schools may be distributed to students by school staff members only.

Students' participation in activities sponsored by non-profit community agencies must be voluntary.

Students may not use school time to participate in activities sponsored by non-profit community agencies, unless the activity is within the context of the educational program.

**Related Policies and Rule:** [1340](#) , [1425](#) , [4405](#) , [1340.1](#)

**Date of Adoption:** February 17, 1975

**Date of Revision:** May 6, 2002

Millard Public Schools  
Omaha, NE

**Category: Community Relations****Policy: Cooperation with Commercial Agencies****1430**

Approved commercial agencies may conduct profit making activities in the schools, provided that the educational program is not impaired, and the activity provides a financial benefit to the school. The District does not by this policy create or establish an open or public forum and reserves the sole and absolute right to determine the acceptable profit-making activities conducted within the District.

**Related Policies and Rules:** [1115](#) , [1340](#) , [1115.1](#) , [1340.1](#) , [1430.1](#)

**Date of Adoption:** February 17, 1975

**Date of Revision:** May 6, 2002

Millard Public Schools  
Omaha, NE

**Category: Community Relations****Policy: Cooperation with Commercial Agencies****Rule: Cooperation With Commercial Agencies****1430.1**

Commercial agencies wishing to conduct profit-making activities in the schools must obtain approval from the Superintendent or designee.

The profit-making activities shall not interfere with nor disrupt the operation of the schools or the educational process. Student participation cannot be required nor classroom time devoted to promotion of profit-making activities.

The District may distribute flyers and other promotional materials for commercial agencies in the Activities Express newspaper, if such assistance is determined by the Superintendent or designee to be in the best interest of students. Promotional materials for profit-making activities taking place in individual schools may be distributed to students by school staff members only.

Building principals may grant exceptions to this rule for student fund-raising activities.

**Related Policies and Rules:** [1115](#) , [1340](#) , [1430](#) , [1115.1](#) , [1340.1](#)

**Legal Reference:** 79-8, 100

**Date of Adoption:** February 17, 1975

**Date of Revision:** May 6, 2002

Millard Public Schools  
Omaha, NE

**Category: Community Relations**  
**Policy: Advertising 1115**

The facilities, staff and students shall not be involved in advertising or promoting the interests of any political or commercial interest or interests during school hours or during school functions except as approved by the Board of Education or the Office of the Superintendent as hereinafter provided in Rule 1115.1.

The District may permit advertising in recognition of contributions supporting the District and/or student activities. Such advertising or recognition shall be limited to areas and locations approved in accordance with the District Policies, Rules, state statutes and applicable regulations, and applicable city ordinances.

**Related Rule:** [1115](#)

**Date of Adoption:** June 6, 1977

**Date of Revision:** January 7, 2002

Millard Public Schools  
Omaha, NE

**Category: Community Relations****Policy: Advertising****Rule: Advertising****1115.1**

The District may use educational materials bearing identification of the persons, firms, corporations or other business associations responsible for producing the educational materials provided such materials are used solely because of a bona fide educational value.

Commercial advertising and advertisements for the purpose of this Rule is defined to be commercial promotion, acknowledgments, recognition of persons, firms, corporations or other business associations or other commercial organizations for promotion of products or services.

All commercial advertisements must comply with the District's policies and rules. The acknowledgments, recognition or advertising shall not interfere with nor disrupt the operation of the schools, use of school facilities, school activities or the educational process.

**I. Standards**

- A. The District does not by this rule create or establish an open or public forum and reserves the sole and absolute right to determine the acceptable content of any and all such commercial advertising or advertisements within the District.
- B. The content of any commercial advertising must meet with prior approval from the Superintendent or designee.
- C. The commercial advertisements shall not contain statements or commercial messages which the District determines, in its sole discretion, is contrary to educational values, is vulgar, obscene, defamatory, discriminatory, religious, political or ideological or which relates to a controversial topic or viewpoint.
- D. Commercial advertising or advertisements shall not relate to a product or service, which the District determines, in its sole discretion, to be inappropriate or illegal for minors, or violates any provisions of this rule.
- E. No commercial message may relate to a product or service that the District determines, in its sole discretion, to be educationally controversial or promotes the indoctrination of ideological, political, religious, or social beliefs.

**II. Venues or Locations**

- A. Commercial advertisements, with the exception of District owned athletic facilities are not permitted on the interior or exterior of the District's property including buildings or facilities. District owned athletic facilities where advertising is permitted includes the Buell Stadium, football fields, baseball fields, soccer fields, softball fields, tennis courts, gymnasiums and swimming pools.
- B. Commercial advertising may be permitted in District-wide publications or District sponsored projects.
- C. Commercial advertising may be permitted in school related publications, newspapers, yearbooks, newsletters, activity programs and school event programs.

**III. Procedures**

- A. Schools shall advise their PAYBAC partners of all advertising opportunities and may grant a priority to the PAYBAC partners for such opportunities. Additional commercial advertising opportunities may be offered to PAYBAC partners as part of the PAYBAC Partner Program with the approval of the Superintendent's designee.
- B. The following shall apply to contracts for commercial advertising and the contracts shall be on District approved contract forms.



1. Building principals or supervisors of facilities without approval of the Superintendent or designee may enter into contracts for commercial advertising for the building or facility under the principal's or supervisor's authority and responsibility if the contract does not require a payment exceeding \$1,000.00.
  2. Subject to the prior approval of the Superintendent or designee, building principals or supervisors of facilities may enter into contracts for commercial advertising for the building or facility under the principal's or supervisor's authority and responsibility if the contract requires payment exceeding \$1,000.00.
  3. Any contract providing for any payment exceeding \$10,000.00 shall be subject to the approval of the Board of Education.
  4. Any contract which may only be economically feasible if for an extended term such as contracts for gymnasium floors or other similar facilities shall be subject to the approval of the Board of Education.
  5. When a payment or donation is made in kind a fair and reasonable value of the donation or payment in kind shall be considered the amount of the payment received.
- C. All revenue received from commercial advertising or institutional support for which recognition is granted shall be deposited into the District activities accounts and distributed as directed by the Superintendent or designee.

**Related Policies and Rules:** [1115](#) , [1306](#) , [4145](#) , [5510](#) , [6240](#) , [1306.1](#) , [1325.1](#) , [4145.1](#) , [5510.1](#) , [6240.1](#)

**Date of Adoption:** February 17, 1975

**Date of Revision:** January 7, 2002

Millard Public Schools  
Omaha, NE

**Category: Technology****Policy: Web Publishing****7305**

The Millard School District and its schools will communicate using the World Wide Web to inform the public in order to advance the mission of the District. All District Web sites shall be used only for purposes related to District communications, to the educational curriculum of the District and/or administration of the District. Commercial, political, and/or private use of any of the District's Web sites is strictly prohibited except as approved by the Superintendent or designee. All computers either owned or leased by the School District are public property and no right of individual privacy shall extend to the information or communications stored or contained in the computer or any of its components or software. The administration reserves the right to monitor any computer activity and on-line communications for improper use.

**Related Rule:** 1102.1**Date of Adoption:** July 17, 2000**Date of Revision:** May 2, 2005Millard Public Schools  
Omaha, NE

**Category: Technology****Policy: Web Publishing****Rule: Web Publishing****7305.1****I. Accountability**

- A. Each staff member who creates a web page or any part of a web page or supervises the creation of a web page is responsible for the content and must inform the Superintendent/designee or Principal/designee of the existence and the intent/purpose of the page prior to such web site being accessible on the World Wide Web. This includes student-produced web content.
- B. Each web page author or contributing web page author shall assume personal responsibility for the information being current, accurate (including having correct spelling and grammar), and adhering to District policies and rules. This includes students who author or contribute to the creation of a web page.
- C. All District or building web sites shall have a staff member who shall monitor and be responsible for approving the content of the information, which is accessible on each web site.
- D. The content of the information shall be in compliance with the Millard Public Schools policy/rules including, but not limited to, the rules for Journalism: Prohibited Expressions (6605.1) and Internet Safety Filtering (7310.1).
- E. Guidelines for web pages shall be established by the Superintendent or designee and shall be published in the District's Technology User's Manual.

**II. Privacy**

- A. All reasonable steps shall be taken to insure that the use of the Internet or World Wide Web shall not abridge the right of privacy of students or staff as provided by law, including but not limited to the Family Educational Rights and Privacy Act (FERPA).
- B. Parent permission shall be obtained prior to publishing photographs of students when the students are identified by first and/or last names except where such photograph is contained in other official District or school publications such as a school newsletter, school annual, or school newspaper.
- C. Group and individual photographs may be published without permission if names are not used.
- D. Student Directory Information (as described below) may be made available on Millard School District web pages in compliance with the District's Policy and Rules. Directory information appropriate for the web includes the following:
  - 1. First and last name (without photographs unless parent permission is obtained as stated above)
  - 2. Current grade level
  - 3. Participation in officially recognized activities and sports
  - 4. Weight and height of members of athletic teams
  - 5. Degrees and awards received
  - 6. Photographs (without first and last names unless parent permission is obtained as stated above)

### III. **Project PAYBAC Partners, PTO/PTA Organizations, and Booster Clubs**

- A. Project PAYBAC partners, PTO/PTA organizations, and Booster Clubs may be identified as supporters of the Millard Public School District.
- B. There shall be no web links to commercial web sites that are of a promotional nature except as approved by the Superintendent or designee.
- C. District or building web sites may contain links to governmental agencies, district affiliated organizations, which were organized and exist for the sole purpose of supporting the District's educational and extracurricular programs, other educational institutions, public libraries, and public museums.

### IV. **Fundraising Activities**

- A. Information about school-related fundraising activities can be published including information about the product, the name of the sponsor and/or telephone number.
- B. There shall be no on-line purchasing and such use of the District's computers is strictly prohibited unless authorized by the Superintendent or designee.
- C. District and building websites shall not facilitate online purchasing unless authorized by the Superintendent or designee.

### V. **Interactive Use**

- A. District E-mail addresses of Millard staff and Board members are allowed to be published.
- B. When District e-mail addresses are published, the following disclaimer should appear on that page: "These e-mail addresses are for use by staff, students, and parents relating to school business only. Solicitation is prohibited."
- C. Individual student's grades may be disseminated but must be protected by a unique password for each student on servers as identified in Section VI.

### VI. **Where Information Resides**

- A. All web sites shall be accessible to the World Wide Web on District-controlled servers under the District domain name or on servers approved by the Superintendent or designee.
- B. All District policy/rules apply regardless of where the web sites reside.

**Related Policies and Rules:** [1115](#) , [4157](#) , [5710](#) , [7305](#) , [7310](#) , [1306.1](#) , [4157.1](#) , [4157.2](#) , [4157.3](#) , [5510.1](#) , [5800.1](#) , [5800.3](#) , [6605.1](#) , [7310.1](#)

**Date of Adoption:** July 17, 2000

**Date of Revision:** September 10, 2001; May 2, 2005

Millard Public Schools  
Omaha, NE

# Attachment G

Policy 6750

Student Fees

# Attachment I

Policy 5146

Student Accident Insurance

Policy 5600

Student Health

**Category: Pupil Services****Policy: Insurance****5146**

A group plan of student accident insurance shall be made available on a voluntary basis to every student registered in the schools of the District from kindergarten through grade twelve.

All students participating in school athletic programs, cheerleading, or dance team, are required to be covered by accident insurance. The accident insurance for athletes must be in effect prior to participation on any team.

**Date of Revision:** August 3, 1992; March 17, 2003; May 17, 2004

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Student Health****5600**

The District will provide an environment that promotes healthy conditions for students which is intended to: eliminate or minimize the risk of obtaining an infectious disease or illness; identify safety concerns for the purpose of eliminating accidents; respond to life-threatening asthma and systemic allergic reactions; prevent unauthorized use of medications on school grounds or at school activities; keep relevant medical information in order to respond to medical emergencies; and comply with statutory regulations concerning student health and safety.

**Related Rules:** [5600.1](#) , [5600.2](#) , [5600.3](#) , [5600.4](#) , [5600.5](#) , [5600.6](#)

**Date of Adoption:** February 4, 1974

**Date of Revision:** November 20, 1995; December 4, 2000; December 15, 2003

Millard Public Schools  
Omaha, NE



**Category: Pupil Services**  
**Policy: Student Health**  
**Rule: Injury and Illness**

5600.1

- I. **Injury.** In cases of student injury, the following procedures will be implemented:
- A. The student will be made comfortable and not moved until attended by District personnel who have been trained in first aid. The principal, school nurse, or health aid will be notified.
  - B. Call 911 immediately when in the judgment of the principal, the school nurse, or a staff member trained in first aid, the injury requires the attention of emergency medical personnel. District personnel will remain with the student whenever practical until relieved or excused by emergency medical personnel.
  - C. Unless the injury is of a minor nature that does not require first aid, the student's parents or guardian will be notified.
    - 1. When the parents or guardian are notified of injuries resulting from an accident, they will be told:
      - a. What has happened; and
      - b. What has been done.
    - 2. In addition, the parents or guardian will be given any other relevant information that the District possesses.
    - 3. If the parents or guardian cannot be reached, the student's emergency contact person will be notified.
  - D. An accident resulting in injury will be reported to the building principal or nurse and the Director of Pupil Services.
- II. **Illness.** In cases of student illness, the following procedures will be implemented:
- A. Call 911 immediately when in the judgment of the principal, the school nurse, or a staff member trained in first aid, the injury requires the attention of emergency medical personnel. District personnel will remain with the student whenever practical until relieved or excused by emergency medical personnel or when trained District personnel respond in accordance with procedures for life-threatening asthma attacks and systemic allergic reactions and they are relieved by emergency medical personnel.
  - B. Unless the illness is of a minor nature that does not require first aid, the student's parents or guardian will be notified.
    - 1. When parents or guardian are notified of an illness, they will be told:
      - a. What has happened; and
      - b. What has been done.
    - 2. In addition, the parents or guardian will be given any other relevant information that the District possesses.
    - 3. If the parents or guardian cannot be reached, the student's emergency contact person will be notified.

- C. Except in cases of minor illnesses, illnesses will be reported to the building principal or nurse and the Director of Pupil Services.

### III. **Definitions.**

- A. Emergency medical personnel. Emergency medical personnel shall mean medical personnel that can respond to a medical emergency.
- B. Minor Injury. An injury which does not require the attention of a physician, an advanced practice registered nurse, or physician's assistant; is not life threatening; does not pose a health risk, and can be effectively treated with first aid which can be performed by a school nurse or a health aid who has been trained in first aid.
- C. Physician. Physician shall mean individuals who are licensed by the Department of Health and Human Services Regulation and Licensure as:
  1. Medical Doctors (M.D.) who practice medicine and/or surgery; or
  2. Osteopathic Physicians (D.O.), who are also authorized to prescribe medications.
- D. Advanced practice registered nurse. Advanced practice registered nurse shall mean individuals who are licensed and practicing under and in accordance with the Advanced Practice Registered Nurse Act.
- E. Physician assistant. Physician assistant shall mean individuals who are licensed under Neb. Rev. Stat. Sections 71-1, 107.15 through 71-1, 107.30 to perform medical services under the supervision of a licensed physician.

**Related Policy:** [5600](#)

**Date of Adoption:** February 4, 1974

**Date of Revision:** November 20, 1995; December 4, 2000; December 15, 2003

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Student Health****Rule: Possession and Use of Medication****5600.2**

- I. **General Statement.** Prescribed medication shall not be brought to school unless the written directions of a physician, physician assistant, or advanced practice registered nurse state that the prescribed medication must be taken during school hours or during school activities.
- II. **Rules for all Medications.**
  - A. **Preschool, Elementary and Middle School Levels.** The following rules shall apply to the use, application, and transportation of all medications at the preschool, elementary school, and middle school levels.
    1. **Non-Prescribed Medication.** A written authorization must be signed by the student's parents or guardian and filed with the school nurse or principal permitting the use of non-prescribed medication.
    2. **Prescribed Medication.** The student or the student's parents or guardian must provide the school nurse or principal with a written order of a physician, physician assistant, or advanced practice registered nurse that prescribes the type and amount of medication. A current prescription label will satisfy the requirements of this paragraph. In addition, a written authorization permitting the use of medication must be signed by the student's parents or guardian and filed with the school nurse or principal.
    3. **Taking of Non-Prescribed and Prescribed Medication.** The ingestion, taking, or application of non-prescribed and prescribed medications, including nebulizers, shall be performed under the direct supervision and observation of the school nurse, principal, or principal's designee, who shall have successfully completed a District competency assessment pursuant to the Medication Aide Act and applicable state rules and regulations, will be administered as directed on the manufacture's label, as directed by the student's physician, physician assistant, or advanced practice registered nurse. The school nurse or health room paraprofessional may assist a student with eye drops or eardrops if the school nurse or health room paraprofessional deems it appropriate or the student is unable to effectively administer such. If the student's parents or guardian have given written authorization, students will be allowed to possess and/or ingest glucose tablets as needed anywhere on school grounds.
    4. **Homeopathic Substances, Herbs, and Vitamins.** Homeopathic substances, herbs, and vitamins shall not be administered by school staff unless prescribed by a physician, physician assistant, or advanced practice registered nurse and dispensed by a pharmacist or other person authorized by law. Homeopathic substances, herbs and vitamins, whether prescribed or non-prescribed, shall be subject to the same restrictions and requirements as prescribed medications.
    5. **Transporting Medications to and from School**
      - a. **Preschool and Elementary Schools.** In the preschool and elementary schools, students shall not be allowed to transport non-prescribed or prescribed medications to and from school with the exception of glucose tablets. Elementary school students may possess and use inhalers according to the provisions of Section II(F). Non-prescribed or prescribed medications must be transported by the student's parents or guardian or by an adult designated in writing by the parents or guardian, and must be delivered to the school nurse, principal, or the principal's designee.
      - b. **Middle School.** Middle school students will not be allowed to transport prescribed medications to and from school with the exception of glucose tablets. Middle school students may possess and use inhalers according to the provisions of Section II(F). Prescribed medications must be transported by the student's parents or guardian or by an adult designated in writing by the parents or guardian. Non-prescribed medications may be transported by middle school students to and from school but must be delivered to the school nurse, principal, or the principal's designee.

- B. High School. The following rules shall apply to the use and application of medications at the high school level.
1. Non-Prescribed Medication. No written authorization shall be required for non-prescribed medication. However, if a teacher, principal or school nurse observes frequent or inappropriate use by a student of non-prescribed medication, the school may require the following:
    - a. Written authorization by the student's parents or guardian permitting the possession and use of the non-prescribed medication; and
    - b. A written statement signed by a physician, physician assistant, or advanced practice registered nurse permitting the use of the non-prescribed medication.
  2. Prescribed Medication. If prescribed medication is to be ingested, taken or applied, the following shall be required:
    - a. The medication shall be delivered to the school nurse, principal, or principal's designee;
    - b. A written authorization signed by the student's parents or guardian permitting the possession and use of the medication shall be filed with the school nurse or principal;
    - c. The school nurse or principal shall be provided with the written order of a physician, physician assistant, or advanced practice registered nurse prescribing the medication, and its dosage; and
    - d. The ingestion, taking or application of prescribed medication, including nebulizers, shall be performed under the direct supervision and observation of the school nurse, principal, or principal's designee, who shall have successfully completed a District competency assessment pursuant to the Medication Aide Act and applicable state rules and regulations, and as directed by the physician, physician assistant, or advanced practice registered nurse. If the student's parents or guardian have given written authorization, students will be allowed to possess and/or ingest glucose tablets as needed anywhere on school grounds and to possess and administer inhalers according to the provisions of Section II(F).
  3. Homeopathic Substances, Herbs, and Vitamins. Homeopathic substances, herbs, and vitamins shall not be administered by school staff unless prescribed by a physician, physician assistant, or advanced practice registered nurse and dispensed by a pharmacist or other person authorized by law. Homeopathic substances, herbs and vitamins, whether prescribed or non-prescribed, shall be subject to the same restrictions and requirements as prescribed medications.
- C. Administration of Injections. Only school nurses and school personnel who have been trained to administer the Epi-Pen or Glucagon and are giving injections in emergency life-saving situations may administer injections at school.
1. Glucagon Injections. If a student requires administration of Glucagon in an emergency diabetic attack, school personnel will call 911. The Glucagon will be provided by the student's parents or guardian. School personnel other than the school nurse may administer Glucagon injections only in emergency situations if they are trained by qualified personnel.
  2. Epi-pen Injection. Epi-pen injections may be given by health room paraprofessionals trained to administer such injections. All other injections that are given in response to an emergency should be given by a school nurse if available. 911 and the student's parents or guardian shall be called.

3. Other Injection. If a student requires any injections during the school day, students may administer injections in the nurse's office or an area designated by the principal or the principal's designee. Parents may request that a school nurse administer injections if the student is incapable of self-administration. Parents shall submit requests to the Director of Pupil Services.

D. Recordkeeping

1. Authorization and Medical Directions File. The school nurse, principal, or principal's designee for each school shall keep a file which shall contain the following:
  - a. All authorizations required under this Rule;
  - b. All orders or instructions from a physician, physician assistant, or advanced practice registered nurse;
  - c. The dates that authorizations and/or orders of a physician, physician assistant, or advanced practice registered nurse are received; and
  - d. The date that medication is delivered to the nurse, principal, or principal's designee.
  
2. Daily Medication Log. In each school, a daily medication log shall be kept which shall contain the following:
  - a. The student's name;
  - b. The type of medication the student is authorized to have;
  - c. The dosage or directions for ingestion, taking, or application of the medication;
  - d. The name of the person supervising the student who is taking the medication.
  - e. The time the medication is administered; and
  - f. Any refusal by the student to take and/or receive the medication.

E. Medical Information to be Provided to the District

1. Medical Allergies, Seizures, and Susceptibility to Illness. If a student is either allergic to a certain medication or is prone to seizure or other illness, the student's parents, guardian, physician, physician assistant, or advanced practice registered nurse shall provide the District, in writing, with the following information on or by the first day of school:
  - a. The name of the medications to which the student is allergic;
  - b. The serious illnesses to which the student is susceptible; and
  - c. If the student is susceptible to an illness, what steps are to be taken by school personnel in the event the illness occurs.

2. Injections for Medical Emergencies. If a student is required to receive an injection for a medical emergency, the student's parents, guardian, physician, physician assistant, or advanced practice registered nurse shall notify the school, in writing, and provide the following information on or by the first day of school:
  - a. The name of the medication and its dosage; and
  - b. The method of administration (subcutaneous, intramuscular, intravenous, etc.).

F. Miscellaneous Provisions

1. Inhalers. Students may use inhalers without supervision or monitoring by the school nurse or principal provided, however, if the inhaler is a prescribed medication, the school nurse or principal will have been advised by the student's parents, guardian, or a physician, physician assistant, or advanced practice registered nurse in writing of the inhaler's frequency of use. If school personnel observe a student using an inhaler in excess of the directions on the inhaler or with a frequency which would be considered unreasonable, it shall be reported to the school nurse or principal in which case the student's use of the inhaler shall be supervised by the school nurse or principal.
2. Containers. All medication shall be kept in its original container with its original label which describes the ingredients of the contents, recommends dosages, and provides appropriate warnings. The label must be legible and be written in English, or provide English translations.
3. Custody and Storage. All medication delivered to the school nurse or principal shall be stored in a container or refrigerator in the nurse's office, principal's office, or other area designated by the school principal. The storage area shall either be locked or under the control of a designated school employee.
4. Quantity. No more than a thirty (30) day supply of prescribed medication shall be provided and delivered to the school by the student, student's parents or guardian, unless there is a written order by a physician, physician assistant, or advanced practice registered nurse requiring a greater supply.
5. Transfer to Other Students. Students are prohibited from transferring, delivering, or receiving any medication to or from other students. Violation of this subsection will authorize the confiscation of the medication by the District, and subject the students to discipline.
6. Finger Stick Blood Test. Students who have been taught finger stick blood tests shall follow those procedures that they have been taught. Parents of students who have diabetes, and students who have diabetes, should notify the school nurse or principal at the beginning of the school year that the student is diabetic, and should provide the school nurse or principal with all information required under this Rule. Students may administer the finger stick blood test in the nurse's office or in another area designated by the principal or the principal's designee.

III. **Student Discipline.** If a student violates a provision of this Rule, the student shall be subject to discipline.

- A. In addition, where appropriate, the following people shall be immediately notified of a violation of this Rule:
  1. The school nurse, principal, or principal's designee; and
  2. The student's parents or guardian; and
  3. The physician, physician assistant, or advanced practice registered nurse prescribing the medication if deemed necessary.

- B. While notifications are being given, the student shall remain in the custody of the school nurse, principal, or principal's designee until necessary notifications have been made and until actions have been taken to eliminate any possible threat to the student or other students.
1. If medications have been improperly dispensed or ingested by the student or other students, the student's physician, physician assistant, or advanced practice registered nurse shall be requested to give the proper medical directions to be followed by the school staff. Unless otherwise directed by the physician, physician assistant, or advanced practice registered nurse, the school nurse, and principal or principal's designee shall determine what action if any shall be followed to insure the student(s)' safety.
  2. If the physician, physician assistant, or advanced practice registered nurse cannot be reached and the school nurse or principal determines that an emergency exists, emergency medical personnel shall be immediately called. The parents or guardian shall be notified of any action being taken.

#### IV. **Definitions**

- A. **Emergency medical personnel.** Emergency medical personnel shall mean medical personnel that can respond to a medical emergency.
- B. **Medication.** Medication shall be broadly defined and shall include:
1. All prescribed medications, over the counter and other non-prescribed medications, and all chemical substances, compounds, homeopathic substances, herbs, vitamins, and/or devices, which purport to aid in a person's health or well-being or are intended for use in the diagnoses, cure, mitigation, treatment, or prevention of diseases, or are intended to affect the structure or any function of the body; and
  2. Any device, instrument, apparatus, implement, machine, contrivance, implant, or other similar or related article, including any component part or accessory, which is prescribed by a physician, physician assistant, or advanced practice registered nurse and dispensed by a pharmacist or other person authorized by law.
- C. **Physician.** Physician shall mean individuals who are licensed by the Department of Health and Human Services Regulations and Licensure as:
1. Medical Doctors (M.D.) who practice medicine and/or surgery; or
  2. Osteopathic Physicians (D.O.), who are also authorized to prescribe medications.
- D. **Advanced Practice Registered Nurse.** Advanced practice registered nurse shall mean individuals who are licensed and practicing under and in accordance with the Advanced Practice Registered Nurse Act
- E. **Physician Assistant.** Physician assistant shall mean individuals who are licensed under Neb. Rev. Stat. Sections 71-1, 107.15 through 71-1, 107.30 to perform medical services under the supervision of a licensed physician.

- F. Qualified Personnel. Shall mean people who have met an educational or legal requirement necessary to administer emergency injections.

**Legal References:**

Neb. Rev. Stat. § 71-6718 et seq.

Title 92, Nebraska Administrative Code, Chapter 59

Title 172, Nebraska Administrative Code, Chapter 95

**Related Policy:** [5600](#)

**Date of Adoption:** February 5, 1990

**Date of Revision:** November 20, 1995; December 4, 2000; March 3, 2003

Millard Public Schools  
Omaha, NE



**Category: Pupil Services****Policy: Student Health****Rule: Physical Examination, Immunization, and Inspection****5600.3****Physical Examination, Immunization, and Inspection**

- I. **Physical Examination.** Prior to the entrance of any student into kindergarten and the seventh grade or, in the case of a transfer from out of state, to any other grade in any District school, the parents or guardian must submit written evidence of a physical examination of the student by a physician, physician assistant, or advanced practice registered nurse.
  - A. The physical examination must have been performed within six (6) months of the date of enrollment.
  - B. The cost of such physical examination is to be borne by the parents or guardian of each child examined.
  - C. No physical examination shall be required of any student whose parents or guardian objects thereto in writing.
  
- II. **Immunization.** All students by law are required to be protected by immunization against measles, mumps, rubella, varicella (chicken pox), poliomyelitis, diphtheria, pertussis, tetanus, and Hepatitis B, prior to enrollment and in accordance with the immunization standards prescribed in Title 173, Nebraska Administrative Code, Chapter 3-007.
  - A. Any student who does not comply with this provision shall not be permitted to continue in school until the student complies unless the student falls within the two (2) exceptions contained in this Rule.
  - B. Unless exempted by state law, the cost of such immunization shall be borne by the parents or guardian of each student who is immunized or by the Department of Health and Human Services for those students whose parents or guardian are unable to meet such cost.
  - C. Immunization shall not be required for enrollment if either of the following is submitted to the District:
    1. A statement signed by a physician, physician assistant, or advanced practice registered nurse stating that, in the health care provider's opinion, the immunizations required would be injurious to the health and well-being of the student or any member of the student's family or household; or
    2. A notarized affidavit signed by the student or, if the student is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.
    3. The physician's statement or affidavit shall be kept in the student's file.
  - D. A student may be provisionally enrolled in the District in the following circumstances:
    1. The student has begun the immunizations required by state law and the student is receiving the necessary immunizations as rapidly as is medically feasible and in accordance with the requirements of Title 173, Nebraska Administrative Code, Chapter 3-009.02; or

2. The student is the child or legal ward of an active member of the military services of the United States or of his or her spouse, and the student is enrolling in the District following residence in another state or in a foreign country, and the parents or guardian of the student provide the District with a signed written statement certifying that the student has completed the immunizations required by state law. The student's parents or guardian must thereafter provide the District with written evidence that the student has completed the immunizations required by state law, and if such written evidence is not provided to the District within sixty (60) days of the date of the provisional enrollment, then the student shall not thereafter be permitted to continue in school until such written evidence of compliance is provided.

III. **Required Evidence of Immunization.** For the purposes of compliance with the immunization requirements of state law, the student's parents or guardian shall be required to present to the District the following evidence of immunization:

- A. An immunization history containing the name of the vaccine, the month and year of administration (the month, day, and year for MMR vaccine), the name of the health practitioner, the agency where the immunization was obtained, and the signature of the physician, parent, guardian, or of such other person maintaining the immunization history of the student, verifying that the student has received these vaccines; or
- B. Laboratory evidence of circulating antibodies for measles, mumps, or rubella shall constitute evidence of immunity against those diseases provided the following information is supplied; name of test, test result, signature of laboratory technician performing the test or of the laboratory director, and date of signature.
- C. For purposes of compliance with this Rule, clinical history of measles, mumps, or rubella without laboratory or epidemiologic confirmation does not constitute evidence of immunity. Epidemiologic confirmation of a diagnosis means that the clinical history of measles, mumps, or rubella is corroborated by association with laboratory proven case(s) and that such epidemiologic case(s) have been reported to and counted by the Department of Health and Human Services.

IV. **Inspection.** Qualified District personnel shall separately inspect District students to ascertain if any student is suffering from defective sight or hearing, dental defects, or other conditions as prescribed by the Department of Health and Human Services Regulation and Licensure.

- A. If such inspection determines that any student has such condition, the District shall notify the parents or guardian in writing of the condition and explain the necessity of professional attendance or professional assistance for such student.
- B. When a student apparently shows symptoms of any contagious or infectious disease, such student shall be sent home immediately, or as soon as safe and proper transportation can be found, and the District's Director of Pupil Services shall be notified at once.
- C. No student shall be compelled to submit to a physical examination other than the District inspection over the written objection of the student's parents or guardian, delivered to the District. Such objection shall not exempt the student from the state's quarantine laws nor prohibit an examination for infectious or contagious diseases.
- D. The District's inspections shall be conducted during the first quarter of each school year for students then in attendance. Thereafter, as students enter the District during the year, such inspections shall be made immediately upon their entrance.

- V. **Parental Notification and Opportunity to Opt out of Participation.** Pursuant to the Protection of Pupil Rights Amendment, 20 U.S.C. § 123h, the District shall provide reasonable notice at the beginning of the school year, directly to the parents and guardians of students enrolled in District schools, of the specific or approximate dates of any nonemergency invasive physical examination or screening that is required as a condition of attendance and administered by the District and scheduled in advance, and which is not necessary to protect the immediate health and safety of the student or other students.
- A. An invasive physical examination is any medical examination that involves the exposure of private body parts, or any act during such an examination which includes incision, insertion, or injection into the body, but does not include a hearing, vision, dental, or scoliosis screening, or any physical examination or screening permitted or required by State law.
  - B. Parents, guardians, and students who are eighteen (18) years old or emancipated under State law, may opt out of participation in any such invasive physical examination by providing the District with a signed written statement which declines participation in any such invasive physical examination.
- VI. **Physical Examinations for Student Athletes.** Students participating in student athletics, cheerleading, or dance team, shall obtain a physical examination by a physician prior to participation, and shall submit the same to the District prior to participation.
- A. The requirement of the obtaining and submission of a physical examination will be in force each year a student participates in student athletics.
  - B. Student athletes must also be covered by accident insurance prior to participation on any team. Student athletes are eligible to purchase insurance made available by the District.
- VII. **Definitions.**
- A. Student Athletics. Student athletics shall mean extracurricular school sponsored competitive interscholastic sports.
  - B. Physician. Physician shall mean individuals who are licensed by the Department of Health and Human Services Regulation and Licensure as:
    - 1. Medical Doctors (M.D.) who practice medicine and/or surgery; or
    - 2. Osteopathic Physicians (D.O.) who are also authorized to prescribe medications.
  - C. Advanced practice registered nurse. Advanced practice registered nurse shall mean individuals who are licensed and practicing under and in accordance with the Advanced Practice Registered Nurse Act.

- D. Physician assistant. Physician assistant shall mean individuals who are licensed under Neb. Rev. Stat. Sections 71-2, 107.15 through 71-1, 107.30 to perform medical services under the supervision of a licensed physician.

**Legal Reference:**

20 U.S.C. § 123h

Neb. Rev. Stat. § 71-1, 102 et seq.

Neb. Rev. Stat. § 71-1, 137 et seq.

Neb. Rev. Stat. § 79-214 (3)

Neb. Rev. Stat. §§ 79-217 through 223

Neb. Rev. Stat. §§ 79-248 through 253

Title 173, Nebraska Administrative Code, Chapter 3

**Related Policy:** [5600](#)

**Date of Revision:** July 20, 1992; November 20, 1995; December 4, 2000

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Student Health****Rule: Contagious or Infectious Diseases****5600.4**

- I. **General Statement.** If a student has symptoms of a contagious or infectious disease, the District's Director of Pupil Services and the student's parents or guardian will be notified, and the student will be excluded from school.
  - A. Students with a contagious or infectious disease may return to school when the symptoms disappear, and when the minimum isolation period has elapsed provided, however, that students with HIV disease or Hepatitis B have complied with the procedures of paragraph III below.
  - B. The isolation period shall be in accordance with rules and regulations adopted by the Department of Health and Human Services.
  - C. This section shall not restrict or prohibit the District's authority to otherwise limit a student's activities in school where such limitation is necessary for the health or safety of the student or others.
  
- II. **Attending School.** Students diagnosed with HIV disease or Hepatitis B will be allowed to attend school without restriction unless they manifest severe or unusually aggressive behavior, such as biting, or if they have weeping skin sores that cannot be covered.
  - A. In such instances, the student's parents or guardian will be notified and the student will be excluded from school.
  - B. Immediately thereafter, a determination of the appropriate educational setting will be made by a team consisting of the school nurse, school medical advisor, student's physician, school principal and student's teacher (hereinafter "Team"). The Team shall consider the following determining the educational setting:
    1. Behavior of student;
    2. Neurological development;
    3. Physical condition;
    4. Existence of open sores that cannot be covered; and/or
    5. Risk of transmission through normal school contacts.
  - C. A regular classroom setting will be provided unless, based on the considerations set forth in the preceding paragraph, it is determined that there is a risk of transmission through normal school contacts. If that risk exists, the student shall be removed from the classroom and placed in an appropriate alternate education program.
  
- III. **Removal from Classroom.** A student temporarily removed from the classroom for severe or unusually aggressive behavior will be immediately referred to the aforesaid Team for assessment and the development of an appropriate program, if warranted.
  - A. A student temporarily removed from a classroom for weeping skin sores which cannot be covered may be provided homebound instruction, and will be re-admitted only when there is medical documentation that the risk no longer exists.

- B. Removal from the classroom should not be the only response to reduce risk of transmission. The District will attempt to use the least restrictive means to accommodate the student's needs.
  - C. The student may return to the classroom when the Team determines that the risk of transmission through the reasonably expected school contacts has abated.
  - D. The removal shall be reviewed by the Team once per month unless there is no reasonable medical need for medical review.
  - E. A student with HIV disease may be removed from the classroom for the student's protection when cases of life-threatening diseases (e.g., measles, chicken pox) arise in school.
    - 1. The decision to remove the student will be made by the student's physician; the District may obtain a second opinion, at District expense, and the District will elect which opinion to follow if the District's second opinion conflicts with the student's physician's opinion.
    - 2. In cases where the student is removed for the student's protection, the student may return to the classroom when the risk is abated.
  - F. The school nurse will act as a liaison between the Team members, assist the student in problem resolution and answer the student's questions, and act as the coordinator of services provided by other staff members.
- IV. **Privacy.** The student's right to privacy shall be honored. Only those persons directly involved with a student with HIV disease or Hepatitis B will be advised of the student's condition. Such persons shall not divulge any of the information concerning the infected student to any other person unless authorized by law.
- V. **Handling Body Fluids.** Routine procedures for handling blood, body fluids, vomitus and fecal or urinary incontinence should be followed regardless of whether there are any students with an infectious disease attending school.
- VI. **Definitions**
- A. **HIV Disease.** HIV disease is a severe, life threatening disease that progressively damages the immune system. The onset of clinical illness is usually insidious and characterized by nonspecific symptoms such as malaise, anorexia, fatigue, diarrhea, weight loss, lymphadenopathy, and fever. Eventually, the patient is afflicted with serious infections, frequently opportunistic. It is spread primarily by saliva, urine, blood, and semen.
  - B. **Hepatitis B.** Hepatitis B is a disease of the liver, usually has an insidious onset with anorexia, vague abdominal pain, nausea and vomiting, and occasionally joint pain and rash. Jaundice is often present, but fever may be absent or mild. It is spread primarily by saliva, urine, blood, and semen.
  - C. **Physician.** Physician shall mean individuals who are licensed by the Department of Health and Human Services Regulation and Licensure as:

1. Medical Doctors (M.D.) who practice medicine and/or surgery; or
2. Osteopathic Physicians (D.O.) who are also authorized to prescribe medications.

**Related Policy:** [5600](#)

**Legal Reference:** Neb. Rev. Stat. § 79-248; Title 173, Nebraska Administrative Code, Chapter 3

**Date of Adoption:** November 20, 1995

**Date of Revision:** December 4, 2000

**Date of Last Review:** December 15, 2003

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Student Health****Rule: Procedures for Life-Threatening Asthma Attacks and Systemic Allergic Reactions****5600.5****I. Introduction.**

- A. With no prior notice, life-threatening asthma attacks or systemic allergic reactions (anaphylaxis) that leave only minutes to save a life could necessitate an emergency response by school personnel. To maximize the chances that such an emergency response will result in full recovery, trained designated school personnel will administer epinephrine ("Epi-Pens") and nebulized albuterol treatments ("nebulizers") according to procedures that have been approved by the District's Director of Pupil Services or designee.
- B. Epi-Pens and nebulizers for emergency use will be distributed to every school within the District. Each District school will have Epi-Pens and nebulizers readily accessible in the health room or other designated area; these medications will be secured in a manner approved by the Director of Pupil Services to prevent unauthorized access.
- C. Standing orders for District emergency supplies of Epi-Pens and albuterol will be signed by at least two (2) physicians from the District's Medical Advisory Committee.
- D. Selected school personnel will be trained by qualified personnel to administer emergency nebulized albuterol and Epi-Pen injections under the supervision of the registered school nurse.
- E. Parents, guardians, and emancipated students will be notified on the District's Emergency Health Card that Epi-Pens and nebulizers may be administered to students for life-saving purposes.
- F. If parents, guardians, and emancipated students are aware of any medical condition that causes an Epi-Pen or nebulizer to be dangerous to a student, they should indicate on the Emergency Health Card the exact nature of the danger, and provide the District with the name and address of the medical provider who has made this determination.

**II. Availability, Storage, Use and Destruction.** Each District school will have emergency supplies of Epi-Pens and nebulizers readily accessible. The following will govern the availability, storage, and use of the same:

- A. All elementary schools will have both adult and pediatric emergency Epi-Pens available.
- B. Emergency supplies of Epi-Pens and albuterol will be kept current, and will be disposed of on the reaching of the recommended shelf life or when there is a color change in the epinephrine due to reaching or exceeding the expiration date or improper temperature control.
- C. Unless the subject's medical condition and/or circumstances dictate otherwise, the following standing procedures for emergency response to life-threatening asthma attacks or anaphylaxis will be followed.
  - 1. Call 911.
  - 2. Summon the school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol.
  - 3. Check airway patency, breathing, respiratory rate, and pulse.
  - 4. Administer medications (Epi-Pen and albuterol) per standing order.
    - a. Epi-Pens. Administer an adult Epi-Pen IM for a child over fifty (50) pounds and Epi-Pen IM Junior for a child under fifty (50) pounds. The container for each dose and the container holding all dosages shall be marked "FOR EMERGENCY USE ONLY" in bold print.



- b. Administer a nebulized albuterol, .05 percent, 0.5cc plus 3cc of saline administered by oral mask or mouthpiece. After the original administration, if not better, this dosage may be repeated two (2) more times. The container for individual dosages and containers holding non-individual dosages shall be marked "FOR EMERGENCY USE ONLY" in bold print.
    - 5. Determine cause as quickly as possible.
    - 6. Monitor vital signs (pulse, respiration, etc.).
    - 7. Contact parents immediately and physician as soon as possible.
    - 8. Any individual treated for symptoms with epinephrine at school will be transferred to a medical facility.
  - D. Emergency supplies of Epi-Pens, albuterol, and nebulizers will be stored in a lock box secured by a squeeze-off lock and maintained between fifty-nine (59) and eighty-five (85) degrees Fahrenheit as measured by a thermometer maintained in the same location in an air conditioned nurse's office or other air conditioned area designated by the school principal. Access will be limited to those individuals trained to administer these medications.
  - E. District emergency Epi-Pens and nebulizers will be administered to students or staff members for emergency use only. Students who need nebulized albuterol on a regular schedule must bring their own prescription and equipment for application in accordance with District Rule 5600.2. Emergency Epi-Pens and nebulizers may not be used under any circumstances other than emergency use.
  - F. District emergency Epi-Pens and nebulizers will not be used on field trips or other activities away from the school. District emergency medications are to be maintained at school during regular school hours so that the largest population of students may be served.
  - G. Each nebulizer will be inspected monthly by the Director of Pupil Services or designee to assure it is in proper working order and ready for immediate use. The school nurse will inspect the nebulizer in their assigned area after each use to ensure that the equipment is in proper working order and is ready for the next usage. The school nurse will also periodically inspect the nebulizer to ensure that it is in working order and supplies of albuterol and Epi-Pens have not exceeded the recommended shelf life or when there is a color change in the epinephrine due to reaching or exceeding the expiration date or improper temperature control. The school nurse will provide an inventory which includes lot number of medications and the recommended shelf life.
  - H. All albuterol and Epi-Pens which have exceeded the recommended shelf life will be destroyed. The school nurse and principal keep a list which records when and how the albuterol and Epi-Pens were destroyed, and which District staff member oversaw the destruction.
- III. **Implementation and Training.** Three (3) designated staff members from each school in addition to the school nurse will be trained in CPR, and in the administration of emergency Epi-Pens and nebulizers in life-threatening situations; implementation and training shall include:
  - A. Designated staff members from each school will be appointed by a team consisting of the building principal or designee, the head nurse, the nurse serving the building, and approved by the Director of Pupil Services. No staff member other than District employed school nurses or health paraprofessionals shall be compelled through their employment status to serve as a designated staff member.
  - B. Training of the designated staff members will be conducted and completed prior to the distribution of Epi-Pens and nebulizers within the schools. Designated and trained staff members must complete annual training in order to continue serving as a designated staff member.

- C. Training for the administration of Epi-Pens and nebulizers will be provided by a physician, a physician assistant, registered nurse, or pharmacist trained in the use of Epi-Pens and nebulizers.
  - D. A certified CPR instructor will provide CPR training.
  - E. Designated staff members will successfully pass the competency assessment required by the Medication Aide Act no less than every three (3) years.
- IV. **Inservice Training.** The procedure for the delegation of the administration of Epi-Pens and nebulizer treatments to trained special care providers should be followed in accordance with Health Services Guidelines. At a minimum, the training shall consist of the following:
- A. A minimum of three (3) designated staff members in each school in addition to the school nurse trained in CPR should be in-serviced by the school nurse to:
    1. Identify the signs and symptoms of a life-threatening asthma attack or systemic allergic reaction;
    2. Follow District procedures for emergency treatment including required 911 calls and the administration of Epi-Pens and/or nebulizers;
    3. Complete, as time permits, an Emergency Form for paramedics;
    4. Review District procedures with the designated staff members a minimum of two (2) times during the school year;
    5. At a minimum, training will be provided semi-annually for designated staff members who have already been trained and staff members who are newly appointed to the emergency team; and
    6. Identify and record all students whose parents or guardian have indicated that use of Epi-Pens or nebulizers increases danger or is ineffective, and to provide follow-up investigation with medical providers to determine the exact nature of the danger.
  - B. At the conclusion of the inservice training, a Documentation of Competency form should be completed and filed in the Health Office.
  - C. The Director of Pupil Services will be responsible for overseeing what forms should be used to most effectively carry out the in-service training required under this Rule.
- V. **Baseline Training for Epi-Pens and Anaphylaxis.** Orientation and instruction for the administration of Epi-Pens for life-threatening asthma or systemic allergic reactions should include:
- A. Basic principles of the immune system and anaphylaxis;
  - B. Administration of Epi-Pens using an Epi-Pen Trainer;
  - C. Assessing vital signs;
  - D. Establishing and maintaining vital body functions and summoning emergency personnel; and
  - E. Proper documentation.

- VI. **Baseline Training for Nebulizers.** Orientation and instruction for administering nebulizers should include:
- A. Basic principles of the anatomy and physiology of the respiratory system;
  - B. Procedure for using nebulizers including set-up, administration, and storage;
  - C. Signs and symptoms of respiratory distress and reporting; and
  - D. Proper documentation.
- VII. **Post-Use Record.** As soon as reasonably practicable following the emergency administration of an Epi-Pen or nebulizer, the designated staff members shall provide the Director of Pupil Services with a written report that should include, at a minimum, the following:
- A. The circumstances giving rise to the administration of the Epi-Pen or nebulizer;
  - B. The results; and
  - C. The recommended changes in the procedures or forms used by the District in its administration of Epi-Pens and/or nebulizers, if any.
- VIII. **Annual Report.** An annual report will be provided to the Nebraska Pharmaceutical Board providing information on the administration of epinephrine and nebulized albuterol in the life-saving situations described in this Rule. The report will contain the following information:
- A. The name of the student(s);
  - B. Where the incident(s) occurred;
  - C. What pre-assessment was done;
  - D. The number of incidents;
  - E. What action(s) was taken;
  - F. The name of the emergency medications; and
  - G. The student's response.
- IX. **Annual Review.** On an annual basis, the Director of Pupil Services or designee will conduct a review of the effectiveness of this Rule, procedures utilized, forms adopted pursuant to this Rule, the post-use records of the District's designated staff members, and any other materials relevant to improving the District's use of Epi-Pens, nebulizers, and other emergency medications. The review will include, if practicable, the following:
- A. A tabulation of the number of uses of Epi-Pens and nebulizers per school year;
  - B. The results of the use;
  - C. The recommendations from the District's Medical Advisory Committee or other qualified organization as it pertains to Epi-Pens and nebulizers; and
  - D. Upon the completion of the review, the Director of Pupil Services shall provide the Board with the Director's findings and recommendations.

X. **Definitions.**

- A. CPR. CPR shall mean cardiopulmonary resuscitation.
- B. Qualified Personnel. Qualified personnel shall mean people who have met an educational and/or legal requirement necessary to provide instruction on the use of the Epi-Pens and nebulizers.

**Date of Adoption:** May 17, 1999

**Date of Revision:** December 4, 2000; December 15, 2003

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Student Health****Rule: Procedures for Use of Automated External Defibrillators****5600.6****Procedures for Use of Automated External Defibrillators****I. Distribution and Placement of Automated External Defibrillators.**

- A. Introduction. Cardiac arrest is always a threat for students, staff, or visitors to our schools and when it occurs, can leave only minutes to save a life. To maximize the chances that emergency response will result in full recovery, Automated External Defibrillators (AEDs) will be placed in each school, and trained designated school personnel will use AEDs according to procedures that have been approved by the Director of Pupil Services or designee.
- B. AEDs will be distributed to every school within the District:
1. Each District high school will have, at minimum, three (3) AEDs readily accessible in designated area(s) where they are available for all students, staff and visitors.
  2. Each District middle school will have, at minimum, two (2) AEDs readily accessible in designated area(s) where they are available for all students, staff and visitors.
  3. Each District elementary school and the Millard Learning Center will have, at minimum, one (1) AED readily accessible in designated area(s) where they are available for all students, staff and visitors.
  4. The placement of AEDs will be determined by the principal. The principal will take into consideration that coverage must be provided for all activities and school functions that occur not only during the school day, but after school hours for school related activities.
    - a. AEDs will be placed in supervised areas where they can be observed by supervisory personnel or by surveillance cameras.
    - b. Each AED will be secured by an alarm device.
    - c. AEDs will not be placed in locked rooms or areas that limit availability after school hours.
    - d. Signs will be posted in each classroom, commons area, the office, and other areas of the building where students or staff congregate telling where the nearest AED is located.
  5. AEDs will not be taken on field trips or other activities away from the school building unless an extra AED is solely dedicated for that purpose, the AEDs absence does not affect coverage at school, and the AED is under the constant direct supervision of a staff member trained in its use.
  6. Groups, organizations, or individuals renting or using school facilities when school personnel are not present will be informed of the requirements for use of AEDs.
- C. Designated school personnel will be trained by qualified personnel to administer AEDs.
- D. Parents, guardians, and emancipated students will be notified on the District's Emergency Health Card that in case of cardiac arrest, an AED may be administered to students for life-saving purposes.

II. **AED Maintenance and Use.** The following will govern the maintenance and use of the same:

- A. AEDs will be maintained and tested in accordance with the operational guidelines of the manufacturer and monitored by personnel designated by the principal.
- B. AEDs will be stored with carrying case, one (1) extra set of pads, razor, latex or vinyl gloves, mouth barrier, and three (3) towelettes designed for use with the AED.
- C. All AED pads that have exceeded the manufacturer's recommended shelf life will be replaced.
- D. Each AED will be inspected, at a minimum, weekly by the principal or designee to assure it is in proper working order and ready for immediate use. The AED will be inspected after each use to ensure that the equipment is in proper working order and is ready for the next usage.
- E. Each AED will be marked with a Millard Public Schools identification number.
- F. The school nurse will maintain an inventory list which includes an identification number of the AED, its location, and when it was last inspected.

III. **Operating Procedures.**

- A. Unless the subject's medical conditions and/or circumstances dictate otherwise, the following standing procedures for emergency response cardiac arrest will be followed.
  - 1. Call 911.
  - 2. AED. Administer the AED following the instructions on the AED.
  - 3. CPR. Administer CPR as directed by the AED.
- B. Notify Parents or Guardians. Notify the parents or guardians immediately at the first sign of a cardiac arrest. If trained designated staff members are involved in life-saving procedures, personnel not administering emergency treatment should provide the notice to the parents or guardians.
- C. The AED will be administered by trained personnel to students, staff members, or visitors only when emergency life threatening events occur resulting from cardiac arrest.

IV. **AED Training and Implementation.**

- A. The following people will be trained in each school that houses one (1) or more AEDs:
  - 1. School nurses,
  - 2. Health paraprofessionals,
  - 3. All coaches,
  - 4. Assistant coaches,
  - 5. Athletic trainers,
  - 6. Extra curricular supervisors who supervise physical activities, and

7. A minimum of three (3) additional designated staff members from each school.
  - B. Designated staff members from each school will be appointed by the building principal or designee.
  - C. Training of the designated staff members will be conducted and completed prior to the distribution of AEDs within the schools.
  - D. Designated and trained staff members must maintain current CPR/AED American Heart Association or American Red Cross certification in order to continue serving as a designated staff member.
  - E. Training for the administration of AEDs will be provided by a certified CPR instructor.
  
- V. **Purchase of AEDs.**
  - A. All AEDs will be purchased through the District purchasing agent.
  - B. All AEDs will meet District specifications, and
  - C. All AEDs will be of the same model and manufacturer.
  - D. Additional AEDs may be purchased and placed at any time by the individual school, if all of the requirements of this Rule are met.
  
- VI. **Post-Use Record.** As soon as reasonably practical following the emergency administration of an AED, the designated staff members shall provide the Director of Pupil Services with a written report that should include, at a minimum, the following:
  - A. The circumstances giving rise to the administration of AED;
  - B. The results; and
  - C. The recommended changes in the procedures or forms used by the District in its administration of AED, if any.
  
- VII. **Annual Review.** On an annual basis, the Director of Pupil Services or designee will conduct a review of the effectiveness of this Rule, procedures utilized, forms adopted pursuant to this Rule, the post-use records of the District's designated staff members, and any other materials relevant to improving the District's use of AEDs. The review will include, if practicable, the following:
  - A. The results of the use;
  - B. The recommendations from the District's Medical Advisory Committee or other qualified organization as it pertains to AEDs; and
  - C. Upon the completion of the review, the Director of Pupil Services shall provide the Board with the Director's findings and recommendations.

VIII. **Definitions.**

- A. AED. AED shall mean Automated External Defibrillator.
- B. CPR. CPR shall mean cardiopulmonary resuscitation.
- C. Qualified Personnel. Qualified personnel shall mean people who have met an educational and/or legal requirement necessary to provide instruction on the use of the AEDs.

**Date of Adoption:** April 21, 2003

**Date of Revision:** December 15, 2003

Millard Public Schools  
Omaha, NE



# Attachment J

## Policy 3530

### Privately Owned Vehicles

**Category: Support Services****Policy: Privately Owned Vehicles****3530****Student Transportation**

Any person using his/her vehicle to transport students for school-related activities shall carry insurance coverage on such vehicle in an amount equal to or greater than the minimum required by Nebraska law.

**Mileage Reimbursement**

Staff members who use their own vehicles for school-related business shall keep a mileage log. Mileage reimbursement requests shall be submitted monthly to the business office. The mileage reimbursement rate shall be the rate established by the Nebraska Department of Administrative Services.

**Date of Revision:** August 6, 1990; August 3, 1998; October 17, 2005

Millard Public Schools  
Omaha, NE

**Category: Support Services**

**Policy: Privately Owned Vehicles**

**Rule: Privately Owned Vehicles**

**3530.1**

The building principal shall inform those parties involved in the transportation of students for school related activities of their responsibility in regard to automobile insurance.

**Date of Adoption:** April 7, 1975

Millard Public Schools  
Omaha, NE

# Attachment K

## Student Discipline

**Category: Pupil Services****Policy: Student Discipline****5400**

The goal and intention of the District is to enable students to obtain an education within a safe and disciplined environment, free of violence or the threat of violence, illegal drugs, alcohol, weapons, or any conduct which interferes or disrupts the educational process.

The purpose of this Policy is to assure students' constitutional and statutory rights within the context of an orderly and effective educational process.

Whenever any student is on District property or is in any manner subject to the control or supervision of the District, the student is absolutely prohibited from possessing weapons or any object that is used for the purpose of inflicting injury or harm.

All District student discipline shall be done in accordance with the procedures and requirements of the Student Discipline Act, and any other governing law, District Policy, and/or District Rule.

**Related Rules:** [5400.1](#) , [5400.2](#) , [5400.3](#) , [5400.4](#) , [5400.5](#)

**Legal Reference:** Neb. Rev. Stat. § 79-254 et seq.

Millard Public Schools  
Omaha, NE

**Category: Pupil Services**  
**Policy: Student Discipline**  
**Rule: Student Discipline**

5400.1

- I. **General Statement** The District's disciplinary rules and procedures are designed to protect the students' constitutional and statutory rights within the context of an orderly and effective educational process. Students will be excluded from school and/or school activities when their conduct interferes with an orderly and effective educational process.
- II. Types of Exclusion and Disciplinary Action.
  - A. Short-term Suspension. Exclusion from all schools in the District not to exceed five (5) school days.
  - B. Emergency Exclusion. Immediate exclusion if:
    1. The student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community; or
    2. The student's conduct presents a clear threat to the physical safety of himself, herself, or others; or
    3. The student's conduct is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
    4. An emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers necessitating the exclusion.
    5. Emergency Exclusion for Five (5) Days or Less. The same procedures for short-term suspension shall be used for an emergency exclusion for five (5) days or less.
    6. Emergency Exclusion for Over Five (5) Days. If the Superintendent or Superintendent's designee determines that the exclusion will extend beyond five (5) days, the following procedural provisions must be followed:
      - a. Hearing/Final Determination. A hearing will be held and a final determination made within ten (10) school days after the initial date of exclusion.
      - b. Hearing Procedures. The hearing will be conducted in compliance with the disciplinary hearing procedures which are used for long-term suspension, expulsion and reassignment.
  - C. Long-term Suspension. Exclusion from all schools in the District for more than five (5) school days but less than twenty (20) school days.
  - D. Expulsion. Exclusion from all schools in the District (except the location designated for alternative education) for a period not to exceed the remainder of the semester in which it took effect with the following exceptions:
    1. If the misconduct occurred within ten (10) school days prior to the end of the first semester, the expulsion shall remain in effect through the second semester; or
    2. If the misconduct occurred within ten (10) school days prior to the end of the second semester, the expulsion shall remain in effect for summer school and the first semester of the following school year subject to the annual review provision of Section II D (3) (c), below.

3. The time periods above do not apply to the following infractions which have the following periods of exclusion:
- a. Firearms and/or guns. Exclusion from all schools in the District for not less than one (1) year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm (see Rule 5400.6 (II)(D)(I) on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. This subsection shall not apply to:
    1. The issuance of firearms or the possession of firearms by members of the Reserve Officers Training Corps when training; or
    2. Firearms which lawfully are possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.
  - b. Personal Injury. Students who knowingly and intentionally use force in causing or attempting to cause personal injury to a school employee, school volunteer, or student (unless caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person as hereafter provided) or the knowing and intentional possession, use, or transmission of a dangerous weapon, other than a firearm, shall be excluded for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the exclusion shall remain in effect for summer school and may remain in effect for the first semester of the following school year unless modified or terminated by the District at any time during the expulsion period. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this provision.
  - c. Annual Review. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by a Hearing Examiner after the Hearing Examiner has given notice of the review to the student and to the student's parents or guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to the Hearing Examiner's recommendation that the student be re-admitted for the upcoming school year. If the Board (or Board Committee) took the final action to expel the student, the student may be re-admitted only by Board action. Otherwise, the student may be re-admitted by the Superintendent.
- E. Mandatory Reassignment. Involuntary transfer to another school in the District in connection with any disciplinary action.
- F. Exclusion from School Grounds and Activities. During any time period that a student is excluded from school due to short-term suspension, long-term suspension, expulsion, or emergency exclusion, the student will be prohibited from being on school grounds (except the location designated for alternative education) and from participating in any District-sponsored extracurricular activities and from attending any extracurricular activities which take place on District property.
- G. Other Disciplinary Action. Administrative and teaching personnel may take actions regarding student behavior which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

- III. **Standards for Student Conduct (Rule 5400.6).** In conjunction with the Student Discipline Act, the District shall adopt Standards for Student Conduct contained in Rule 5400.6 that will set forth student misconduct and the maximum sanction that the District shall impose. Rule 5400.6 shall be reviewed annually by the Board, and shall be distributed to students at the beginning of the school year or, in the case of student transfers, upon enrollment in the District.
- IV. **Effective Date of Exclusion.** When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until:
- A. If no hearing is requested, the date the disciplinary action takes effect; or
  - B. If a hearing is requested, the date the Hearing Examiner makes the report of his/her findings and a recommendation of the action to be taken to the Superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of interference with an educational function or school purpose, or a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- V. **Procedures for Exclusion.** The District will adhere to the procedural requirements of federal and state law for the exclusion of students from school and school activities.
- VI. **Hearings.** In cases involving emergency exclusion for more than five (5) school days, long-term suspension, expulsion, and mandatory reassignment, the student will have the right to a hearing to contest the exclusion. A Request for Hearing form will be provided to the student and the student's parents or guardian along with a description of the hearing procedures provided by the Student Discipline Act along with the procedures for appealing any decision rendered at the hearing.
- VII. **Formal Hearings and Appeal.** If a principal makes a decision to discipline a student by long-term suspension, expulsion, or mandatory reassignment, the following procedures shall be followed:
- A. **Written Charge and Summary of Evidence.**
    1. On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the Superintendent or designee.
    2. The principal shall, within two (2) school days of the decision, send written notice by registered or certified mail to the student and his or her parent or guardian informing them of the rights established under the Student Discipline Act.
  - B. **Written Notice.** Written notice must include the violation and summary of evidence; the recommended penalty; the right to a hearing; the hearing procedure; and a statement that the principal, legal counsel for the school, the student, the student's parent or the student's representative or guardian shall have a right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing, plus the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony. A form on which the student, the student's parent, or the student's guardian may request a hearing must accompany the written notice.
  - C. **Suspension until Hearing.** When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or designee, the student may be suspended by the principal until:
    1. The date the disciplinary action takes effect if no hearing is requested;
    2. If a hearing is requested, the date the hearing examiner makes the report of his/her findings and a recommendation of the action to be taken to the Superintendent or designee; or
    3. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of interference with an education function or school purpose or a personal injury to the student himself or herself, other students, school employees, or school volunteers.



D. Procedures if a Hearing is not Requested. If a hearing is not requested by the student or the student's parent or guardian within five (5) school days following receipt of written notice, the punishment recommended in the charge by the principal or his/her designee will automatically go into effect upon the fifth (5th) school day following receipt of the written notice by the student or his/her parent or guardian.

E. Procedures if a Hearing is Requested.

1. Request for Hearing. A hearing must be requested within five (5) school days after receipt of the written notice.

Request of Hearing Beyond Five Days. If a hearing is requested more than five (5) school days but not more than thirty (30) calendar days following the actual receipt of the written notice, the hearing shall be held but the imposed punishment shall continue in effect pending final determination.

2. Appointment of Hearing Examiner. If a hearing is requested the Superintendent shall appoint a hearing examiner. The hearing examiner can be any person designated by the Superintendent or designee if such person has not brought the charges against the student, is not a witness at the hearing, and has no involvement in the charge.
3. Notice of Time and Place for Hearing. Within two (2) school days after being appointed, the hearing examiner shall give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
  - a. The hearing shall be scheduled within a period of five (5) school days after it is requested, but such time may be changed by the hearing examiner for good cause.
  - b. No hearing shall be held upon less than two (2) school days actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
4. Right to Examine Records and Statements. The principal or legal counsel for the District, the student, and student's parent or guardian, or representative, shall have the right to examine the records and written statements referred to Section VII (B) of this Rule, and the statement of any witness in the possession of the principal at a reasonable time prior to the hearing.

F. Hearing Procedures.

1. Required Attendance at Hearing. The hearing examiner, student, student's parent or guardian, the student's representative, if any, and legal counsel for the principal or District, if any, shall attend the hearing.
2. Witnesses. When present, witnesses shall be present only when they are giving information at the hearing. The student, the student's parent, guardian, or representative, the principal, or the hearing examiner may ask witnesses to testify at the hearing. Such testimony shall be under oath, and the hearing examiner shall be authorized to administer the oath. The hearing examiner shall make reasonable effort to assist the student or the student's parent, guardian, or representative in obtaining the attendance of the witnesses.
  - a. Cross-examination. The student, the student's parent, guardian, or representative, the principal, the principal's or the District's legal counsel, and the hearing examiner shall have the right to question any witness giving information at the hearing.
  - b. Immunity. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case.

3. Student Testimony. The student may speak in his or her own defense and may be questioned on his or her testimony, but he or she may choose not to testify and, in such case, shall not be threatened with punishment nor be later punished for refusal to testify.
  4. Individuals may be excluded from the Hearing. The student may be excluded from the hearing in the discretion of the hearing examiner at times when the student's psychological evaluation or emotional problems are being discussed. The hearing examiner may exclude anyone from the hearing when his or her actions substantially disrupt an orderly hearing.
  5. Evidence on the Student's Conduct and Records. The principal may present to the hearing examiner statements, in affidavit form, of any person having information about the student's conduct and the student's records, provided that such statements and records have been made available to the student or the student's parent, guardian, or representative prior to the hearing. The information contained in such records shall be explained and interpreted, prior to or at the hearing, to the student, parent or guardian, or representative, upon request, by appropriate District personnel.
  6. Rules of Evidence. In conducting the hearing, the hearing examiner shall not be bound by the rules of evidence or any other rule of courtroom procedure.
  7. Proceedings Recorded. The proceedings of the hearing shall be recorded at the expense of the District.
  8. Joint Hearings. A joint hearing may be conducted when more than one (1) student is charged with violating the same rule and acted in concert, and the facts are substantially the same for all such students.
    - a. Discretion of Hearing Examiner. A joint hearing may be conducted if the hearing examiner believes that a joint hearing is not likely to result in confusion and no student shall have his or her interests substantially prejudiced by a single hearing.
    - b. Order for Separate Hearing. If during the conduct of the hearing the hearing examiner finds that a student's interests will be substantially prejudiced by a joint hearing or that the hearing is resulting in confusion, the hearing examiner may order a separate hearing for any student.
- G. Post Hearing Report. After the hearing, a report shall be made by the hearing examiner to the Superintendent or designee. The report shall contain the hearing examiner's findings and recommendation of the action to be taken, and the report shall explain in terms of the needs of both the student and the District, the reasons for the particular action recommended.
1. Range of Recommendations. The recommendation by the hearing examiner may range from no action, through the entire field of counseling, to long-term suspension, expulsion, mandatory reassignment, or an alternative education placement.
  2. Review by Superintendent or Designee. A review of the hearing examiner's report shall be made by the Superintendent or designee. The Superintendent or designee may change, revoke, or impose the sanction recommended by the hearing examiner but shall not impose a sanction more severe than that recommended by the hearing examiner.
  3. Decisions Based on Evidence. The findings and recommendations of the hearing examiner, the determination by the Superintendent, and any determination on appeal to the Board, shall be made solely on the basis of the evidence presented at the hearing or, in addition, on any evidence presented on appeal.

- H. **Final Disposition.** Written notice of the findings and recommendations of the hearing examiner and the determination of the Superintendent or designee shall be made by certified or registered mail or by personal delivery to the student or the student's parent or guardian. Upon receipt of such written notice by the student, parent, or guardian, the determination of the Superintendent or designee shall take immediate effect.

VIII. **Request for Appeal to the Board.** The student or the student's parent or guardian may, within seven (7) school days following receipt of the Superintendent's written notice of the determination, appeal the determination to the Board by a written request which shall be filed with the secretary of the Board or with the Superintendent.

A. **Appeal Hearing.**

1. **When.** A hearing shall be held before the Board within a period of ten (10) school days after it is requested, and such time for a hearing may be changed by mutual agreement of the student and Superintendent.
2. **Deliberating Body.** The hearing may be held before a committee of the Board of not less than three (3) members.
3. **Admissible Evidence.** Such appeal shall be made on the record, except that new evidence may be admitted to avoid a substantial threat of unfairness and such new evidence shall be recorded at the expense of the District.
4. **Deliberation.** After examining the record and taking new evidence, if any, the Board or designated committee may withdraw to deliberate privately upon such record and new evidence.
  - a. **Limitations.** Any such deliberation shall be held in the presence only of Board members in attendance at the appeal proceeding but may be held in the presence of legal counsel who has not previously acted as the designee of the principal in presenting the school's case before the hearing examiner.
  - b. **Questions during Deliberation.** If any questions arise during such deliberations which require additional evidence, the deliberating body may reopen the hearing to receive such evidence, subject to the right of all parties to be present.
5. **Action on Appeal.** The deliberating body may alter the Superintendent's disposition of the case if it finds the decision to be too severe but may not impose a more severe sanction.
6. **Dispatch of Final Action.** The final action of the deliberating body shall be evidenced by personally delivering or mailing by certified mail a copy of the deliberating body's decision to the student and his or her parent or guardian.

- B. **Judicial Review.** Any person aggrieved by a final decision in a contested case under this Rule, whether such decision is affirmative or negative in form, shall be entitled to judicial review. Nothing in the Rule shall be deemed to prevent resort to other means of review, redress, or relief provided by law.

IX. **Settlement.** Nothing in this Rule shall preclude the student, the student's parents, guardian, or representative from discussing and settling disciplinary proceedings with appropriate school personnel prior to the hearing stage.

X. **Reporting of Criminal Acts to Law Enforcement Agencies.** The school principal or principal's designee shall notify as soon as possible the appropriate law enforcement authorities of any student act which the principal or principal's designee knows or suspects is in violation of the Nebraska Criminal Code.

- XI. **Annual Report to State Department of Education.** The Superintendent or Superintendent's designee shall annually provide to the State Department of Education:
- A. An assurance that the District has in effect the expulsion policy for bringing a firearm to school required by state and federal law; and
  - B. A description of the circumstances surrounding any expulsions imposed under this Rule, including: the name of the school concerned; the number of students expelled from such school; and the types of weapons concerned.

**Legal Reference:**

20 U.S.C. § 5812 (7)

20 U.S.C. § 5961 et seq.

Neb. Rev. Stat. § 28-1204.04

Neb. Rev. Stat. § 79-254 et seq.

Title 92, Nebraska Administrative Code, Chapter 17-004.

**Related Policy and Rules:** [5400](#) , [5300.1](#) , [5300.2](#) , [5400.2](#) , [5400.3](#) , [5400.4](#) , [5400.5](#) , [5400.6](#) , [5410.1](#) , [5420.1](#)

**Date of Adoption:** June 3, 1996

**Date of Revision:** June 1, 1998; September 25, 2000; March 15, 2004

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Student Discipline****Rule: Discipline of Students with Disabilities****5400.2**

- I. **General Statement.** The suspension and expulsion of students with disabilities for disciplinary purposes, shall be in accordance with District procedures and state and federal law.
- II. **Students with Disabilities.**
  - A. Students with disabilities are those students who have been verified by a multidisciplinary team as having autism, behavior disorders, deaf-blindness, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury, developmental delay, or visual impairments, and who because of these impairments need special education and related services.
  - B. Students who have not yet been determined to be eligible for special education and related services and who have engaged in behavior that violates any rule or code of conduct of the District, may, as hereinafter provided in Section VI of this Rule, assert any of the protections provided for students with disabilities under Section III of this Rule, if the District had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.
- III. **Suspension, Expulsion and Emergency Exclusion Of Students With Disabilities.**
  - A. **Suspension For Ten (10) Days Or Less.** To the extent that suspension would be applied to a student without disabilities, a student with disabilities may be suspended for (10) consecutive school days or less, and even if the student's misconduct is a manifestation of the student's disability.
    1. Services shall not be provided to a student with a disability who has been suspended for ten (10) school days or less in the school year if services are not provided to a student without disabilities who has been similarly suspended.
    2. A suspension of five (5) school days or less shall follow the procedures for a short term suspension set forth in District Rule 5400.1. A suspension of more than five (5) school days, but for not more than ten (10) school days, shall follow the procedures for a long term suspension set forth in District Rule 5400.1.
  - B. **Additional Suspensions For Ten (10) Days Or Less.** To the extent that suspension would be applied to a student without disabilities, a student with disabilities may be subjected to additional suspensions for ten (10) consecutive school days or less in the same school year for separate incidents of misconduct, and even if the student's misconduct is a manifestation of the student's disability, just as long as the suspensions do not constitute a pattern of suspensions.
    1. Suspensions may constitute a pattern of suspensions if they cumulate to more than ten (10) school days in a school year, and because of factors such as the length of each suspension, the total amount of time the student is suspended, and the proximity of the suspensions to each other.
    2. The student's IEP Team shall determine whether a pattern of suspensions exists.
    3. If the IEP Team determines that a pattern of suspensions does not exist, then the student may be subjected to additional suspensions.
    4. If the IEP Team determines that a pattern of suspensions does exist, then the student may not be subjected to additional suspensions unless:

- a. The student's IEP Team determines for each additional suspension that the student's misconduct was not a manifestation of the student's disability; and
  - b. The procedures for a change in placement set forth in Section III (F) hereinafter are complied with.
  - c. If the student's IEP Team determines for any additional suspension that the student's misconduct was a manifestation of the student's disability, then the student cannot be subjected to the additional suspension.
5. After a student with a disability has been suspended for more than ten (10) school days in the same school year, then the District shall provide special education services during any subsequent suspensions to the extent required by Title 92, Nebraska Administrative Code, Chapter 51-004.
  6. After a student with a disability has been suspended for more than ten (10) school days in the same school year, then the procedures in Section IV (D) hereinafter regarding a functional behavioral assessment and intervention plan shall be followed.
- C. Suspension For More Than Ten (10) Days. To the extent that suspension would be applied to a student without disabilities, a student with disabilities may be suspended for more than ten (10) school days and for not more than twenty (20) school days, but only if:
1. The student's IEP Team determines that the student's misconduct was not a manifestation of the student's disability;
  2. The procedures for a long term suspension set forth in District Rule 5400.1 are complied with; and
  3. The procedures for a change in placement set forth in Section III (F) hereinafter are complied with.
  4. If the student's IEP Team determines that the student's misconduct was a manifestation of the student's disability, then the student cannot be suspended for more than ten (10) school days.
  5. The District shall provide special education services during a suspension for more than ten (10) school days to the extent required Title 92, Nebraska Administrative Code, Chapter 51-004.
  6. Either before or not later than ten (10) business days after implementing a suspension for more than ten (10) school days, the procedures in Section IV (D) hereinafter regarding a functional behavioral assessment and intervention plan shall be followed.
- D. Expulsion. To the extent that expulsion would be applied to a student without disabilities, a student with disabilities may be expelled, but only if:
1. The student's IEP Team determines that the student's misconduct was not a manifestation of the student's disability;
  2. The procedures for an expulsion set forth in District Rule 5400.1 are complied with; and
  3. The procedures for a change in placement set forth in Section III (F) hereinafter are complied with.

4. The District shall provide special education services during the expulsion to the extent required by Title 92, Nebraska Administrative Code, Chapter 51-004. Alternative schools, classes, or programs pursuant to District Rule 5400.6 shall also be available to students with disabilities who are expelled.
  5. Either before or not later than ten (10) business days after implementing an expulsion, the procedures in Section IV (D) hereinafter regarding a functional behavioral assessment and intervention plan shall be followed.
- E. **Emergency Exclusion.** A student with disabilities may be subject to emergency exclusion for the reasons and pursuant to the procedures set forth in District Rule 5400.1.
- F. **Change Of Placement Procedures.** If a student with a disability is to be suspended for more than ten (10) school days in accordance with Section III (C) above, or is to be expelled in accordance with Section III (D) above, or a pattern of suspension is determined to exist in accordance with Section III (B) (4) above, then the procedures required for a change in placement must be complied with before the suspension or expulsion, including:
1. Written notification to the parents, in accordance with Title 92, Nebraska Administrative Code, Chapter 51-009.03C, of the intended suspension or expulsion; and
  2. Providing the parents with a copy of the District's Parental Rights In Special Education booklet.

**IV. Placement in Alternative Educational Settings for Disciplinary Reasons.**

- A. The District may order a change in the placement of a student with a disability:
1. To an appropriate interim alternative educational setting or another setting for not more than ten (10) school days, to the extent such alternatives would be applied to students without disabilities; or
  2. To an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but not for more than forty-five (45) days if:
    - a. The student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency; or
    - b. The student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the jurisdiction of the State or a local educational agency.
- B. The interim alternative educational setting shall be determined by the student's IEP Team.
- C. Any interim alternative educational setting in which a student is placed shall:
1. Be selected so as to enable the student to continue to participate in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in that IEP; and
  2. Include services and modifications designed to address the behavior so that it does not recur.

- D. Either before or not later than ten (10) business days after taking a disciplinary action described in Sections III (B), III (C), III (D), or IV (A) (2):
1. If the District did not conduct a functional behavioral assessment and implement a behavioral intervention plan for the student before the behavior that resulted in the disciplinary action, the District shall convene an IEP Team meeting to develop an assessment plan to address that behavior, or
  2. If the student already has a behavioral intervention plan, then the IEP Team shall review the plan and modify it, as necessary, to address the behavior.
  3. If a student with a disability is suspended for ten (10) school days or less in a given school year and no further suspension or disciplinary action is contemplated, then the functional behavioral assessment need not be conducted.

V. **Manifestation Determination Process.**

- A. **Manifestation Determination Review.** If a student with a disability is to be suspended for more than ten (10) school days in accordance with Section III (C) above, or is to be expelled in accordance with Section III (D) above, or a pattern of suspensions is determined to exist in accordance with Section III (B) (4) above, then not later than the date on which the decision to take such disciplinary action is made, the parents shall be notified of such disciplinary decision and of all procedural safeguards, and immediately if possible, but in no case later than ten (10) school days after the date on which the decision to take disciplinary action is made, a review shall be conducted by the IEP Team and other qualified personnel, of the relationship between the student's disability and the behavior which is subject to the disciplinary action.
1. **IEP Team Review.** In carrying out a manifestation determination review, the IEP Team may determine that the behavior of the student was not a manifestation of the student's disability only if:
 

The IEP Team and other qualified personnel first considers, in terms of the behavior subject to the disciplinary action, all relevant information including:

    - a. Evaluation and diagnostic results, including such results or other relevant information supplied by the parents of the student;
    - b. Observations of the student; and
    - c. The student's IEP and placement.
  2. The IEP Team and other qualified personnel then determine that:
    - a. In relationship to the behavior subject to disciplinary action, the student's IEP and placement were appropriate and the special education services, supplementary aids and services and behavior intervention strategies were provided consistent with the student's IEP and placement;
    - b. The student's disability did not impair the ability of the student to understand the impact and consequences of the behavior subject to the disciplinary action; and
    - c. The student's disability did not impair the ability of the student to control the behavior subject to the disciplinary action.



3. If the IEP Team and other qualified personnel determine that any of the standards in the immediately preceding Section V (A) (2) were not met, then the behavior must be considered a manifestation of the student's disability.
4. Determination That Behavior Was Not A Manifestation Of Disability.
  - a. If as a result of the manifestation determination review, the behavior of the student with a disability was not a manifestation of the student's disability, then the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities, except that a free appropriate public education must be available.
  - b. If the District initiates disciplinary procedures applicable to all students, then the District shall ensure that the special education and disciplinary records of the student with a disability are transmitted for consideration by the person or persons making the final determination regarding the disciplinary action.
  - c. If a parent requests a hearing to challenge the manifestation determination that the behavior of the student was not a manifestation of the student's disability, the stay-put provision of Title 92, Nebraska Administrative Code, Chapter 55 applies.
- B. Parent Appeal. If the student's parent disagrees with a determination that the student's behavior was not a manifestation of the student's disability or with any decision regarding placement, the parent may request a due process hearing under Title 92, Nebraska Administrative Code, Chapter 55.
- C. Manifestation Determination Review Not Required. If the student with disabilities is suspended for ten (10) school days or less in a given school year and no further disciplinary action is contemplated, then a manifestation determination review need not be conducted.

**VI. Protections For Students Not Yet Eligible For Special Education And Related Services.**

- A. A student who has not yet been determined to be eligible for special education and related services and who has engaged in behavior that violated any rule or code of conduct of the District, may assert any of the protections provided for students with disabilities in this Rule, if the District had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.
- B. The District shall be deemed to have knowledge that a student is a student with a disability if:
  1. The parent of the student has expressed concern in writing (or orally if the parent does not know how to write or has a disability that prevents a written statement) to personnel of the District that the student is in need of special education and related services;
  2. The behavior or performance of the student demonstrates the need for such services;
  3. The parent of the student has requested an evaluation of the student; or
  4. The teacher of the student, or other personnel of the District, have expressed concern about the behavior or performance of the student to the District's Director of Special Education or to other personnel of the District in accordance with the District's established child find or special education referral system.
- C. The District will not be deemed to have knowledge that a student is a student with a disability if, as a result of having received the information specified in Section VI (B) above, the District either:

1. Conducted a Multidisciplinary Team evaluation and determined that the student was not a student with a disability under Title 92, Nebraska Administrative Code, Chapter 51; or
  2. Determined that a Multidisciplinary Team evaluation was not necessary and provided notice to the student's parents of the Multidisciplinary Team determination in accordance with the procedural safeguards required in Title 92, Nebraska Administrative Code, Chapter 51.
- D. If the District does not have knowledge that a student is a student with a disability prior to taking disciplinary measures against the student, then the student may be subjected to the same disciplinary measures as measures applied to students without disabilities who engage in comparable behaviors, subject to the following:
1. If a request is made for an evaluation of a student during the time period during which the student is subjected to disciplinary measures, the multi Multidisciplinary Team evaluation must be conducted in an expedited manner.
  2. Until the Multidisciplinary Team evaluation is completed, the student remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.
  3. If the student is determined to be a student with a disability, taking into consideration information from the Multidisciplinary Team evaluation conducted by the District and information provided by the parents, the District shall provide special education and related services in accordance with the provisions of Title 92, Nebraska Administrative Code, Chapter 51.

**Legal Reference:**

Individuals With Disabilities Education Act, 42 U.S.C. § 1400 et seq.  
 34 C.F.R. § 300.1 et seq.  
 Neb. Rev. Stat. § 79-1110 et seq.  
 Title 92, Nebraska Administrative Code, Chapter 51  
 Title 92, Nebraska Administrative Code, Chapter 55

**Related Policy and Rules:** [5400](#) , [5400.1](#) , [5400.2](#)

**Date of Revision:** June 15, 1998; September 25, 2000

Millard Public Schools  
 Omaha, NE

**Category: Pupil Services****Policy: Student Discipline****Rule: Discipline of Students under Section 504 of the Rehabilitation Act of 1973 5400.3**

- I. **General Statement.** Suspension and expulsion of eligible disabled students under Section 504 of the Rehabilitation Act of 1973 shall comply with District procedures and federal and state statutes, regulations, and rules.
- II. **Eligible Disabled Students**
  - A. **Eligible disabled students defined.** An eligible disabled student is any student between the ages of five (5) and twenty-one (21) who has not graduated, and who has a physical or mental impairment which substantially limits one or more major life activities, or has a record of such an impairment, or is regarded as having such an impairment.
  - B. **Physical or mental impairment defined.** Physical or mental impairment means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
  - C. **Substantially limits defined.** Substantially limits is not defined by Section 504 nor Title II and is subject to interpretation on a case-by-case basis. Title II provides three factors which characterize the term "substantially limits": the nature and severity, the duration or expected duration, and the permanent or long-term impact of the impairment.
  - D. **Major life activities defined.** Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
  - E. **Has a record of such impairment defined.** Has a record of such an impairment means has a history of, or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities.
  - F. **Regarded as having an impairment defined.** Regarded as having an impairment means has a physical or mental impairment that does not substantially limit major life activities but that is treated by the District as constituting such a limitation; has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or has none of the impairments defined in paragraph B above but is treated by the District as having such an impairment.
- III. **Expulsion**
  - A. **Expulsion defined.** For the purposes of this Rule, any exclusion from school for more than ten (10) school days at one time shall be deemed an expulsion from school and a significant change in placement.
  - B. **Section 504 Committee manifestation determination.** Before a disabled student is expelled from school, the student's 504 Committee will convene to determine whether the student's misconduct was a manifestation of the student's disability.
  - C. **Manifestation determination.** In carrying out a manifestation determination, the 504 Committee may determine that the misconduct of the student was not a manifestation of the student's disability only if:
    1. The 504 Committee first considers, in terms of the misconduct which is the subject of the disciplinary action, all relevant information including: evaluation and diagnostic results, including such results or other relevant information supplied by the parents of the student; observations of the student; and the student's Individual Accommodation Plan (IAP) and placement.

2. The 504 Committee then determines that: in relationship to the misconduct which is the subject of disciplinary action, the student's IAP and placement were appropriate and the education services, supplementary aids and services, and behavior intervention strategies were provided consistent with student's IAP and placement; the student's disability did not impair the ability of the student to understand the impact and consequences of the misconduct which is the subject of the disciplinary action; and the student's disability did not impair the ability of the student to control the misconduct which is the subject of the disciplinary action.
  3. If the 504 Committee determines that any of the standards in the immediately preceding paragraph C (2) were not met, then the misconduct must be considered a manifestation of the student's disability.
- D. Behavior not a manifestation of the disability. If the 504 Committee determines that the misconduct is not a manifestation of the student's disability, then the student may be excluded from school pursuant to the procedures set forth herein and in District Rule 5400.1. If a student is excluded pursuant to District Rule 5400.1, then the student shall be eligible for academic credit upon successful participation in and completion of alternative school, classes, or programs pursuant to District Rule 5400.6. When a student so participates in alternative school, classes, or programs pursuant to District Rule 5400.5, the student's 504 Committee shall convene to consider appropriate changes to the student's IAP.
  - E. Behavior which is a manifestation of the disability. If the 504 Committee determines that the misconduct is a manifestation of the student's disability, then the student may not be excluded for more than ten (10) school days. The 504 Committee will determine whether the student's current educational placement and related aids and services contained in the student's current IAP are appropriate. If deemed inappropriate, then changes to the IAP will be considered by the 504 Committee.
  - F. Expulsion procedures. When a disabled student is excluded from school for more than ten (10) school days, the student and the student's parent are entitled to Section 504's procedural rights including an opportunity for the examination of records, an impartial hearing (with participation of parents and opportunity for counsel), and review by the District's Director of Pupil Services and a court of competent jurisdiction. In those cases where parents disagree with the manifestation determination, or with the subsequent placement and related aids and services decisions (in those cases where the misconduct is determined to be a manifestation of the disability), they may then request an informal conference or due process hearing as set forth in Sections VII through X below.

#### IV. **Drugs and Alcohol**

The District shall take disciplinary action pertaining to the use or possession of illegal drugs or alcohol against any student who is an individual with a disability and who currently is engaging in the illegal use or possession of drugs or in the use or possession of alcohol, to the same extent that such disciplinary action is taken against students who are not individuals with disabilities. The procedural safeguards provided in 34 C.F.R. § 104.36 and in Section III (F) above and Sections VII through XI below, shall not apply to such disciplinary actions.

#### V. **Suspension**

- A. Behavior which is a manifestation of the disability. A student may be suspended from school for ten (10) school days or less, even if the student's misconduct is a manifestation of the student's disability.
- B. Suspension not a change in placement. A suspension of ten (10) school days or less at one time does not constitute a change of placement; however, if a student is suspended for more than ten (10) cumulative school days during the school year, then the 504 Committee shall convene for each subsequent suspension to review and determine the appropriateness of the student's IAP.
- C. Suspension conditions and procedures. A suspension of five (5) school days or less shall follow the conditions and procedures for a short-term suspension set forth in District Rule 5400.1. A suspension of more than five (5) school days, but not more than ten (10) school days, shall follow the conditions and procedures for a long-term suspension set forth in District Rule 5400.1.

**VI. Emergency Exclusion**

A disabled student may be subject to emergency exclusion for the reasons and pursuant to the procedures set forth in District Rule 5400.1.

**VII. Informal Conference**

Parents and students of majority age may file with the school principal a written request for an informal conference to discuss suspension, expulsion, or the manifestation determination. Within ten (10) school days of the receipt of the request, the principal will convene an informal conference team consisting of the parents, school administrators, and the student's 504 Committee to attempt to resolve any disagreements.

**VIII. Preliminary Procedures for Formal Hearings**

The following rules apply for formal hearings:

- A. The student's parents must file a written request with the District's Director of Pupil Services for a formal due process hearing with respect to the suspension or expulsion of their child, or the manifestation determination. The written request must include an explanation of the parents' concern related to the suspension, expulsion, or manifestation determination.
- B. If a formal hearing is requested, the Director of Pupil Services will appoint an impartial hearing officer. The hearing officer shall not be a witness at the hearing, must have no involvement in the case, must not be a District employee, and must be available to answer any questions relative to the hearing. The District, however, may pay the hearing officer as an independent contractor.
- C. The hearing must be held within twenty (20) school days after a parent's initial request for a hearing, but cannot be held without providing the principal and the student's parents at least five (5) school days prior notice.
- D. The student's parents or representative shall have the right to examine the records and written statements (including the statements of any witnesses for the District) at a reasonable time prior to the hearing.
- E. The hearing officer will also be available preceding the hearing to answer questions concerning the nature and conduct of the hearing.
- F. Formal Hearings

The following rules apply when a formal hearing is conducted:

- A. The following shall attend the hearing; the hearing officer; the principal (or designee); the student's parents; and the student's representative (if any). The principal and Board may also have counsel present.
- B. Witnesses may be present only when giving information at the hearing.
- C. The hearing shall be closed to the public. The decision shall be treated as a record of the student, and will not be made available to the public.
- D. The student may be present if requested by the parents; however, the hearing officer may exclude the student at times when the student's psychological evaluation or emotional problems are being discussed.
- E. The principal shall present statements, in affidavit form, to the hearing officer of anyone having information pertinent to the case only if the affidavits have been made available to the student's parents or representative prior to the hearing.
- F. The hearing officer is not bound by the rules of evidence or other rules of courtroom procedure.

- G. The following persons may ask persons to testify at the hearing: the student; the student's parents or representative; the principal (or designee); and the hearing officer.
- H. The persons listed in the preceding paragraph shall have the right to question any witness giving information at the hearing.
- I. The testimony shall be under oath and the hearing officer shall administer the oath.
- J. Any person giving testimony is given the same immunity from liability as a person testifying in a court case.
- K. The hearing shall be recorded at District expense.

G. Decision of the Hearing Officer

- . The decision of the hearing officer shall conform with the following:
  - 1. It shall be issued within ten (10) school days after the hearing. It will contain findings of fact, a recommendation of action(s) to be taken, and the reasons therefore. The decision will be based solely upon the evidence presented at the hearing.
  - 2. The decision will be reviewed by the Director of Pupil Services who may accept, change, or reject the recommendations of the hearing officer.
  - 3. Written notice of the decision and the Director of Pupil Services' determination shall be sent by registered or certified mail, or by personal delivery to the student's parents.
- A. Upon receipt of the written notice, the Director of Pupil Services' determination shall take effect.

H. Review Procedure

If the student or parents disagree with the Director of Pupil Services' determination, then they may seek judicial review by a court of competent jurisdiction.

**Legal Reference:**

Section 504 of the Rehabilitation Act of 1973  
 34 C.F.R. § 104.1 through 104.10  
 34 C.F.R. § 104.31 through 104.39

**Date of Adoption:** December 6, 1993

**Date of Revision:** June 15, 1998; September 25, 2000

Millard Public Schools  
 Omaha, NE

**Category: Pupil Services****Policy: Student Discipline****Rule: Student Discipline: Curtailment of Extracurricular****5400.4**

- I. **General Statement.** When reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process, the District shall curtail a student's participation in District extracurricular activities. Students shall not be permitted to be on school grounds or participate in or attend District-sponsored extracurricular activities during the time period that the student is excluded from school for disciplinary reasons. In addition, students may be curtailed from extracurricular activities for misconduct taking place off school grounds and not at a school event during the academic school year pursuant to the provisions of this Rule and Rule 5400.6 (VIII).
  
- II. **Ineligibility During Short and Long-term Suspension, Expulsion, or Emergency Exclusion: Misconduct On School Grounds or Under District Control**
  - A. **Period of Ineligibility.** During any time period that a student is excluded from school due to short-term suspension, long-term suspension, expulsion, or emergency exclusion for conduct occurring on school grounds, in a school-owned vehicle being used for a school purpose, or at a school-sponsored activity or athletic event, the student so excluded shall also be ineligible for participation in extracurricular activities for the entire period of exclusion, and will also be prohibited from attending any District-sponsored extracurricular events during the period of exclusion from school.
  
  - B. **Effective Following Semester If Necessary.** The ineligibility period shall remain in effect during the following semester (including the following academic school year) if there are insufficient school days in the semester to complete the ineligibility period.
  
  - C. **Summer.** Curtailment of extracurricular activities shall only take place for misconduct occurring during the academic school year.
  
- III. **Additional Ineligibility: Misconduct Off School Grounds**
  - A. **Period of Ineligibility for Conduct off School Grounds.** The prohibited conduct contained in Rule 5400.6 (VIII)(C) shall subject the student to the periods of ineligibility for extracurricular activities defined in Rule 5400.6 (VIII)(C) for conduct occurring off school grounds and not at a school event during the academic school year:
  
  - B. **District Events During Ineligibility Period.** Students who are ineligible for participation in extracurricular activities will also be prohibited from attending any District-sponsored extracurricular events during the ineligibility period.
  
  - C. **Effective Following Semester if Necessary.** The ineligibility period shall remain in effect during the following semester (including the following school year) if there are insufficient school days in the semester to complete the ineligibility period.
  
- IV. **Commutation.** Penalties assigned under this Rule may be reduced by the Superintendent or Superintendent's designee upon the successful completion of counseling, community service, or other alternative to curtailment set by the District. The District shall have the sole discretion in determining whether the student is eligible for commutation, and what form the counseling, community service, or other alternative to curtailment must be successfully completed before commutation may take place. Any costs associated with counseling, community service, or other alternative to curtailment shall be borne by the student or the student's parent(s) or guardian(s).

- V. **Procedure.** If a student is not being subjected to short-term suspension, long-term suspension, emergency exclusion, mandatory reassignment, or expulsion, but is having his/her participation in extracurricular activities curtailed for disciplinary reasons, the following procedures will be followed:
- A. The principal or principal's designee shall make an investigation of the misconduct.
  - B. The principal or principal's designee may curtail or prohibit participation in an extracurricular activity after the principal or principal's designee determines that it is necessary to aid the student, further school purposes, or prevent interference with the educational process.
  - C. Prior to the curtailment, the student will be given oral or written notice by the principal or principal's designee of the charges, an explanation of the evidence against the student, and an opportunity to present the student's version.
  - D. Within twenty-four (24) hours or such additional time as is reasonably necessary following the decision to impose curtailment, the principal or principal's designee will send a written statement to the student and the student's parent or guardian describing:
    1. The student's conduct; and
    2. The reasons for the action taken.
- VI. **Effective Date** The effective date of the curtailment of extracurricular activities shall be the date that the principal or principal's designee provides the student with the oral or written notice of the charges.
- VII. **Appeal**
- A. **Curtailment for Ten (10) School Days or Less.** If the student's curtailment of extracurricular activities is ten (10) school days or less, there will be no right to an appeal.
  - B. **Curtailment for More than Ten (10) School Days.** Any student whose curtailment of extracurricular activities exceeds ten (10) school days may appeal the decision to the Superintendent or Superintendent's designee by complying with the following procedures:
    1. Within five (5) school days of the date of the receipt of the written decision to curtail participation in extracurricular activities, the student, or the student's parent or guardian, shall submit in writing to the Superintendent or Superintendent's designee:
      - a. A request to have the decision reviewed; and
      - b. The reason(s) for the request.
    2. Any supporting evidence for the student's appeal shall be submitted in affidavit form with the written request for review. The evidence may include evidence that the student did not give to the principal or principal's designee when the student was given oral or written notice of the charges.
    3. The Superintendent's or Superintendent's designee's written disposition of the appeal will be mailed to the student, or the student's parent or guardian, within five (5) school days of the Superintendent's or Superintendent's designee's receipt of the appeal. If the request for review is not submitted to the Superintendent or Superintendent's designee in a timely fashion, the appeal shall be considered dismissed unless the student, or student's parent or guardian, are able to show that exigent circumstances prevented the timely submission of the appeal. The Superintendent or Superintendent's designee may change, revoke, or impose the sanction recommended by the principal or principal's designee; the Superintendent or Superintendent's designee, however, cannot impose a sanction more severe than that recommended by the principal or principal's designee.



VIII. **Adoption of Rule by Athletic Teams, Clubs, and all Other Organizations Sponsored or Associated With the District.**

This Rule and Rule 5400.6 (VIII) shall be adopted and enforced by all District teams, clubs, and organizations which make up the District's extracurricular activities. If any District team, club, organization, or other extracurricular activity has written rules or regulations, this rule and Rule 5400.6 (VIII) will be incorporated into such rules or regulations. Coaches and staff in charge of District extracurricular activities may adopt such other rules and regulations as are necessary to maintain discipline and order.

IX. **Definitions**

- A. "Academic school year" shall mean the time students are in school during the dates and times that are set by the school calendar adopted by the Board.
- B. "Extracurricular activities" shall mean all athletic teams, activities, groups, clubs, homecomings, proms, dances, graduation ceremonies, and all other organizations sponsored by or associated with the District which are not part of the District curriculum.
- C. "Ineligibility period" shall mean that period of time that a District student is prohibited from participating in and/or attending any District extracurricular activities.
- D. "On school grounds" shall mean on District property, in a school-owned vehicle being used for a school purpose, or at a school-sponsored activity or athletic event.
- E. "School day" shall mean any day that school is in session and students are attending academic courses. It does not include days that practices for extracurricular activities are held during the summer, or weekends during the academic school year.

**Legal Reference:** Neb. Rev. Stat. § 28-507; Neb. Rev. Stat. § 28-518

**Date of Adoption:** June 3, 1996

**Date of Revision:** June 1, 1998; September 25, 2000; April 15, 2002, March 15, 2004; June 5, 2006

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Student Discipline****Rule: Student Discipline: Academic Credit for Expelled Students Through Alternative Courses or Programs 5400.5**

- I. **General Statement.** Students expelled from the District will be eligible for academic credit upon successful participation in and completion of approved alternative courses, or programs.
- II. **Notice of Alternative School, Classes, or Programs Available to Expelled Students**
  - A. Notice. All students expelled from the District will be advised in writing of the availability of alternative courses or programs.
  - B. Alternative Education. The alternative education available to District students who are expelled will consist of the following:
    1. High School: Approved courses of study will be provided by the District. Courses of study selected by the student or student's parents or guardians must be approved by the principal or the principal's designee. The selected course must count towards the District's academic credits; the principal or principal's designee will determine whether the course counts towards the District's academic credits. Courses will be proctored one (1) session per week at the Millard Learning Center.
    2. Middle School: Approved courses of study will be provided by the District. Courses of study selected by the student or student's parents or guardians must be approved by the principal or the principal's designee. The selected course must count towards the District's academic credits; the principal or principal's designee will determine whether the course counts towards the District's academic credits. Courses will be proctored one (1) session per week at the Millard Learning Center.
    3. Elementary School: A program consisting of materials in reading, math, and writing will be provided by the student's elementary school. A tutor will be provided by the District one (1) day per week at the student's home or another agreed upon location to proctor the course. The principal or principal's designee must approve the learning program prescribed for the student.
  - C. The District reserves the right to change or modify the alternative education set forth above at any time without advance notice other than to advise expelled District students in writing of the changed or modified alternative education available to them. At the conclusion of the expulsion period, the District will reinstate any student who has satisfactorily participated in the alternative education program. Those students who fail to satisfactorily complete the alternative education program will not be given any academic credit for the alternative school attended.
  - D. Refusal to Participate. If a parent or guardian refuses to permit an expelled student to participate in an alternative school, class, or program, the District will have no further obligation to the student, parent, or guardian with regard to providing an alternative school, class, or program.
- III. **Academic Credit and Requirements for Successful Participation**
  - A. If an expelled student successfully completes the course requirements of an alternative school, class, or program by meeting the attendance, grade, conduct, and other requirements imposed by the District, such student will be given full academic credit for the school work, class, or program completed.

- B. To successfully meet the District's attendance requirements, the student must not miss any school, class, program, or session assigned the student unless the absence is excused. Whether or not an absence is excused will be determined solely by the District. In addition, if the student violates any of the District's Standards for Student Conduct, the District will, without further obligation, terminate the program for such student after a due process hearing.
  - C. The District may adopt such other rules, regulations, or requirements it deems necessary to effectively administer this Rule.
- IV. **Right to a Due Process Hearing.** If an expelled student enrolled in an alternative school, class, or program fails to meet any of the conditions, rules, regulations, or requirements of the learning program, the District may, without further obligation, terminate the program for such student after a due process hearing; no due process hearing will be required, however, if waived by the parent or guardian.
- A. Nature of Due Process Hearing. If an expelled student's alternative school, class, or program under this Rule is terminated by the District, the student will be afforded a due process hearing. The hearing will be the same or substantially similar to hearings afforded students expelled from the District. Information regarding such hearing may be obtained from the District's Director of Pupil Services.
- V. **Definitions**
- A. "Alternative Schools, Classes, or Programs" shall mean that special category of schools, classes, or programs required by law to be provided exclusively for expelled students.
  - B. "Learning Program" shall mean a general program or plan for all expelled students, or an individualized program adapted from a generally offered program, or an individualized program developed by the school and/or designated staff member to assist an expelled student in achieving credit toward graduation.

**Legal Reference:** Neb. Rev. Stat. § 79-266; Title 92, Nebraska Admin

**Date of Adoption:** May 19, 1997

**Date of Revision:** June 1, 1998; September 25, 2000

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Student Discipline****Rule: Standards for Student Conduct****5400.6****I. Introduction.**

- A. **Policy Statement.** Every Millard School District student has the right to an education. The following Standards have been instituted to ensure that right. Each student and their parents are required, on their own, to become familiar with these Standards, and to help provide an atmosphere conducive to learning.
- B. **Grounds for Exclusion.** A student may be excluded from school if there is reasonable evidence that the student has committed a prohibited act listed below while on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, or any other place where the governing law permits the District to discipline students for prohibited conduct.
- C. **Exclusion from School Grounds and Activities.** A student who is excluded from school for a suspension or expulsion shall not enter upon District property, or ride in a vehicle owned, leased, or contracted by the District being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or participate in or attend a school-sponsored activity or athletic event. Expelled students may enter upon District property for the sole purpose of attending alternative education at a location and time designated by the Director of Pupil Services.
- D. **Length of Expulsions.** Unless specified otherwise within these Standards, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year. Neb. Rev. Stat. §79-283(2).
- E. **Contact of Legal Authorities.** The principal of a school or the principal's designee shall notify as soon as possible the appropriate law enforcement authorities, of the county or city in which the school is located, of any act of a student described in Neb. Rev. Stat. §79-267 which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code. Neb. Rev. Stat. §79-293(1).
- F. **Sanction to be Followed.** If minimum and maximum sanctions are not specified for a specific prohibited act, the recommended sanction shall be imposed.
- G. **Students with Disabilities.** Disciplinary procedures for students who have disabilities as defined by the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 shall be subject to the disciplinary procedures set forth in District Rules 5400.2 and 5400.3 and applicable federal and state law.
- H. **Mandatory Compliance.** Students and their parent(s) or guardian(s) are hereby notified that compliance with the District's Standards for Student Conduct is mandatory. It is the responsibility of all students and their parent(s) or guardian(s) to become familiar with these Standards.

**II. Violations Against Persons**

- A. **Use of Violence.** Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes.
  - 1. **Pushing, Shoving or Related Noninjurious Behaviors.**
    - a. **Maximum Sanction.** Short-term suspension. Suspension from extracurricular activities during time of suspension.

2. Fighting. Mutual attempt to physically harm another person through mutual combative physical contact.
    - a. First offense.
      - (1) Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension. There is no mandated minimum sanction below grade six (6).
      - (2) Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
      - (3) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.
    - b. Two offenses or more.
      - (1) Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
      - (2) Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
      - (3) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.
  3. Physical Assault. Initiation of a violent act against another person through aggressive physical contact.
    - a. Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension. There is no mandated minimum sanction below grade six (6).
    - b. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
    - c. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.
- B. Physical Injury to District Employees, Volunteers, and Students. Causing or attempting to cause personal injury to an employee, a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this provision. Neb. Rev. Stat. §79-267(3).
1. Sanctions on School Grounds.
    - a. Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
    - b. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(3) and 293.
  2. Sanctions off School Grounds. Citation during academic school year or the student admits that he or she has violated subsection II(B). Suspension from extracurricular activities for remainder of the semester or nineteen (19) school days, whichever is more.
    - a. Second offense (Within one (1) year) Suspension for extracurricular activities for one (1) year. Prior violations of II(B) on or off school grounds within one (1) year will be included as previous offenses.

C. Use of Threats or Intimidation.

1. Use of Threats (Verbal and Written). All threats, including those alleged to be jokes, will always be taken seriously and are subject to the following disciplinary action.
  - a. Level One Threat. Using a threat as part of a common expression or in a context that the recipient does not feel threatened, frightened, or coerced (e.g., "Oh, I could just kill you for that" or "I will punch you in the nose").
    - (1) Maximum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.
  - b. Level Two Threat. Using an expression or an implied or veiled threat with the intent of threatening, frightening, or coercing another and the recipient feels threatened, frightened, or coerced (e.g., "I will kill you."):
    - (1) Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension. There is no mandated minimum sanction below grade four (4).
    - (2) Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
    - (3) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.
  - c. Level Three Threat. Threatening to kill or injure another person or threatening to damage property with potential for personal injury, without possessing a weapon or other object that could kill or injure the threatened or intimidated person, and the student describes how it will be done, including any threats that concern dangerous chemical substances, biochemical attacks, or bioterrorism.
    - (1) Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension. There is no mandated minimum sanction below grade four (4).
    - (2) Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
    - (3) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.
  - d. Threatening with an Object. Threatening with an object which looks like a weapon or an object that could be used to injure someone. To qualify as a look-a-like weapon, the object must closely resemble a real weapon in size, shape, and color even when examined up close.
    - (1) Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of the suspension.
    - (2) Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
    - (3) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.

2. Bomb Threat (Verbal or Written). Threatening to use any type of explosive or incendiary device generally referred to as a bomb to injure a person(s) or destroy property.

a. Minimum Sanction. Mandatory expulsion. Suspension from extracurricular activities during time of expulsion.

b. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §28-1221; Neb. Rev. Stat. §§79-267(1) and 293.

D. Firearms, Explosives, and Weapons.

1. Guns, etc. Knowingly possessing, handling, transmitting, using, intimidating with, or threatening with any object or material that is ordinarily and/or generally considered a firearm, explosive, destructive device, or weapon, including guns, firearms, pipe bombs, stun guns, B.B. guns and pellet guns.

a. Sanctions on School Grounds.

(1) Minimum Sanction. Mandatory expulsion for one (1) year. Suspension from extracurricular activities during time of expulsion.

(2) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§28-1202 to 1204.04, 1215, 1216, 1220, 1242, 1244, and 1250; Neb. Rev. Stat. §§79-267 (5) and 293.

b. Sanctions off School Grounds.

(1) Citation for illegal possession of a weapon during academic school year or the student admits that he or she has violated subsection II(D). Suspension from extracurricular activities for one (1) year.

2. Other Weapons. Using or threatening with a knife, throwing star, brass knuckles, chemical substances (including, but not limited to, mace, pepper guns, and bleach), and any other object that could be used to injure a person.

a. Sanctions on School Grounds.

(1) Minimum Sanction. Mandatory expulsion. Suspension from extracurricular activities during time of expulsion.

(2) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§28-1202 to 1204.04, 1215, 1216, 1220, 1242, 1244, and 1250; Neb. Rev. Stat. §§79-267 (5) and 293.

b. Sanctions off School Grounds.

(1) Citation during academic school year or the student admits that he or she has violated subsection II(D). Suspension from extracurricular activities for one (1) year.

3. Paint Ball Guns. Possessing, handling, transmitting, using or threatening with a paint ball gun.

a. Mandatory Action. Expulsion. Suspension from extracurricular activities during time of expulsion.

4. Possession of Certain Prohibited Objects. Knowingly possessing, handling, or transmitting knives, throwing stars, brass knuckles, or other objects not enumerated above which could cause injury.

- a. Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension
    - b. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
  - 5. Possession of Look-a-like Weapons. Possessing a look-a-like weapon, the object must closely resemble a real weapon in size, shape, and color even when examined up close.
    - a. Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.
    - b. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
  - 6. Exception for Certain Firearms. Subsection II(D) shall not apply to:
    - a. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training; or
    - b. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.
    - c. Firearms and guns which may lawfully be possessed and used off school grounds, not at a school function, activity, or event.
- E. Extortion. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
- 1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
  - 2. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(4) and 293.
- F. Sexual Assault or Attempted Sexual Assault. Any sexual assault or attempt to sexually assault any person. Sexual assault shall mean sexual assault in the first or second degree as defined in Neb. Rev. Stat. §§28-319 and 320. Neb. Rev. Stat. §79-267(8).
- 1. Sanctions on School Grounds.
    - a. Minimum Sanction. Mandatory expulsion. Suspension from extracurricular activities for one (1) year.
    - b. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(8) and 293.
  - 2. Sanctions off School Grounds.
    - a. Minimum Sanction. Suspension from extracurricular activities for one (1) year.
    - b. Maximum Sanction. Expulsion. A complaint must have been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person off school grounds not at a school function, activity, or event, and the student's presence at school has a direct and immediate effect on maintaining discipline, order, or safety in the school. Sexual assault shall mean sexual assault in the first or second degree as defined in Neb. Rev. Stat. §§28-319 and 320. Neb. Rev. Stat. §79-267(8).



- G. Sexual Contact. The intentional touching of another person's sexual or intimate parts or the intentional touching of another person's clothing covering the immediate area of the other person's sexual or intimate parts, without the consent of the other person. Sexual contact also includes the non-consensual touching by the other person of the actor's sexual or intimate parts or the clothing covering the immediate area of the actor's sexual or intimate parts when such touching is intentionally caused by the actor. The sexual contact must be such that it can be reasonably construed as being for the purpose of sexual arousal or gratification of either party. Neb. Rev. Stat. §§28-318 and 320.
1. Sanctions on School Grounds.
    - a. Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.
    - b. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
    - c. Mandatory Action. Legal authorities must be contacted upon the request of the offended party. Neb. Rev. Stat. §79-293.
  2. Sanctions off School Grounds.
    - a. Citation during academic school year or the student admits that he or she has violated subsection II(G). Suspension from extracurricular activities for one (1) year.
- H. Sexual Harassment. Unwanted or unwelcome activity of a sexual nature which materially interferes with or substantially disrupts the educational process. This may include, but is not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, written messages, notes, cartoons or graffiti of a sexual nature, and unwanted body contact.
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- I. Harassment. Any intentionally hurtful, demeaning, or disparaging acts, words, symbolic representations, or behavior used by a student or students against another student or students that is disruptive of the educational process. This includes, but is not limited to, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes.
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- J. Bullying. Any intentionally hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student, and that is disruptive of the educational process. This may include, but is not limited to, verbal, graphic, or written activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing, or physical activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing.
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.

K. Hazing. Any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with or participation in any group or activity. Such hazing activity shall include, but shall not be limited to the following: whipping; beating; branding; forced and prolonged calisthenics; prolonged exposure to the elements; forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption; prolonged sleep deprivation; harassing by exacting unnecessary or disagreeable work, banter, ridicule, or criticism; or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person. Consent to the hazing by the student(s) shall not be a defense to hazing.

1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.

### III. Violations Against Public Health and Safety.

A. Possession of Drugs or Alcohol. Possession or use of an illegal narcotic drug, controlled substance, mood-altering or behavior-affecting substance, or look-a-like substance, or possession or use of a prescribed medication by a student for whom the prescribed medication was not prescribed; or possession or use of drug paraphernalia. Possession or use of alcohol or an alcohol-containing beverage or liquor capable of human consumption.

1. Sanctions on School Grounds.

a. First Offense. Suspension for nineteen (19) school days. Suspension from extracurricular activities while not in school due to the suspension. Parents, at their own expense, may choose to participate in a District approved suspension reduction program. Successful completion of this program may reduce the suspension and curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) days out of school).

b. Second Offense. (Within one (1) year) Mandatory expulsion. Suspension from extracurricular activities during time of expulsion. Prior violations of subsection III(A) on or off school grounds within one (1) year will be included as previous offenses.

c. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(6) and 293.

2. Sanctions off School Grounds.

a. Citation during academic school year or the student admits that he or she has violated subsection III(A).

b. Curtailment of extracurricular activities for nineteen (19) school days.

(1) First Offense. Parents, at their own expense, may choose to participate in a District approved suspension reduction program. Successful completion of this program may reduce the curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities). Previous offenses of subsection III(A) on or off school grounds during the current academic school year would not allow participation in this option.

(2) Second Offense. (Within one (1) year) Suspension from extracurricular activities for one (1) year.

B. Distribution of Drugs or Alcohol. Distribution or attempted distribution to any other person, of any illegal narcotic drug, controlled substance, look-a-like substance, mood-altering or behavior affecting substance, drug paraphernalia, or alcohol.

1. Sanctions on School Grounds.

- a. First Offense. Mandatory expulsion. Suspension from extracurricular activities during time of expulsion.
    - b. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(6) and 293.
  - 2. Sanctions off School Grounds.
    - a. Citation during academic school year or the student admits that he or she has violated subsection III(B). Curtailment of extracurricular activities for one (1) year.
- C. Possession, Use and Transportation of Medications. The possession, use, and transportation of prescribed and non-prescribed medications shall be in accordance with the following rules.
  - 1. Possession of Medications (Preschool and Elementary Levels). Possession of prescribed or non-prescribed medications, or possession of prescribed or non-prescribed medications on school grounds during transportation to and from school, is prohibited. Elementary school students may possess and use inhalers according to the provisions of Rule 5600.2.
    - a. First Offense. Short-term suspension. Suspension from extracurricular activities during time of suspension.
    - b. Second Offense. (Within one (1) year)
      - (1) Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
      - (2) Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
  - 2. Possession of Medications (Middle School Level). Possession of prescribed or non-prescribed medications, or possession of prescribed medications on school grounds during transportation to and from school, is prohibited. Middle school students may transport non-prescribed medications and glucose tablets to and from school but must turn it into the nurse upon arrival at school. Middle school students may possess and use inhalers according to the provisions of Rule 5600.2.
    - a. First Offense. Short-term suspension. Suspension from extracurricular activities during time of suspension.
    - b. Second Offense. (Within one (1) year)
      - (1) Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
      - (2) Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
  - 3. Possession of Medications (High School Level). Possession of prescribed medications is prohibited. High school students may possess non-prescribed medications, but they may not possess prescribed medications except in transport to and from school. Prescribed medications must be turned into the nurse upon arrival at school. High school students may possess and use glucose tablets and inhalers according to the provisions of Rule 5600.2.
    - a. First Offense. Short-term suspension. Suspension from extracurricular activities during time of suspension.
    - b. Second Offense. (Within one (1) year)

- (1) Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
  - (2) Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
  
- D. Distribution of Prescribed Medications. Distribution or attempted distribution to any other person, of any prescribed medication.
  - 1. First Offense. Suspension for nineteen (19) school days. Suspension from extracurricular activities while not in school due to the suspension. Parents, at their own expense, may choose to participate in a District approved suspension reduction program that in part must offer instruction on the dangers of abusing medications. Successful completion of this program may reduce the suspension and curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) days out of school).
  - 2. Second Offense. (Within one (1) year) Mandatory expulsion. Suspension from extracurricular activities during time of expulsion.
  - 3. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(6) and 293.
  
- E. Distribution of Non-Prescribed Medications. Distribution or attempted distribution to any other person, of any non-prescribed medication.
  - 1. First Offense. Short-term suspension. Suspension from extracurricular activities during time of suspension.
  - 2. Second Offense. (Within one (1) year)
    - a. Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
    - b. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
  
- F. Receiving Non-Prescribed Medications. Receiving non-prescription medications by high school students that are distributed by another student at school.
  - 1. Maximum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.
  
- G. Under the Influence of Drugs or Alcohol. Being intoxicated or under the influence of any illegal narcotic drug, controlled substance, prescribed medication by a student for whom the prescribed medication was not prescribed, mood-altering or behavior-affecting substance, or alcohol.
  - 1. Sanctions on School Grounds.
    - a. First Offense. Suspension for nineteen (19) school days. Suspension from extracurricular activities while not in school due to the suspension. Parents, at their own expense, may choose to participate in a District approved suspension reduction program. Successful completion of this program may reduce the suspension and curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) days out of school).
    - b. Second Offense. (Within one (1) year) Mandatory expulsion. Suspension from extracurricular activities during time of expulsion. Prior violations of subsection III(G) on or off school grounds within one (1) year will be included as previous violations.
    - c. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(6) and 293.

2. Sanctions off School Grounds.
  - a. Citation during academic school year or the student admits that he or she has violated subsection III(G). Curtailment of extracurricular activities for nineteen (19) school days.
    - (1) First Offense. Parents, at their own expense, may choose to participate in a District approved suspension reduction program. Successful completion of this program may reduce the curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities). Previous offenses of subsection III(G) on or off school grounds during the current academic school year would not allow participation in this option.
    - (2) Second Offense. (Within one (1) year) Suspension from extracurricular activities for one (1) year.
  
- H. Exposure to Bodily Fluids. Intentionally spitting, throwing, wiping, or otherwise dispersing bodily fluids on or to another student or staff member for the purpose of infecting, inciting, demeaning, or intimidating that person.
  1. Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.
  2. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
  
- I. Tobacco. Possession or use of tobacco or tobacco products.
  1. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
  
- J. Possession of Fireworks.
  1. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
  
- K. Use of Fireworks. Use or lighting of firecrackers or fireworks of any description.
  1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.

#### **IV. Violations Against Public Decency and Good Morals.**

- A. Public Indecency. Behavior resulting in public indecency (see definition). This subsection shall apply only to students above grade five (5). Neb. Rev. Stat. §79-267(7).
  1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
  
- B. Profanity and Obscenity. Written or oral language that is reasonably offensive or repulsive to the person hearing the same and which is disruptive of the educational process.
  1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
  
- C. Disparaging Language/Symbolism. Disparaging or demeaning language or symbolic actions of any kind including, but not limited to gestures or language that is intended to disparage, demean, or subject another student or staff member to ridicule.

1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.

#### V. Violations Against Property.

- A. Damage to Property. Willfully causing or attempting to cause substantial damage to property, or repeated damage to property. This shall include school property lent to the student which the student damages. As to any such damaged property, the student's parent(s) or guardian(s) shall be liable for the damage to the school property. Neb. Rev. Stat. §79-267(2).

1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
2. Mandatory Action. Legal authorities shall be contacted when the value of the property is five-hundred dollars (\$500.00) or more. Neb. Rev. Stat. §28-519; Neb. Rev. Stat. §§79-267(2) and 293.

- B. Theft/Larceny. Stealing or attempting to steal property, or repeated theft of property. This will include school property lent to a student that is not returned upon demand by an authorized staff member and for which there is no reasonable justification for the failure to return the property. Neb. Rev. Stat. §79-267(2).

1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
2. Mandatory Action. Legal authorities shall be contacted when the value of the property involved is two hundred dollars (\$200.00) or more. Neb. Rev. Stat. §§28-511 and 518; Neb. Rev. Stat. §§79-267(2) and 293.
3. Sanctions off School Grounds. Committing burglary or theft which constitutes a felony provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated subsection V(B). Suspension from extracurricular activities for one (1) year.

- C. Arson or False Fire Alarm. Intentionally starting a fire. Use of any fire causing agents to start or attempt to start a fire. Purposely or knowingly causing a false fire alarm. Neb. Rev. Stat. §§28-502 to 504 and 907; Neb. Rev. Stat. §79-267(9).

1. Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension. There is no mandated minimum sanction below grade six (6).
2. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
3. Mandatory Action. Legal authorities shall be contacted if it is believed the arson was criminal. Neb. Rev. Stat. §§28-502 to 504 and 907; Neb. Rev. Stat. §§79-267(9) and 293.

- D. False Alarm or Report. Purposely making a false alarm or false report, or purposely furnishing false information or making a false communication or statement, whether verbal, written or electronic, concerning the existence of any bomb, explosive device or weapon, dangerous chemical substance, or biochemical or terroristic device, or concerning another's intent or attempt to be made to kill, injure, or intimidate any individual or to use any bomb, explosive device, or weapon, dangerous chemical substance, or biochemical or terroristic device, or concerning the need for medical, police, or emergency services or procedures. Neb. Rev. Stat. §§28-907 and 1221; Neb. Rev. Stat. §79-267(9).

1. Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.
2. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.

3. Mandatory Action. Legal authorities shall be contacted . Neb. Rev. Stat. §§28-907 and 1221; Neb. Rev. Stat. §§79-267(9) and 293.
- E. Computers. Direct or indirect use of District computers, computer networks, or computer systems, which involves offensive, personal, commercial, and/or religious messages, or any unauthorized access or use of a District computer, computer network, or computer system which violates District policy or state or federal law. Neb. Rev. Stat. §28-1341; Neb. Rev. Stat. §79-267(9).
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
  2. Mandatory Action. Legal authorities shall be contacted if the action constitutes a felony. Neb. Rev. Stat. §28-1341; Neb. Rev. Stat. §§79-267(9) and 293.

## VI. Violations Against School Administration

- A. Truancy. Unauthorized absence from school. Neb. Rev. Stat. §§79-201 and 209.
1. Maximum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.
- B. Gambling. Playing any game of chance for money or other stakes. Neb. Rev. Stat. §79-267(9).
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- C. Dishonesty. Dishonesty that interferes with the educational process.
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- D. Cheating or Plagiarism. Cheating on examinations including but not limited to ELO examinations. Plagiarism on projects including but not limited to reports, research papers, and portfolios.
1. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
- E. Insubordination. Disrespect for, defying authority of, or refusing to obey requests or directions of teachers, school officials or school employees.
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- F. Disruptive Behavior. Behavior or possession of any item that materially interferes with or substantially disrupts class work, school activities, or the educational process.
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- G. Nuisance Items. Any item in a student's possession that is sufficiently annoying, offensive, unpleasant, or obnoxious that it substantially interferes with or materially interrupts the educational process. These items may include, but are not limited to radios, camera cell phones, beepers, walkie-talkies, tape players, cameras, devices that emit laser light beams, and other electronic devices.
1. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.

- H. Unlawful Activity. Engaging in any unlawful activity not specifically covered herein, which constitutes a danger to other students or school personnel, or interferes with school purposes or the educational process. Neb. Rev. Stat. §79-267(9).
  - 1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- I. False Complaints. False accusations or complaints against another student or staff member.
  - 1. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
- J. Noncompliance with Code Yellow or Code Red. Intentionally leaving an assigned area already in containment during a Code Yellow or Code Red alert unless specifically given permission to do so by the supervisor of the assigned area.
  - 1. Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
  - 2. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- K. Student Identification. Failure of a high school student to present the school approved student identification card upon the request of a District staff member while on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.
  - 1. Maximum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.

**VII. Repeated Offenses or Series of Prohibited Conduct.**

- A. Two (2) or more violations of prohibited conduct, or violation of two (2) or more of the acts prohibited herein within the academic school year which constitute a substantial interference with school purposes. Neb. Rev. Stat. §79-267(10).
  - 1. Sanction. Unless otherwise provided herein, prohibited conduct otherwise subject to short-term suspension shall be subject to long-term suspension; conduct otherwise subject to long-term suspension shall be subject to expulsion; prohibited conduct initially subject to expulsion shall be again subject to expulsion.

**VIII. Curtailment of Extracurricular Activities.**

- A. General Statement. When reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process, the District shall curtail a student's participation in District extracurricular activities. Students shall not be permitted to be on District property or participate in or attend District-sponsored extracurricular activities during the time period that the student is excluded from school for disciplinary reasons. In addition, students may be curtailed from extracurricular activities for misconduct taking place off school grounds and not at a school function, activity, or event during the academic school year pursuant to the provisions of this section and Rule 5400.4.
- B. Period of Ineligibility for Conduct on School Grounds.
  - 1. Period of Ineligibility. During any time period that a student is excluded from school due to short-term suspension, long-term suspension, expulsion, or emergency exclusion for conduct occurring on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, or any other place where the governing law permits the District to discipline students for prohibited conduct, the student so excluded shall also be ineligible for participation in extracurricular activities for the



entire period of exclusion, and will also be prohibited from being on District property or attending any District-sponsored extracurricular events during the period of exclusion from school.

2. Effective Following Semester if Necessary. The ineligibility period shall remain in effect during the following semester (including the following school year) if there are insufficient school days in the semester to complete the ineligibility period.
- C. Period of Ineligibility for Conduct off School Grounds. The following prohibited conduct occurring off school grounds not at a school function, activity, or event during the academic school year shall subject the student to the following periods of ineligibility for extracurricular activities:
1. Guns, etc. Knowingly possessing, handling, transmitting, using, intimidating with, or threatening with any object or material that is ordinarily and/or generally considered a firearm, explosive, destructive device, or weapon, including guns, firearms, pipe bombs, stun guns, B.B. guns and pellet guns, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated this subsection.
    - a. Suspension from extracurricular activities for one (1) year.
  2. Other Weapons. Using or threatening with a knife, throwing star, brass knuckles, chemical substances (including, but not limited to, mace, pepper guns, and bleach), and any other object that could be used to injure a person, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated this subsection.
    - a. Sanction. Ineligibility period of one (1) year.
  3. Sexual Contact. The intentional touching of another person's sexual or intimate parts or the intentional touching of another person's clothing covering the immediate area of the other person's sexual or intimate parts, without the consent of the other person. Sexual contact also includes the non-consensual touching by the other person of the actor's sexual or intimate parts or the clothing covering the immediate area of the actor's sexual or intimate parts when such touching is intentionally caused by the actor provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated this subsection.
    - a. Sanction. Ineligibility period of one (1) year.
  4. Possession of Drugs or Alcohol. The use or possession of an illegal narcotic drug, drug paraphernalia, look-a-like substance, controlled substance, mood-altering or behavior-affecting substance, or alcoholic beverage, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated this subsection.
    - a. First Offense. Ineligibility period of nineteen (19) school days. Parents, at their own expense, may choose to participate in a District approved suspension reduction program. Successful completion of this program may reduce the curtailment of extracurricular activities a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities).
    - b. Second Offense. (Within one (1) year) Suspension from extracurricular activities for one (1) year. Prior violations of subsection III(A) on or off school grounds within one (1) year will be included as previous offenses.
  5. Distribution of Drugs or Alcohol. The dispensing, sale, or the intent to sell or dispense an illegal narcotic drug, look-a-like substance, controlled substance, mood-altering or behavior-affecting substance, or alcoholic beverage, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated this subsection.

- a. Sanction. Ineligibility period of one (1) year.
  
- 6. Under the Influence of Drugs or Alcohol. Being intoxicated or under the influence of any illegal narcotic drug, controlled substance, prescribed medication by a student for whom the prescribed medication was not prescribed, mood-altering or behavior-affecting substance, or alcohol, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated this subsection.
  - a. First Offense. Ineligibility period of nineteen (19) school days. Parents, at their own expense, may choose to participate in a District approved suspension reduction program. Successful completion of this program may reduce the curtailment of extracurricular activities a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities).
  - b. Second Offense. (Within one (1) year) Suspension from extracurricular activities for one (1) year. Prior violations of subsection III(G) on or off school grounds within one (1) year will be included as previous offenses.
  
- 7. Physical Injury to District Employees, Volunteers, and Students. Causing or attempting to cause personal injury to any District employee, school volunteer, or to any student, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated this subsection.
  - a. Sanction. Ineligibility period of remainder of the semester or nineteen (19) school days, whichever is more.
  - b. Second Offense. (Within one (1) year) Suspension of extracurricular activities for one (1) year. Prior violations of subsection II (B) on or off school grounds within one (1) year will be included as prior offenses.
  
- 8. Sexual Assault or Attempted Sexual Assault. Sexually assaulting or attempting to sexually assault any person, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated this subsection, or a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person.
  - a. Sanction. Ineligibility period of one (1) year.
  
- 9. Theft/Larceny. Committing a burglary or theft that constitutes a felony, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated this subsection.
  - a. Sanction. Ineligibility period of one (1) year.
  
- 10. Repeated Offenses. Two (2) or more offenses of one (1) of the above prohibited actions. Prior offenses of the above prohibited actions which occur on school grounds within one (1) year will be included as previous offenses.
  - a. Sanction. Ineligibility period of one (1) year.
  
- D. District Events During Ineligibility Period. Students who are ineligible for participation in extracurricular activities will also be prohibited from attending any District-sponsored extracurricular events during the ineligibility period.
  
- E. Effective Following Semester if Necessary. The ineligibility period shall remain in effect during the following semester (including the following school year) if there are insufficient school days in the semester to complete the ineligibility period.

- F. Commutation. Penalties assigned under this Section may be reduced by the Superintendent or Superintendent's designee upon the successful completion of counseling, community service, or other alternatives to curtailment set by the District. The District shall have the sole discretion in determining whether the student is eligible for commutation, and what form the counseling, community service, or other alternatives to curtailment must be successfully completed before commutation may take place. Any costs associated with counseling, community service, or other alternatives to curtailment shall be borne by the student or the student's parent(s) or guardian(s).
- G. Effective Date. The effective date of the curtailment of extracurricular activities shall be the date that the principal or principal's designee provides the student with the oral or written notice of the charges except the principal shall not issue a letter of curtailment until there is a student admission, court decision or uncontested citation.

**IX. Definitions.**

- A. "Alcoholic beverage" shall mean any substance subject to the jurisdiction of the Nebraska Liquor Commission.
- B. "Citation" shall mean a summons to appear in court issued by a law enforcement officer.
- C. "Controlled substance" shall mean opiates, opium derivatives, depressants, stimulants, and the substances and derivatives as defined by Neb. Rev. Stat. §28-401(4) including, but not limited to, "uppers", "downers", barbiturates, amphetamines, LSD, heroin, hashish, hallucinogenics or cocaine, and substances, such as glue, to the extent any such substance is used for the purpose of mood or behavior alteration by a student, and any other substance which alters the mood or behavior and which is not taken for medical purposes (e.g., steroids).
- D. "Curtailment of extracurricular activities" shall mean that the student is ineligible for participation in or attending any extracurricular activities. During any time that a student is excluded from school for conduct occurring while within school jurisdiction, the student is ineligible for participation in or attending any extracurricular activities.
- E. "Destructive device" shall mean (1) any explosive, incendiary or poison gas-bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices described in the proceeding clauses; (2) any type of weapon (other than a shotgun shell which is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (3) any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled.
- F. "Exclusion" shall mean that time period a student is excluded from school during short-term suspension, long-term suspension, emergency exclusion, or expulsion. It may also mean that period that the student is mandatorily reassigned.
- G. "Expulsion" shall mean exclusion from all schools in the District (except the location designated for alternative education).
- H. "Extracurricular activities" shall mean all athletic teams, activities, groups, clubs, homecomings, proms, dances, graduation ceremonies, and all other organizations or events sponsored by or associated with the District which are not part of the District curriculum.
- I. "Firearms" shall mean (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, or by the action of compressed gases or air, or by the action of the frame or receiver; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. Such term does not include an antique firearm or a paint ball gun.
- J. "Illegal narcotic drug" shall mean the illegal substances as defined by Neb. Rev. Stat. §28-401(16).

- K. "Ineligibility period" shall mean that period of time that a District student is prohibited from participating in and/or attending any District extracurricular activities.
- L. "Injury" shall mean damage to a person that results in a specific wound or wounds that requires first aid treatment or a physician's care.
- M. "Long-term suspension" shall mean exclusion from all schools in the District for more than five (5) school days but less than twenty (20) school days.
- N. "Look-a-like substance" (also known as imitation controlled substance) shall mean any substance which is not a controlled substance, but which by its appearance (including, but not limited to, color, shape, size, markings, or packaging) or by representations made, induce or are intended to induce, persons to believe that the substance is a controlled substance. "Look-a-like substance" shall include any beverage containing alcohol or a beverage that is represented to contain alcohol.
- O. "Medication" shall be broadly defined and shall mean all prescribed medications, over the counter and other non-prescribed medications, and all chemical substances, compounds, homeopathic substances, herbs, vitamins, and/or devices, which purport to aid in a person's health or well-being or are intended for use in the diagnoses, cure, mitigation, treatment, or prevention of diseases, or are intended to affect the structure or any function of the body; and any device, instrument, apparatus, implement, machine, contrivance, implant, or other similar or related article, including any component part or accessory, which is prescribed by a physician, physician assistant, or advanced practice registered nurse, and dispensed by a pharmacist or other person authorized by law.
- P. "Non-prescribed medication" shall mean all medications which are available without a prescription or order from a person who is licensed under the laws of Nebraska to prescribe medications.
- Q. "On school grounds" shall mean on District property, in a vehicle owned, leased, or contracted by the District being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event.
- R. "One year" shall mean the three hundred sixty-five (365) days that follow the acts at issue.
- S. "Prescribed medication" shall mean all medications which are available only with a prescription or order from a person who is licensed under the laws of Nebraska to prescribe medications.
- T. "Public indecency" shall mean performing, procuring, or assisting any other person to perform, in a public place and where the conduct may reasonably be expected to be publicly viewed: (1) An act of sexual penetration; (2) An exposure of the genitals, female breasts or buttocks of the body done with intent to affront or alarm any person; or (3) A lewd fondling or caressing of the body of another person of the same or opposite sex.
- U. "School day" shall mean any day that school is in session and students are attending academic courses. It does not include days that practices for extracurricular activities are held during the summer, or weekends and vacations that occur during the academic school year.
- V. "School jurisdiction" shall mean on District property, in a vehicle owned, leased, or contracted by the District being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event, or any other place where the governing law permits the District to discipline students for prohibited conduct.
- W. "Sexual assault" shall mean sexual assault in the first degree and sexual assault in the second degree as defined in Neb. Rev. Stat. §§28-319 and 320.
- X. "Sexual or intimate parts" shall mean the genital area, groin, inner thighs, buttocks or breasts.
- Y. "Short-term suspension" shall mean exclusion from all schools in the District not to exceed five (5) school days.

- Z. "Under the influence" shall mean the manifestation of physical and physiological symptoms or reactions caused by the use of any illegal narcotic drug, controlled substance, mood-altering or behavior-affecting substance, prescribed medication by a student for whom the prescribed medication was not prescribed, or alcohol.
- AA. "Weapon" shall mean any object or material that is ordinarily or generally considered a firearm, explosive, or weapon, including guns, firearms, pipe bombs, stun guns, B.B. guns, and pellet guns.

Legal Reference: Neb. Rev. Stat. §§28-201 and 209

Neb. Rev. Stat. §§28-319 and 320

Neb. Rev. Stat. §28-401

Neb. Rev. Stat. §§28-502 and 504

Neb. Rev. Stat. §§28-511, 518 and 519

Neb. Rev. Stat. §28-907

Neb. Rev. Stat. §28-1202 et seq.

Neb. Rev. Stat. §28-1341

Neb. Rev. Stat. §79-267

Neb. Rev. Stat. §79-293

**Related Rules:** [5400.1](#) , [5400.2](#) , [5400.3](#) , [5400.4](#) , [5400.5](#) , [5410.1](#) , [5420.1](#) , [5470.1](#) , [5480.1](#) , [5490.1](#) , [5600.2](#)

**Date of Adoption:** May 7, 2001

**Date of Revision:** April 15, 2002; May 5, 2003; March 15, 2004, June 5, 2006

Millard Public Schools  
Omaha, NE

# Attachment L

## Forms

**MILLARD PUBLIC SCHOOLS**  
**FIELD TRIP AND INTERSCHOLASTIC ACTIVITIES TRANSPORTATION GUIDELINES**

Please ✓ the appropriate box and complete the form below.

**PARENT TRANSPORTATION OF CHILD – YEAR  
(PARENT TRANSPORTING OWN CHILD ONLY)**

I/We, \_\_\_\_\_ and \_\_\_\_\_, parent(s)/legal guardian(s) of \_\_\_\_\_, shall provide transportation for our daughter/son to/and/or from the field trip, game, contest, or event for the current school year, provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to/and/or from the field trip, game, contest, or event.

**PARENT TRANSPORTATION OF CHILD – EVENT  
(PARENT TRANSPORTING OWN CHILD ONLY)**

I/We, \_\_\_\_\_ and \_\_\_\_\_, parent(s)/legal guardian(s) of \_\_\_\_\_, shall provide transportation for our daughter/son to/and/or from the field trip, game, contest, or event for the field trip, game, contest, or event to be held at (site) \_\_\_\_\_ on (date) \_\_\_\_\_ provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to/and/or from the field trip, game, contest, or event.

I/We acknowledge that the vehicle used for alternate transportation is insured with a minimum of \$25,000/\$50,000/\$25,000 liability coverage and \$25,000/\$30,000 uninsured motorist coverage. I/We acknowledge that the school does not verify the licensure, driving records, or the insurance coverage of parents, students and/or vehicles used for alternative transportation of other students to and/or from off-campus activities.

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature)                      (Date)

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature)                      (Date)

Accepted by: \_\_\_\_\_ (School Administrator)                      (Date)

If student is 19 years or older, student must also sign.

\_\_\_\_\_  
(Student if over age 19)                      (Date)

**MILLARD PUBLIC SCHOOLS**  
**ATHLETIC PRE-PARTICIPATION SCREENING FORM**  
 NOTE: A valid physical must be given after May 1, 2006

For Office Use Only 257 Amt. Pd. \$30 for football \$22 for other sports
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**Section 1- to be filled out by parent or guardian in regard to student-athlete**

Student Name \_\_\_\_\_ DOB/Age \_\_\_\_\_ / \_\_\_\_\_ Grade \_\_\_\_\_  
 Parent/Guardian Home Address \_\_\_\_\_  
 Parent/Guardian Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

**Circle sports in which athlete will participate:** Baseball, Basketball, Cross Country Club, Football, Track, Volleyball, Wrestling

**MEDICAL HISTORY OF STUDENT-ATHLETE: Please circle the answer to each question below.**

Have you even been hospitalized?	YES NO	Have you ever had high blood pressure?	YES NO
Have you ever had surgery?	YES NO	Have you been told that you have a heart murmur?	YES NO
Are you presently taking any medication or pills?	YES NO	Have you ever had a racing of your heart or skipped heartbeats?	YES NO
Do you have any allergies (medication, bee stings or other stinging insects, etc.)?	YES NO	Has anyone in your family died of heart problems or a sudden death before the age of 50?	YES NO
Do you have any food allergies?	YES NO	Have you ever had chest pain during or after exercise?	YES NO
Have you ever fainted?	YES NO		
Have you ever passed out or been dizzy during or after exercise?	YES NO	Do you have any skin problems (itching, rashes, acne, etc.)?	YES NO
Have you ever had a concussion?	YES NO	Have you ever had a seizure?	YES NO
Have you ever had heat stroke or heat exhaustion?	YES NO	Do you have trouble breathing during activity?	YES NO
Do you get tired more quickly than your friends during exercise?	YES NO	Do you wheeze or cough during or after exercise?	YES NO
Have you ever had a head injury?	YES NO	Do you have a history of asthma?	YES NO
Have you ever been knocked out or unconscious?	YES NO	Have you ever had any problems with your eyes or vision?	YES NO
Have you ever had heat or muscle cramps?	YES NO	Do you wear glasses, contacts, or protective eyewear?	YES NO
Have you ever had a stinger, burner, or pinched nerve?	YES NO	Have you ever had any problems with your hearing?	YES NO
Have you ever had any abnormal bleeding or bruising?	YES NO	Any injuries since last exam?	YES NO
Have you ever sprained, strained, dislocated, fractured, broken, had swelling of, or any other injuries of any bones or joints?	YES NO	Have you had any other medical problems (infectious mononucleosis, diabetes, etc.)?	YES NO
What was the date of your last tetanus booster shot?		Do you have any other significant medical conditions or history?	YES NO

**If you answered "YES" to any of the above questions, please attach explanations to this sheet.**

**Section 2- to be filled out by the Medical Professional:**

Height \_\_\_\_\_ Weight \_\_\_\_\_ B.P. \_\_\_\_\_ / \_\_\_\_\_ Pulse \_\_\_\_\_ Eyes: R \_\_\_\_\_ L \_\_\_\_\_  
 Orthopedic Findings \_\_\_\_\_ Scoliosis \_\_\_\_\_ Heart \_\_\_\_\_ Lungs \_\_\_\_\_ Hernia \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SIGNATURE SIGNIFIES THAT ATHLETE IS CLEARED TO PARTICIPATE IN SPORTS**

Attending Physician (print): \_\_\_\_\_ Office Phone: \_\_\_\_\_  
 Physician's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_



NAME OF STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_ SCHOOL YEAR \_\_\_\_\_

**THIS FORM IS TO BE FILLED OUT COMPLETELY AND RETURNED TO THE ACTIVITY DIRECTOR OF THE MILLARD \_\_\_\_\_ MIDDLE SCHOOL, AND THAT THE APPROPRIATE ATHLETIC PARTICIPATION FEE IS PAID TO THE SCHOOL BEFORE THE STUDENT IS ALLOWED TO TRYOUT, PRACTICE AND/OR COMPETE.**

**CURTAILMENT OF EXTRACURRICULAR ACTIVITIES**

A student who is being disciplined pursuant to District Policy or Rule shall be restricted or curtailed from extracurricular activities during the suspension/expulsion or mandatory reassignment. In addition, a student who is disciplined for a violation of District Rule 5400.4, Students Curtailment of Extracurricular Activities (as detailed in the Student Handbook) may also be restricted or curtailed from extracurricular activities for conduct occurring off-school grounds and not during school hours if the violation occurs during the academic school year. I have read and understand the above statement.

**ATHLETICS/ACTIVITIES INSURANCE VERIFICATION**

Millard School Board Policy and rule 5600.3 requires all students who participate in extracurricular programs to be covered by medical insurance. In order for your son/daughter to be eligible to participate, he/she must have proof of insurance. Please indicate the name of the insurance company and policy number for medical coverage for your son/daughter.

I/We understand that the school and district carries no insurance of any kind to cover medical expenses that may occur from participation in athletics/activities and that the school and district themselves will not be responsible for any such expenses. We agree that we have adequate insurance to cover our son/daughter for any medical expenses incurred while participating in extracurricular athletics/activities or we will assume all such expenses ourselves personally.

Students who do not have family insurance may be eligible to apply for health insurance coverage. Kid's Connection, Nebraska Children's Health Insurance Program, is an insurance program made available through the Nebraska Health and Human Services System. Kid's Connection is a health insurance program developed by the State of Nebraska as an extension of Medicaid and provides health coverage to uninsured children across the state of Nebraska. Applications can be obtained by calling the Pupil Services Office (895-8300) at the Don Stroh Administration Center, or from your school office.

NAME OF INSURANCE COMPANY (REQUIRED): \_\_\_\_\_

INSURANCE POLICY NUMBER (REQUIRED): \_\_\_\_\_

**TRANSPORTATION**

Before students can participate in our program, we ask parents to fill out the following information that is kept on file in the activities office. **Please circle YES or NO for each:** My student may

- |  |     |    |
|--|-----|----|
| 1. Ride with parents to and/or from events       | YES | NO |
| 2. Ride with other parents to and/or from events | YES | NO |

\*car used to transport students to events must have minimum vehicle liability insurance coverage and minimum uninsured motorist insurance coverage required by the state of Nebraska. **PROPER TRANSPORTATION FORMS MUST BE ON FILE IN THE ACTIVITIES OFFICE.**

I/We understand and agree that participation in school-sponsored activities is voluntary on the part of the Student and is a privilege. I/We understand and agree that by this Consent Form the school and district has provided notification to the Parent and Student of the existence of potential dangers associated with athletic/activity participation. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons or muscles to catastrophic injuries to the head, neck and spinal cord and on rare occasions, injuries so severe as to result in total disability, paralysis, or death; even with the best coaching, use of the best protective equipment and strict observances of rules, injuries are still a possibility.

I/We consent and agree to participation of the Student in school activities subject to all school and district policies and rules for participation in school-sponsored activities, and the activities rules of the school for which the Student is participating.

I/We consent and agree to the Student being photographed, video taped, audio taped, or recorded by any other means while participating in school activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

PLEASE NOTE: If you do not wish to have health information shared with staff members other than the school nurse and principal, you must notify the school in writing.

I/We authorize the school to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of such athletics/activities or such travel. I also agree not to hold the school or anyone acting in its behalf responsible for any injury to my student in the course of such athletics/activities or such travel.

I/We understand that if an Inhaler/Epi-pen needs to be accessible, it will be my responsibility to provide a separate Inhaler/Epi-pen that will be kept with the coach's first aid supplies until the end of that sport's season.

I/We do not know of any existing physical condition or health reason that would preclude participation in athletics/activities. I/We certify that the answers to the questions and statements on this document are true and accurate.

I/We acknowledge that I/we read the above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletics/activities. Having read the warning above and understanding the potential risk of injury to my Student, I/we hereby give my/our permission for our student to practice and compete for the above named middle school in athletics/activities approved by the school and district.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**MILLARD PUBLIC SCHOOLS  
 INTERSCHOLASTIC EMERGENCY INFORMATION CARD**

(please print)

Year \_\_\_\_\_

Student's Name \_\_\_\_\_ School \_\_\_\_\_

Age \_\_\_\_\_ Birth Date \_\_\_\_\_

Student's Home Address \_\_\_\_\_ City \_\_\_\_\_

Zip Code \_\_\_\_\_

Father's/Guardian's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mother's/Guardian's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_ Home Phone \_\_\_\_\_

(if parents/guardians cannot be reached)

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Medical Insurance Company \_\_\_\_\_

Medical Insurance Policy Number \_\_\_\_\_

Preferred Hospital \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone \_\_\_\_\_

If student is now under medical treatment, why and the doctor's name \_\_\_\_\_

- We give our consent for school officials or coaches to use their own judgment in securing aid and/or treatment, transportation, EMT, and/or ambulance service in case the parents cannot be reached.
- We give our consent for the trainer, and/or coach to apply emergency treatment until the parents can be contacted.
- We give our consent to emergency medical treatment, hospitalization, or other medical treatment as may be necessary for the welfare of the above named child, by a physician or qualified nurse or doctor, in the event of injury or illness during all periods of time in which the student is away from his/her legal residence as a member of an interscholastic activity, team or group, and hereby waive on behalf of ourselves and the above named student any liability of the Millard Public Schools, any of its agents or employees, arising out of such medical treatment.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Parent and Student Notification/Agreement Form Illegal Steroid Use

Nebraska state law prohibits possessing, selling, dispensing, or administering a steroid in a manner not allowed by state law.

Nebraska state law also provides that the increase of muscle mass, strength, or weight; or the improvement of physical appearance or performance in any form of sport through use of a steroid is not a valid medical purpose.

Nebraska state law requires that only a medical doctor may prescribe a steroid for a person.

Any violation of state law concerning steroids is punishable by long-term suspension, exclusion, or mandatory reassignment.

### HEALTH CONSEQUENCES ASSOCIATED WITH ANABOLIC STEROID ABUSE (Source: National Institute on Drug Abuse)

- *In boys and men*, reduced sperm production, shrinking of the testicles, impotence, difficulty or pain in urinating, baldness, and irreversible breast enlargement (gynecomastia).
- *In girls and women*, development of more masculine characteristics, such as decreased breast size, deepening of the voice, excessive growth of body hair, and loss of scalp hair.
- *In adolescents of both genders*, premature termination of the adolescent growth spurt, so that for the rest of their lives abusers remain shorter than they would have been without the drugs.
- *In males and females of all ages*, potentially fatal liver cysts and liver cancer; blood clotting; cholesterol changes, and hypertension, each of which can promote heart attack and stroke; and acne. Although not all scientists agree, some interpret available evidence to show that anabolic steroid abuse- particularly in high doses- promotes aggression that can manifest itself as fighting, physical and sexual abuse, armed robbery, property crimes such as burglary and vandalism. Upon stopping anabolic steroids, some abusers may experience symptoms of depressed mood, fatigue, restlessness, loss of appetite, insomnia, headache, muscle and joint pain, and the desire to take more anabolic steroids.
- *In injectors*, infections resulting from the use of shared needles or non-sterile equipment, including HIV/AIDS, hepatitis B and C, and infective endocarditis, a potentially fatal inflammation of the inner lining of the heart. Bacterial infections can develop at the injection site, causing pain and abscess.

#### Student Certification

I have read the above information and agree that a prerequisite of my participation in Millard Public School athletic activities is that I refrain from illegal steroid use. As a prerequisite to participation, I agree that I will not use illegal steroids. I understand that failure to provide accurate and truthful information could subject me to penalties as determined by Millard Public Schools.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

#### Parent/Guardian Certification

I have read the above information and agree that a prerequisite of my student's participation in Millard Public School athletic activities is that my student refrains from illegal steroid use. I understand that failure to provide accurate and truthful information could subject the participant to penalties as determined by Millard Public Schools.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**MILLARD PUBLIC SCHOOLS**  
**FIELD TRIP AND INTERSCHOLASTIC ACTIVITIES TRANSPORTATION GUIDELINES**

Please ✓ the appropriate box and complete the form below.

**PARTICIPANT TRANSPORTATION – YEAR  
(PARENT TRANSPORTING OTHER STUDENTS)**

I/We, \_\_\_\_\_ and \_\_\_\_\_, parent(s)/legal guardian(s) of \_\_\_\_\_, consent and approve of the use of alternate transportation provided by me/us for other students to/and/or from the field trip, game, contest, or event for the current school year, provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to/and/or from the field trip, game, contest, or event.

**PARTICIPANT TRANSPORTATION – EVENT  
(PARENT TRANSPORTING OTHER STUDENTS)**

I/We, \_\_\_\_\_ and \_\_\_\_\_, parent(s)/legal guardian(s) of \_\_\_\_\_, consent and approve of the use of alternate transportation provided by me/us for other students to/and/or from the field trip, game, contest, or event for the field trip, game, contest, or event to be held at (site) \_\_\_\_\_ on (date) \_\_\_\_\_ provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to/and/or from the field trip, game, contest, or event.

I/We acknowledge that the vehicle used for alternate transportation is insured with a minimum of \$25,000/\$50,000/\$25,000 liability coverage and \$25,000/\$30,000 uninsured motorist coverage. I/We acknowledge that the school does not verify the licensure, driving records, or the insurance coverage of parents, students and/or vehicles used for alternative transportation of other students to and/or from off-campus activities.

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature)                      (Date)

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature)                      (Date)

Accepted by: \_\_\_\_\_ (School Administrator)                      (Date)

If student is 19 or older, student must also sign.

\_\_\_\_\_  
(Student's Signature)                      (Date)

**MILLARD PUBLIC SCHOOLS**  
**FIELD TRIP AND INTERSCHOLASTIC ACTIVITIES TRANSPORTATION GUIDELINES**

Please ✓ the appropriate box and complete the form below.

**PARTICIPANT TRANSPORTATION – YEAR  
(STUDENT TRANSPORTED BY ANOTHER PARENT)**

I/We, \_\_\_\_\_ and \_\_\_\_\_, parent(s)/legal guardian(s) of \_\_\_\_\_, consent and approve of the use of alternate transportation by our daughter/son to/and/or from the field trip, game, contest, or event for the current school year, provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to/and/or from the field trip, game, contest, or event.

**PARTICIPANT TRANSPORTATION – EVENT  
(STUDENT TRANSPORTED BY ANOTHER PARENT)**

I/We, \_\_\_\_\_ and \_\_\_\_\_, parent(s)/legal guardian(s) of \_\_\_\_\_, consent and approve of the use of alternate transportation by our daughter/son to/and/or from the field trip, game, contest, or event for the field trip, game, contest, or event to be held at (site) \_\_\_\_\_ on (date) \_\_\_\_\_ provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to/and/or from the field trip, game, contest, or event.

I/We acknowledge that the school does not verify the licensure, driving records, or the insurance coverage of parents, students and/or vehicles used for alternative transportation of other students to and/or from off-campus activities.

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature)                      \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature)                      \_\_\_\_\_  
(Date)

Accepted by: \_\_\_\_\_ (School Administrator)                      \_\_\_\_\_  
(Date)

If student is 19 years or older, student must also sign.

\_\_\_\_\_  
(Student if over age 19)                      \_\_\_\_\_  
(Date)

**MILLARD PUBLIC SCHOOLS**  
**FIELD TRIP AND INTERSCHOLASTIC ACTIVITIES TRANSPORTATION GUIDELINES**

Please ✓ the appropriate box and complete the form below.

**PARTICIPANT TRANSPORTATION – YEAR**  
**(STUDENT TRANSPORTED BY DISTRICT EMPLOYEE FOR SCHOOL RELATED BUSINESS)**

I/We, \_\_\_\_\_ and \_\_\_\_\_, parent(s)/legal guardian(s) of \_\_\_\_\_, consent and approve of the use of alternate transportation by our daughter/son to/and/or from the field trip, game, contest, or event for the current school year, provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to/and/or from the field trip, game, contest, or event.

**PARTICIPANT TRANSPORTATION – EVENT**  
**(STUDENT TRANSPORTED BY DISTRICT EMPLOYEE FOR SCHOOL RELATED BUSINESS)**

I/We, \_\_\_\_\_ and \_\_\_\_\_, parent(s)/legal guardian(s) of \_\_\_\_\_, consent and approve of the use of alternate transportation by our daughter/son to/and/or from the field trip, game, contest, or event for the field trip, game, contest, or event to be held at (site) \_\_\_\_\_ on (date) \_\_\_\_\_ provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to/and/or from the field trip, game, contest, or event.

I/We acknowledge that the school does not verify the licensure, driving records, or the insurance coverage of parents, students and/or vehicles used for alternative transportation of other students to and/or from off-campus activities.

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature)                      (Date)

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature)                      (Date)

Accepted by: \_\_\_\_\_ (School Administrator)                      (Date)

If student is 19 years or older, student must also sign.

\_\_\_\_\_  
(Student if over age 19)                      (Date)

**EXTRACURRICULAR CLUBS, ACTIVITIES, AND INTERSCHOLASTIC ATHLETICS AND ACTIVITIES  
OVERNIGHT TRIP REQUEST FORM**

This form is designed to provide the basis for school and district consideration for your request and should be submitted to the site activities office at least two weeks prior to deadline periods established by the site. Additional information regarding this trip should be provided to the assistant principal for activities according to procedures established by his/her office.

SCHOOL \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_

NAME OF GROUP \_\_\_\_\_ SPONSOR \_\_\_\_\_

PURPOSE OF TRIP (be specific) \_\_\_\_\_

DEPARTURE DATE & TIME \_\_\_\_\_ ESTIMATED TIME OF ARRIVAL \_\_\_\_\_

RETURN DEPARTURE DATE & TIME \_\_\_\_\_ ESTIMATED TIME OF RETURN \_\_\_\_\_

PRELIMINARY ROOM ASSIGNMENTS FOR STUDENTS, COACHES, AND CHAPERONES  
**(attach a separate list detailing room assignments)**

TRIP PROTOCOLS INCLUDING DINING PLANS, BED CHECKS, CURFEW TIMES, AND OTHER PERTINENT  
SUPERVISORY PROCEDURES  
**(attach a separate page(s) detailing these items)**

NAMES OF CERTIFICATED DISTRICT EMPLOYEES SERVING AS CHAPERONES  
(attach a separate list if necessary)

\_\_\_\_\_  
\_\_\_\_\_

NAMES OF NON-CERTIFICATED DISTRICT EMPLOYEES SERVING AS CHAPERONES  
(attach a separate list if necessary)

\_\_\_\_\_  
\_\_\_\_\_

NAMES OF NON-DISTRICT PEOPLE SERVING AS CHAPERONES  
(attach a separate list if necessary)

\_\_\_\_\_  
\_\_\_\_\_

NAME AND PHONE NUMBER OF HOSPITAL NEAREST TO LODGING \_\_\_\_\_

\_\_\_\_\_

COST PAID BY EACH STUDENT FOR TRIP \_\_\_\_\_

OTHER SOURCES OF MONEY AND AMOUNT PROVIDED BY THESE SOURCES \_\_\_\_\_

\_\_\_\_\_

TRANSPORTATION: (check all that apply)

\_\_\_\_\_ School or District Provided Bus

\_\_\_\_\_ Private Vehicle

\_\_\_\_\_ School or District Provided Van

\_\_\_\_\_ Other (please explain below)

\_\_\_\_\_ Charter Bus

\_\_\_\_\_

\_\_\_\_\_ Commercial Airline

\_\_\_\_\_

EMERGENCY CONTACTS:

(list name of contact, contact number during trip, lodging location(s), as well as cell phone numbers if available)

1. \_\_\_\_\_ Phone \_\_\_\_\_

2. \_\_\_\_\_ Phone \_\_\_\_\_

3. \_\_\_\_\_ Phone \_\_\_\_\_

4. \_\_\_\_\_ Phone \_\_\_\_\_

**ATTACH TRIP ITINERARY TO INCLUDE DEPARTURE TIMES AND SCHEDULE OF EVENTS FOR EACH DAY OF THE ACTIVITY. BE SPECIFIC ABOUT LODGING AND THE LOCATION OF MEALS AS WELL AS DUTIES OF CHAPERONES AND SUPERVISION SCHEDULE OF CHAPERONES. IT IS RECOGNIZED THAT SOME DETAILS FO THE ITINERARY MAY CHANGE AND THAT THOSE CHANGES WILL BE SUBMITTED IN WRITING FOR APPROVAL BY THE ASSISTANT PRINCIPAL FOR ACTIVITIES PRIOR TO YOUR DEPARTURE. YOU MUST ADHERE TO THE FINAL ITINERARY SUBMITTED (EXCEPTIONS MUST BE EXPLAINED IF QUESTIONED.**

COACH OR SPONSOR MAKING REQUEST \_\_\_\_\_  
(signature)

DATE SUBMITTED \_\_\_\_\_

APPROVAL OF ASSISTANT PRINCIPAL FOR ACTIVITIES \_\_\_\_\_  
(signature)

DATE SIGNED \_\_\_\_\_

APPROVAL OF PRINCIPAL \_\_\_\_\_  
(signature)

DATE SIGNED \_\_\_\_\_



**MILLARD PUBLIC SCHOOLS  
HEAD COACHES ASSESSMENT AND EVALUATION**

<b>Name:</b>	<b>Evaluator:</b>
<b>Assignment:</b>	<b>School:</b>
<b>School Year:</b>	

	Satisfactory	Unsatisfactory	Not Observed
1. Has full control of the team in all matters pertaining to coaching and athletic discipline, consistent with the rules and procedure of the school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Provides adequate supervision at all times at each practice session and at all contests of the sport, which includes supervision of the locker room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Submits a roster to the activity director prior to the first contest, and submits an updated roster to the activity director when changes occur.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Assumes responsibility for attending all meetings in the school that deal directly with the sport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Distributes and collects the school's athletic equipment before, during, and after the season, as well as being responsible for proper equipment used during all practices and contests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Provides the activity director with all requested information for official use in a timely fashion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Enhances and promotes the entire athletic program. a. Builds rapport with the athletic coaching staff. b. Cooperates with parents, spectators, administrators, and teachers. c. Encourages students to participate in other school activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Understands and cooperates with the rules of the sport coached, and with the rules of the activities program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Demonstrates self-control and poise in all areas relating to coaching responsibilities, including sideline conduct at contests toward players, officials, and other game officials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Understands and cooperates with the philosophy of the middle school activities program, including the idea that all players get opportunities to participate in each contest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Keeps the Activity Director and Principal informed of a. program needs b. problems or issues c. program successes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Keeps aware of current coaching techniques for the sport and incorporates that awareness in practices and contests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Provides appropriate and quality instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Demonstrates adequate knowledge of fundamentals and conditioning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Provides leadership and attitudes that produce positive efforts by participants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Provides the best possible coaching relative to the abilities of team members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Participates in parents' night, banquets, awards night, and other meetings involving the sport coached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

			267
	Satisfactory	Unsatisfactory	Not Observed
18. Maintains suitable sideline conduct at games toward players, officials and other game management staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Promotes good sportsmanship and fosters good character by teaching, enforcing, advocating, and modeling good sportsmanship and character with other coaches, teachers and administrators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Cooperates and communicates with parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments must be made to explain each unsatisfactory rating or for an overall rating of unsatisfactory. Comments for outstanding performance are also encouraged.

COMMENTS:

OVERALL RATING:            SATISFACTORY            PROBATIONARY            UNSATISFACTORY  
(circle one)

These signatures indicate that all parties have read the appraisal; they do not necessarily indicate agreement.

\_\_\_\_\_

(Activity Director's Signature)

\_\_\_\_\_

Date

Comments:

\_\_\_\_\_

(Coach's Signature)

\_\_\_\_\_

Date

Comments:

\_\_\_\_\_

(Principal's Signature)

\_\_\_\_\_

Date

ORIGINAL: COACH

COPY: DIRECTOR OF ACTIVITIES

COPY: SCHOOL FILE

**MILLARD PUBLIC SCHOOLS  
ASSISTANT COACHES ASSESSMENT AND EVALUATION**

<b>Name:</b>	<b>Evaluator:</b>
<b>Assignment:</b>	<b>School:</b>
<b>School Year:</b>	

	Satisfactory	Unsatisfactory	Not Observed
1. Participates in parents' night, banquets, awards night, and other meetings involving the sport coached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Maintains suitable sideline conduct at games toward players, officials and other game management staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Promotes good sportsmanship and fosters good character by teaching, enforcing, advocating, and modeling good sportsmanship and character with other coaches, teachers and administrators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cooperates and communicates with parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Works cooperatively and supports the head coach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Accepts duties assigned by the head coach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Encourages students to participate in other school activities. Does not promote specialization of students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Understands and cooperates with the rules of the sport coached, and with the rules of the activities program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Demonstrates self-control and poise in all areas relating to coaching responsibilities, including sideline conduct at contests toward players, officials, and other game officials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Understands and cooperates with the philosophy of the middle school activities program, including the idea that all players get opportunities to participate in each contest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Keeps the Activity Director informed of a. program needs b. problems or issues c. program successes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Keeps aware of current coaching techniques for the sport and incorporates that awareness in practices and contests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Provides appropriate and quality instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Demonstrates adequate knowledge of fundamentals and conditioning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Provides leadership and attitudes that produce positive efforts by participants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Provides the best possible coaching relative to the abilities of team members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments must be made to explain each unsatisfactory rating or for an overall rating of unsatisfactory. Comments for outstanding performance are also encouraged.

COMMENTS:

OVERALL RATING:            SATISFACTORY            PROBATIONARY            UNSATISFACTORY  
(circle one)

These signatures indicate that all parties have read the appraisal; they do not necessarily indicate agreement.

\_\_\_\_\_  
(Activity Director's Signature)

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
(Coach's Signature)

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
(Principal's Signature)

\_\_\_\_\_  
Date

ORIGINAL: COACH

COPY: DIRECTOR OF ACTIVITIES

COPY: SCHOOL FILE

**MILLARD PUBLIC SCHOOLS  
SPONSOR ASSESSMENT AND EVALUATION**

<b>Name:</b>	<b>Evaluator:</b>
<b>Assignment:</b>	<b>School:</b>
<b>School Year:</b>	

**CODE:**

**N/O- Not observed    N/A- Not Applicable    1- Definite Weakness    2- Improvement Needed    3- Satisfactory    4- Good    5- Outstanding**

**CHECK ONE**

1. Cooperates with building principal regarding program.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
2. Cooperates with activities office staff in submitting proper paperwork and meeting deadlines.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
3. Has good rapport with other sponsors and programs in the building.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
4. Possesses good organizational skills regarding the program.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
5. Has positive relationship with participants.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
6. Has positive relationship with parents and community.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
7. Has positive relationship with sponsors at other schools.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
8. Provides appropriate supervision of participants.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
9. Models good conduct during events.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
10. Accepts and implements the decisions of the school and district athletic departments.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
11. Maturely accepts criticism and/or recognition.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
12. Has appropriate conduct outside the school where students are involved.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
13. Attends clinics and meetings to keep the program up to date.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
14. Has ability to motivate participants toward desired goals.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
15. Keeps Activity Director and Principal informed of:							
a. Program needs	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
b. Problems or issues	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
c. Program successes	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
16. Ensures that participants are appropriately dressed for events.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
17. Follows financial and fundraising policies of the school and district.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
18. Follows state policies relative to program.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
19. Caliber and quality of the program.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
20. Willing to devote the necessary time and energy to the program and its participants to have and/or maintain a high quality program.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>

Comments on the above items:

Item #

Item #

Item #

**AREAS OF STRENGTH:**

**AREAS IN NEED OF IMPROVEMENT:**

**COMMENTS/RECOMMENDATIONS:**

---

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**Activity Director: Check One**

- Successful:** To be recommended for continued assignment
- Needs Improvement:** To be recommended for reassignment, provided an understanding can be reached in areas where improvement is suggested.
- Unsatisfactory:** Not recommended for continued assignment.

---

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**These signatures indicate that all parties have read the appraisal; they do not necessarily indicate agreement.**

Comments:

\_\_\_\_\_  
Activity Director's Signature

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
Principal's Signature  
ORIGINAL-SPONSOR

COPY-DIRECTOR OF ACTIVITIES

\_\_\_\_\_  
Date

COPY-ACTIVITY DIRECTOR

COPY- HUMAN ESOURCES

**MILLARD PUBLIC SCHOOLS**

**ACTIVITIES GUIDELINES**

**FOR HIGH SCHOOLS**

**2006-2007**

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### **Notice of Nondiscrimination**

The Millard Public Schools does not discriminate on the basis of race, color, religion, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities.

The following person has been designated to handle inquires regarding the nondiscrimination policies: Superintendent of Schools, 5606 South 147<sup>th</sup> Street, Omaha, NE 68137 (402)895-8200. The Superintendent may delegate this responsibility as needed.

## Attachments

### Attachment A

Policy 6700 – Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)

### Attachment B

Policy 5520 – Equal Access: Non-Curriculum Related Secondary School Student Meetings

Policy 5510 – Freedom of Expression

### Attachment C

Policy 6675 – Exempt School

### Attachment D

Policy 6335 – Awards for Achievement

### Attachment E

Policy 6910 – Community Volunteers

### Attachment F

Policy 1340 – Use of School Facilities and Equipment

### Attachment G

Policy 6750 – Student Fees

### Attachment H

Policy 1425 – Cooperation with Non-Profit Agencies

Policy 1430 – Cooperation with Commercial Agencies

Policy 1115 – Advertising

Policy 7305 – Web Publishing

### Attachment I

Policy 5146 – Student Accident Insurance

Policy 5600 – Student Health

### Attachment J

Policy 3530 – Privately Owned Vehicles

### Attachment K

Policy 5400 – Student Discipline

### Attachment L

Forms

## **PHILOSOPHY**

A vital component of a comprehensive educational program is a co-curricular activities program. Such activities, properly supervised and kept in proper perspective, shall be maintained in the school program in order to give students extended learning opportunities and experiences not possible during classroom activities. Activities will be an extension of or supplemental to curricular offerings or school learning requirements.

### **EXTRA CURRICULAR AND INTERSCHOLASTIC ATHLETICS AND ACTIVITIES**

Extracurricular school sponsored clubs and activities, and interscholastic athletics and activities are an extension of the selected content curriculum and instructional strategies of the Millard Education Program, whether or not they occur in a traditional classroom setting.

As an extension of the Millard Education Program, and as a result of financial, facility, personnel, and interest limitations and constraints, the number and nature of extracurricular school sponsored clubs and activities, and the number of interscholastic athletics and activities will be restricted to those which meet the criteria of and which are approved according to the procedures specified in Millard Public Schools Rules 6700.1 and 6700.2.

See Attachment A – Policy 6700, Rule 6700.1 and 6700.2

Each high school provides an athletic/activities pamphlet to participating students.

## **EQUAL ACCESS**

### **Policy 5520**

The District shall not deny equal access or a fair opportunity to, and shall not discriminate against, and District secondary school students who wish to conduct a non-curriculum related student group meeting on school premises and during non-instructional time, on the basis of the religious, political, philosophical, or other content of the speech at such meeting. Such meetings shall comply with the rules established by the District and the building principal.

Students shall have the right to Freedom of Expression and may be given access to building bulletin boards, distribution of printed materials etc. by following Rules 5510.1 and 5510.2

See Attachment B – Policy 5520, Rule 5520.1; Policy 5510, Rules 5510.1 and 5510.2

## **ACTIVITY COMMITTEE**

The district Activity Committee is comprised of the Director of Activities and Athletics, a district representative from the Human Resources department, an elementary principal, a middle school activity director, a middle school principal, each high school assistant principal responsible for activities, a high school principal and a parent from each high school who is representative of an athletic or activity parent organization. Members may be rotated from year to year.

The Activity Committee will meet to review requests for new activities submitted by buildings. The committee will approve or not approve suggested new activities in accordance with Rule 6700.1.

The committee may be convened to make recommendations to the Board in regard to issues that may arise in regard to activities. Additionally, it will review and, if appropriate, update the Guidelines Manual yearly.

## **EXEMPT SCHOOL STUDENTS**

### Policy 6675

The Millard Public Schools recognizes the rights of parents and/or guardians to educate their students in an exempt school, in accordance with State laws and regulations. The Superintendent shall establish such guidelines and procedures to work cooperatively with such Exempt Schools and Exempt School Students as may be required by State and Federal law.

See Attachment C – Policy 6675, Rule 6675.1

## **NSAA GUIDELINES**

The Millard Public Schools will be in compliance with all NSAA rules. NSAA rules apply to grades 9-12. Each high school has a copy of the most recent NSAA constitution, rules and by-laws. Further reference to NSAA rules can be accessed at [www.nsaahome.org](http://www.nsaahome.org). Each high school athletic director is a school representative in the NSAA. Some NSAA rules will be specifically referenced in this handbook.

### Eligibility

- 2.5.1 Current Semester: To be eligible, the student must be continuously enrolled in at least twenty credit hours of instruction per semester at the school the student represents in interscholastic competition.
- 2.5.2 Each individual school may determine its own current semester scholastic requirement for eligibility to compete in interschool activities. The requirements may be more stringent than the State Association's but in no case shall the requirements be less restrictive.
- 2.5.3 Preceding Semester: To be eligible, a student shall have credit on the school records for twenty credit hours of school work for the immediate preceding semester.

## **MIDDLE SCHOOL ATHLETICS**

### Athletics

All middle school athletics will be in compliance the accreditation rules as found in the Nebraska Department of Education Rule 10.

004.03C “No student in grades seven or eight participates in interscholastic athletic contests between schools within a school system or between school systems which exceed four games in football and eight games in other sports.

### Clubs

Clubs may be added via the program budgeting process and in compliance with Rule 6700.1.

## **ELEMENTARY SCHOOLS**

Elementary schools do not participate in organized sports programs. Each elementary school has up to 5 sponsored clubs for students. Additional clubs may be added via the program budgeting process and in compliance with Rule 6700.1.

## **STUDENT ATTENDANCE AT HIGH SCHOOL EVENTS**

Students must have a school ID to attend high school events.

## **ADMINISTRATION OF BUILDING ACTIVITIES**

The principal or designee has the responsibility for implementing the school building activity program within the district guidelines. Buildings will comply with requirements of law and the NSAA (Nebraska State Activities Association) rules and by laws.

## **AWARDS FOR ACHIEVEMENT**

The principal of each school shall establish standards, criteria and other needed guides for administering student awards unique to his/her school in accord with adopted Board policy. A statement of such standards, criteria and administrative guides for each award or class of awards will be kept on file in the school and will be available for examination.

See Attachment D – Policy 6335, Rule 6335.1

## **VOLUNTEER COACHES AND SPONSORS**

With the exceptions noted in district policy, all those who wish to serve as volunteer coaches, directors, and/or sponsors must be approved by Human Resources if they will have direct contact with students. The Director of Personnel replaces the Volunteer Services Coordinator when reviewing and approving those who wish to serve as volunteer coaches, directors, and/or sponsors.

See Attachment E – Policy 6910, Rule 6910.1

## **FACILITY USE**

### Policy 1340

School facilities and equipment may be used by approved individuals and organizations (both non-profit and for-profit). Such uses shall be subject to the rules and regulations established under this policy. Additionally, Rule 1340.1 will be used to determine the conditions for facility use.

See Attachment F – Policy 1340, Rule 1340.1

### Buell Stadium

Buell Stadium is the district competition stadium. Because Buell Stadium is located just east of South High School, the South High School Assistant Principal responsible for Activities in conjunction with the District Director of Activities and Athletics coordinates the scheduling of activities at the site.

Whatever building is hosting the activity is responsible for arranging:

- Supervision of the activity including:
- Security
- Preparation of the facility
- Event workers
- Gate Receipts and expenditures
- Hospitality
- Concessions
- Concessions for the activity including:
- Security
- Purchasing food, condiments, and supplies
- Planning for receipt of, security of and deposit of funds

## **EMERGENCIES PLANS FOR ACTIVITIES**

Each high school and middle school will have written emergency plans on file in the Activities Office and in the office of the certified athletic trainer (high schools).

## **FEES**

### Policy 6750

The District may require and collect fees or other funds from or on behalf of students or require students to furnish or provide materials, supplies, equipment, or attire consistent with the Public Elementary and Secondary Student Fee Authorization Act.

See Attachment G – Policy 6750, Rule 6750.1

## **FUNDRAISING**

Schools will be in compliance with Policy and Rule as it applies to fundraising by non-profit agencies.

See Attachment H – Policy 1425, Rule 1425.1; Policy 1430, Rule 1430.1; Policy 1115, and Policy 7305, Rule 7305.1.

Fundraising may occur for school sponsored curricular and extracurricular athletics or activities according to school guidelines.

Fundraising projects:

- Must be pre-approved by the sponsor/coach of the activity and the building administration.
- Will not exploit students or staff in any way.
- Will be conducted in accordance with location and time limitations identified by administrators.
- All students will benefit equally or the organization will benefit as specified in advance from fundraising proceeds.
- Donations may be sought as part of fundraising efforts.
- Must follow strict money collection policies and procedures as outlined by each building.
- A fundraising level may not be prescribed for individual students.

Door-to-door solicitations are not allowed.

Students may not be required to participate in fundraising or in providing a donation if raising money is part of a class or curricular endeavor.

Students cannot sell products or services during the time they are in class.

Sales of food or beverages cannot occur during the lunch period of a regular school day.

Health department regulations will need to be followed when food products are to be sold.

## **BOOSTER CLUBS**

Booster clubs may be established with the approval of the principal or designee.

The roles of booster clubs are to support, encourage, and advance the activity or athletic program at the school and to promote projects necessary to provide an adequate activity and athletic program at the school.

Booster clubs established to support the activity or athletic program at the school will follow the guidelines established in the activity guidelines that relate to booster clubs.

## **ACTIVITY/ATHLETIC RECRUITING**

Any communication, either written or verbal, directed to a student and/or parent/guardian, in an effort to persuade them to attend a school offering the same activity/sport, shall be considered undue influence upon the school selection decision-making process of a student or parent/guardian. Undue influence exerted by any Millard Public Schools employee, volunteer sponsor, or volunteer coach shall constitute an attempt to recruit.

## **ACTIVITY CONSULTANTS**

Consultants may be hired to provide special clinics or training to participants in extra curricular activities if the cost assessed is approved by the sponsor and the principal or designee. The cost should not be prohibitive or excessive. Funds should be provided as part of the activity costs noted in fees (Rule 6750.1). If further consultation is desired, approved fund raising activities should occur to avoid undue financial hardship or as a screening device for membership. Activity requirements should be equally available to all participants.

## **GUIDELINES/CONSTITUTIONS**

Coaches and sponsors should have rules, guidelines or constitutions approved by the building administration before making application for approval.

## **STUDENT PHYSICALS AND LIABILITY INSURANCE**

Students participating in extracurricular physical activities such as sports, cheerleading, dance team, etc. shall obtain a physical examination by a physician prior to participation, and shall submit the same to the site Activities Office prior to participation.

Students participating in extracurricular physical activities must also be covered by accident insurance prior to participation. Students are eligible to purchase insurance made available by the District.

See Attachment I – Policy 5146 and Policy 5600, Rule 5600.3

## **PARENT SPONSORSHIP**

All school activities will be sponsored by district employees. NSAA guidelines for qualifications will be followed. Parents who wish to sponsor or organize a student group and use district facilities must follow the Facility Use policy and rule.

## **INTRAMURALS**

Students may participate in the school intramural programs. Program offerings are determined based on student interest, availability of supervisors, and adequate funding. Students participating in intramurals must follow all school rules and sanctions for infractions will be in compliance with district and building standards.



## **RESPONSIBILITIES OF STUDENT/PARENT/COACH**

Students, parents, and coaches have a responsibility to honor the philosophy of the district's extracurricular activities program. The philosophy supports the idea that co-curricular activities are a part of the learning opportunities and experiences that will add to the education of our students.

The responsibility guidelines for students and coaches provide the expectations that the district has for the students and coaches who participate in the extracurricular activities program in order to honor the philosophy of the district's extracurricular activities program.

The Spectator Code of Conduct provides the expectations that the district has for parents in their role as spectators of our extracurricular activities program to honor the philosophy of the district's extracurricular activities program.

## **EVALUATION OF COACHES AND SPONSORS**

Coaches and club and activity sponsors will be evaluated each year.

The Assistant Principal responsible for activities will evaluate head coaches and club and activity sponsors.

Head coaches will evaluate their assistant and volunteer coaches.

## **HAZING**

Hazing – Hazing shall be defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any group or activity operating under the sanction of the Millard Public Schools. Such hazing activity shall include, but not be limited to the following: whipping; beating; branding; forced and prolonged calisthenics; prolonged exposure to the elements; forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption; prolonged sleep deprivation; harassing by exacting unnecessary or disagreeable work, banter, ridicule, or criticism; or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person. Consent to the hazing by the student(s) shall not be a defense to hazing.

No hazing will be tolerated in any Millard Public Schools activity or program.

## **NATIONAL CONTESTS AND CONVENTIONS**

The Millard Public Schools may participate only in those national contests which are on the approved list as published annually for the National Association of Secondary School Principals, are sanctioned by the NSAA, or are national or regional annual school events. Exceptions must have the approval of the building's Assistant Principal responsible for activities and building administration in consultation with district representatives as appropriate.

For curriculum related activities (i.e. Marching Band, DECA, VICA, FCCLA, Debate Forensics and FCS) the school district does not fund competitive activities for students beyond the state level. Fundraising and/or donations must cover the cost of competition beyond the state level and the cost of a substitute teacher for sponsors beyond the state level.

## **TRANSPORTATION**

The activity director will arrange transportation for interscholastic and extracurricular activities and athletics. Trips that are scheduled for a length of time beyond sixteen (16) hours, or which may require student involvement or transportation beyond 12:00 midnight, or which require overnight accommodations, shall not be approved unless the mode of transportation has a properly permitted or licensed driver who complies with the hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G. Certificated staff who are providing transportation for interscholastic or extracurricular activities or athletics shall also comply with the hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G.

All participants are to use District-provided transportation to and from the site of all away events. The principal or designee may allow the use of alternate transportation by participants. All district policies and rules regarding alternative transportation must be followed.

See Attachments J and A - Policy 3530 and Policy 6700, Rule 6700.6

## **OVER NIGHT TRIPS**

Any travel involving overnight accommodations must be approved by the principal or designee.

The coach or club or activity sponsor will provide the travel and trip plan to the principal or designee within the deadline established by the principal or designee.

See Attachment A- Policy 6700, Rule 6700.7 and Rule 6700.8

## **PLAY OFF GAMES**

When two Millard high school teams qualify for playoffs, the games must be played on the same field, the teams are designated as home teams and play on the same date, one school shall play in the afternoon and the other during the evening. The afternoon game shall not begin prior to 3:30 p.m. and the evening game shall not begin after 7:30 p.m. These times may be adjusted for emergency situations after consultation between building administration and district representatives.

# NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

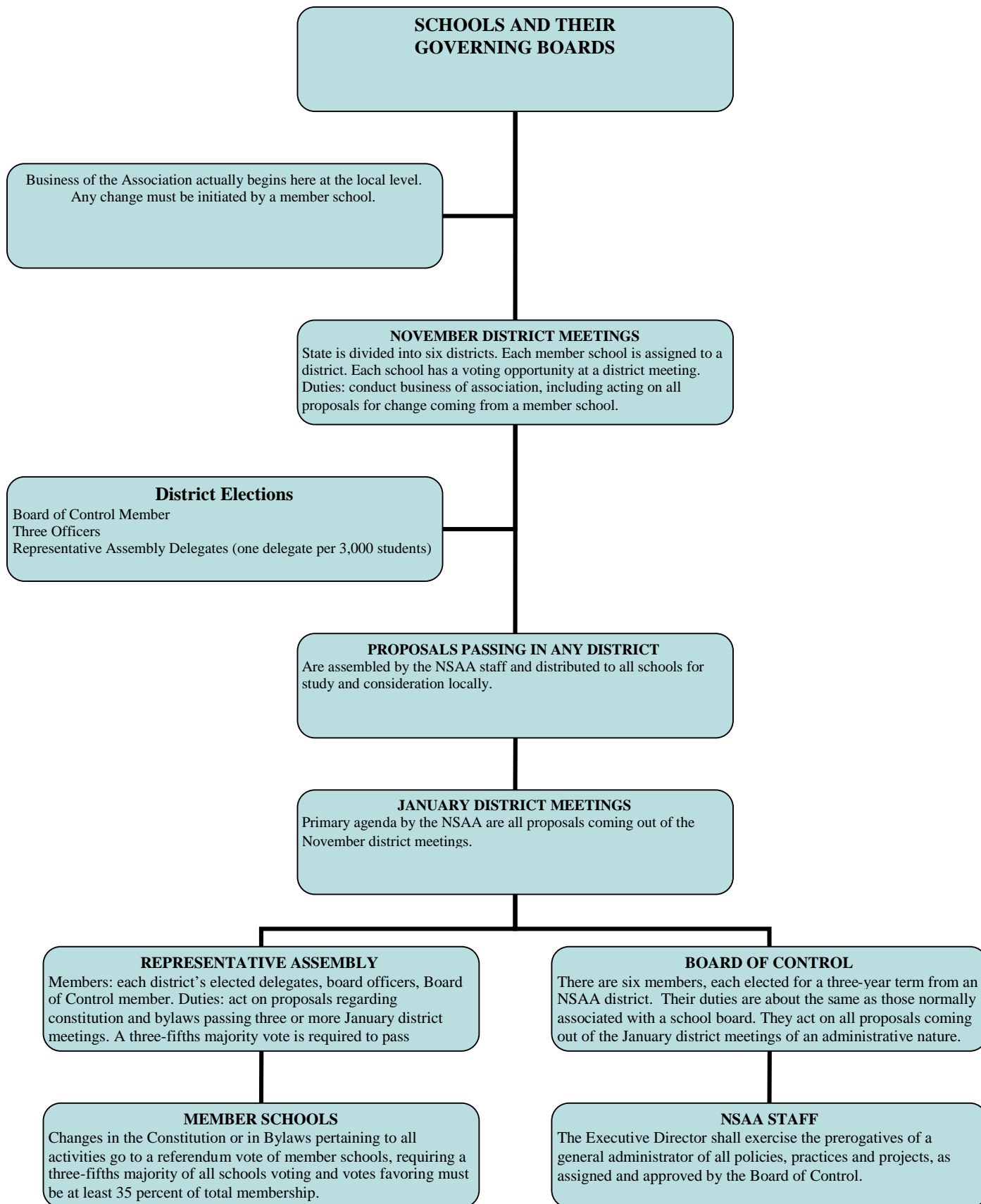
1. Schools and their governing boards	6. Managing Committee
2. Superintendents – Principals – Activity Directors	7. Legislative Commission
3. District Meetings	8. Representative Assembly
4. Board of Control Members	9. Board of Control
5. Delegates to Representative Assembly	10. Executive Director

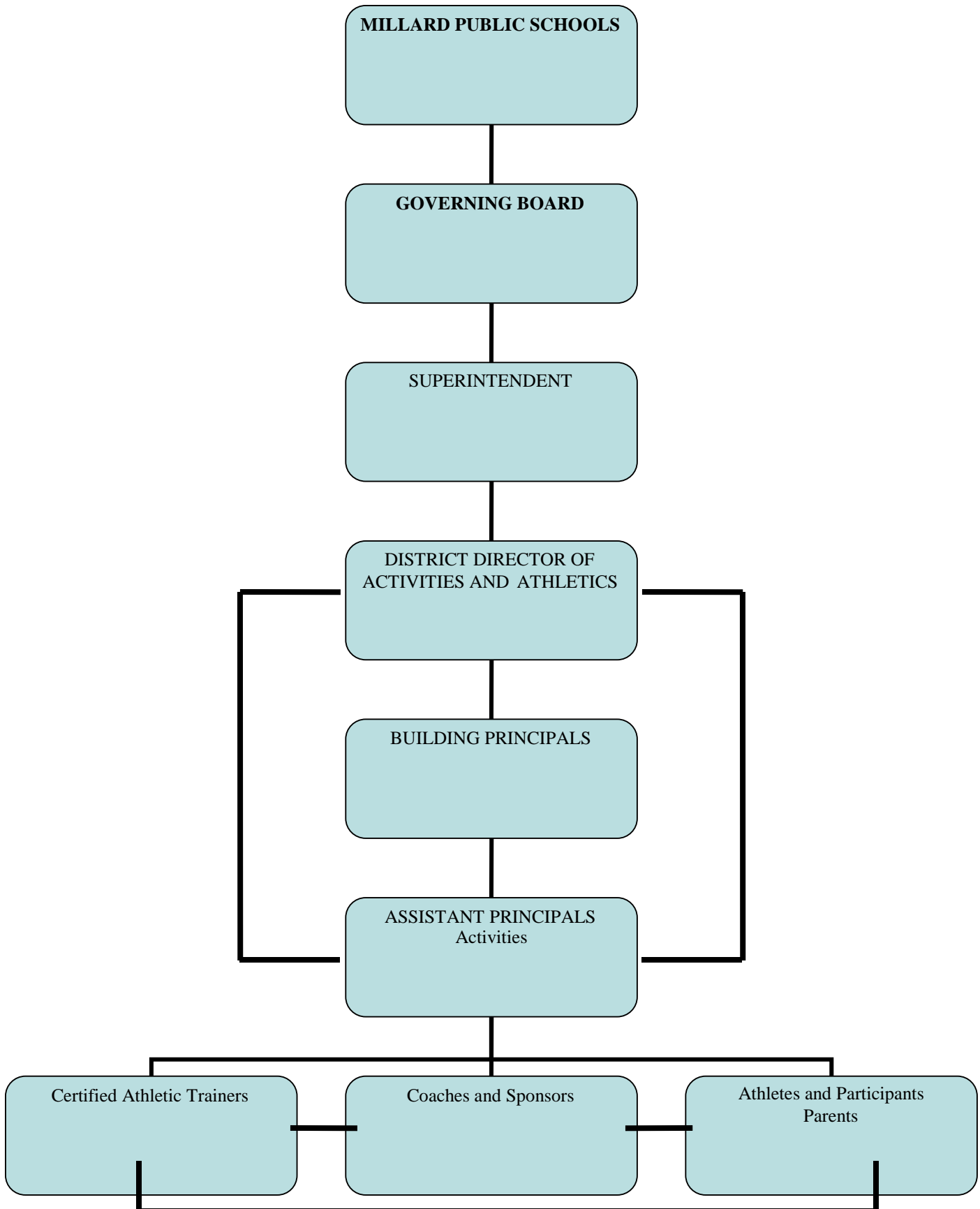
The following is a description of the NSAA's organization and is provided for informational purposes. It is not a part of the official Constitution or Bylaws of the NSAA.

The Nebraska School Activities Association is a voluntary organization of the public and parochial schools of Nebraska, organized for the purpose of promoting and regulating the competition between schools in what are generally known as extracurricular activities. The program of activities for the school as well as the rules and regulations governing interscholastic competition in athletics, music, speech, play productions, journalism and debate are determined by the member schools of the Association.

The organization of the Association can be briefly explained as follows:

1. The Schools and their governing boards are the base of the entire organization and are represented by the ...
2. Superintendents, Principals, and Activity Directors. These people attend the ...
3. District Activity Meetings held each school year prior to December 1 and again in January. At these meetings they have an opportunity to discuss their activity problems and to make recommendations for consideration by the Representative Assembly. Also at these meetings are elected ...
4. A Board of Control member for a term of three years from each district, and ...
5. Delegates to the Representative Assembly, and a ...
6. District Managing Committee of three members to operate the District Music Contests. The Chairman of the Committee also serves as a member of the ...
7. Legislative Commission. This group is composed of the members of the Board of Control and the District Managing Committee Chairman. It is their duty to screen the various recommendations received from district meetings, and to propose these on an agenda to the ...
8. Representative Assembly. This important group of the Association has the authority to make regulations regarding all activities except those rules that are a part of the Constitution. Changes in the Constitution must be submitted to a vote of the member schools, and in order to carry must receive a three-fifths majority vote. The assembly also makes recommendations to the ...
9. Board of Control which is composed of six members, each representing a district. The duties of this Board are about the same as those normally associated with a school board, and include the selection of an ...
10. Executive Director, who serves in about the same capacity as a superintendent of schools. He has no authority except that which is granted to him by the Board of Control.





## PHYSICAL EXAMINATIONS

All student athletes, including cheer and dance members, who are participating in the school activities program must have on file with the Assistant Principal for Activities a physical examination report prior to any participation. The report must state in the opinion of the examining physician that the student is fully able to compete in the activities listed. See form,

- 1) The report must be performed by medical personnel recognized by the NSAA and Millard Public Schools as those who are approved to perform a physical examination.
- 2) The physical examination is required annually.
- 3) The physical examination must be given prior to participation in the sports activities program (includes tryouts, practice, and participation in a game or contest).
- 4) The physical examination for participation during the following school year shall be given on or after May 1.

### *NSAA By-Law 3.4.1.1*

*The individual giving a physical examination for the purpose of certifying a student is physically fit to participate in athletic activities should be licensed to diagnose, treat, or recommend treatment in the areas covered by the recommended physical examination form. The individual giving a medical opinion must do so within the scope of his/her training and within the limits defined by state statutes as to services which can be legally performed by the field of practice to which the individual belongs.*

## STUDENT INSURANCE

Students must be covered by accident insurance prior to any participation in extracurricular physical activities. Students who are not covered by an existing insurance policy may be eligible for Kid's Connection, which is an insurance program available through the Nebraska Health and Human Services System. Applications for Kid's Connection can be obtained from Pupil Services.

Millard Public Schools does not carry an accident insurance policy to cover injuries sustained in the athletic programs offered by district schools. Accident insurance is the responsibility of the parents or guardians of the students.

## DOCTORS' RELEASE

When an athlete or cheer/dance member is treated by a medical professional for an injury that occurred during the season, a written release from that medical professional must be received by the school's athletic trainer prior to participation in any practices or games.

## HOME SCHOOL STUDENTS ELIGIBILITY

At this time students currently being home schooled are not eligible to participate in the athletic program or activities regulated by the NSAA. To gain eligibility that home schooled student first must transfer into our school and then must meet the requirements set forth in NSAA By-Laws 2.7.6 and 2.2.

## ELIGIBILITY OF TRANSFER STUDENTS, ENROLLMENT OPTION STUDENTS, AND STUDENTS ATTENDING LEARNING CENTERS

All transfer students and enrollment option students are subject to NSAA by-laws and interpretations to gain eligibility. These students must be cleared by the site Activities Office prior to participation in activities governed by NSAA by-laws.

A change of school for academic advantage does not automatically create eligibility, even though the school may be non-accredited and the school to which the student transfers is accredited.

The following applies to any student who is enrolled in a learning center and desires to participate in interschool activities:

- 1) The learning center must be located within the school district served and must be a part of the school district's system.
- 2) The member high school which the student previously attended, elected to attend, or was assigned to attend is the school the student must represent in interschool competition, for it shall be considered the student's designated home school.
- 3) Any change of a student's designated high school shall be governed by the domicile and transfer rule.

Verify eligibility before allowing these students to participate.

## NUMBER OF PRACTICE DAYS NEEDED PRIOR TO COMPETITION

For any athlete who did not participate in a pre-season conditioning program or prior athletic season, the athletic program has made the following recommendation regarding the number of practice days needed prior to competition:

Basketball	10 days	Golf	3 days	Tennis	5 days
Baseball	10 days	Cheer/Dance	10 days	Track/Field	10 days
Cross Country	10 days	Soccer	10 days	Volleyball	10 days
Football	10 days	Softball	10 days	Wrestling	10 days
		Swim/Dive	10 days		

## SCHOOL ATTENDANCE ON GAME OR PERFORMANCE DAYS

Classroom attendance on the day of a performance, contest, or game is required. Exceptions to this rule must be approved by site administration. This will be interpreted to mean that a student will attend all classes unless excused by a site administrator (illness, staying home to rest, or "sleeping in" are examples of unexcused absences for extracurricular participation).

Students not attending classes on a Friday prior to a Saturday performance, contest, or game must be cleared by site administration prior to participation in the Saturday performance, contest, or game.

## HIRING PROCEDURES FOR HIGH SCHOOL COACHES

1. Coaching Vacancy Identified by Site
  - a. Site Activities Office notifies District Director of Activities
  - b. Personnel Posting sent to the Human Resources Department.
  
2. Vacancy is advertised by Human Resources
  - a. Human Resources post the position in the next posting and on CareerLink. Posting must be listed for at least one week. If deemed necessary by the District Director of Activities, the position will also be advertised in the Omaha World Herald and/or other publications.
  - b. Site establishes interview date and time.
  - c. Vacancy is advertised according to Federal, State, and District Policies and Regulations.
  
3. Applications
  - a. Applicants must apply to the Human Resources Department.
  - b. After the closing date for application, Human Resources will screen the applications for minimum requirements.
  - c. Assistant Principal for Activities will review applicants screened by Human Resources.
  - d. Interviews are arranged by site and applicants are contacted for interviews by the site.
  
4. Interview Committee
  - a. The interview committee for head coaches shall consist, at a minimum, of the Principal or designee as chair, the Director of Activities, and the Assistant Principal of Activities (who also may be Principal's designee).
  - b. The interview committee for assistant coaches shall consist, at a minimum, of the Principal or designee, the Assistant Principal of Activities, and the Head Coach for that sport.
  - c. The Committee will write the interview questions and design the assessment form. Questions are based upon the job description and evaluation instrument.
  
5. Interviews and Rankings
  - a. The Principal or designee schedules and conducts the interviews.
  - b. Each question will be asked of each interviewee.
  - c. When all applicants have been interviewed, the committee completes the assessment forms and ranks the interviewees.
  - d. References are checked by the Assistant Principal for Activities for the recommended applicant.
  - e. A Job Recommendation Sheet and Reference Check Sheet are completed and sent to Human Resources.
  
6. Recommendation for Hire
  - a. The interview committee submits a Job Recommendation Sheet and Reference Check Sheet to Human Resources. The interview committee sends to the District Director of Activities all assessment forms, ranking of candidates, written records taken during the interviews, and a copy of the questions.
  - b. The Director of Activities forwards the Recommendation for Hire to the Director of Human Resources or designee for approval and action.
  
7. Hiring Process
  - a. The successful candidate is notified by Human Resources.
  - b. Human Resources will advise the successful candidate of any paper work necessary to conclude the hiring process.
  - c. The Principal or designee and District Director of Activities are notified by Human Resources that the successful applicant may begin to work.
  - d. Unsuccessful applicants interviewed by site are notified by Human Resources.



## **EVALUATION OF COACHES AND SPONSORS**

Coaches and sponsors shall be evaluated each year in accordance with guidelines established by the district. Head coaches will evaluate their assistant coaches. See Forms,

All coaching assignments shall be for ONE school year. Recommendations for renewal or non-renewal of coaching contracts will be made to the Superintendent or designee.

All coaching assignments are considered “extracurricular” assignments and therefore do not carry any tenure benefits. This means that a coach can be reassigned or relieved from coaching responsibilities, along with its compensation, at the will of the District Administration when such action is deemed to be in the best interest of the Athletic program and/or school district.

## **SCHOOL ACTIVITIES/PRACTICES ON HOLIDAYS**

All athletic team practices and student activities are not to occur on the following nationally recognized holidays without prior site administrative approval:

- Labor Day
- Veterans’ Day
- Thanksgiving Day
- Christmas Day
- Martin Luther King Jr. Day

All practices or school activities being held on these holidays must be optional for the participants. Participants who are not able to attend practice or activity are not to be punished. Vacation days, conference days, recesses, etc., as stated on the District calendar, are not considered a holiday. *Coaches, sponsors, and administrators should be mindful of the religious holidays that occur during the school year and plan appropriately.*

## **PRACTICES/REHEARSALS ON SUNDAYS**

All team practices and student activities on Sundays must receive prior site administrative approval. Students and parents are to receive as much advance notice of Sunday dates and times as possible during the season/year.

## **ACTIVITIES ON WEDNESDAYS**

All student activities on Wednesdays should not be scheduled after 5:00 p.m. and all student activities must conclude by 6:30 p.m.

## **PRACTICES AND ACTIVITIES ON INCLEMENT WEATHER DAYS**

If school is cancelled due to inclement weather, as a general rule practices and contests will be postponed. Activity Directors will verify the allowance of any activities with the District Director of Activities prior to allowing practices or contests to occur.

## **SCHOOL YEAR, OUT OF SEASON CONDITIONING ACTIVITIES**

Only your currently enrolled students should be allowed to participate in open gym/weight room activities during the school year.

## TRANSPORTATION REGULATIONS

### MILLARD PUBLIC SCHOOLS ACTIVITIES TRANSPORTATION GUIDELINES

**ATHLETICS AND ACTIVITIES:** All participants are expected to use District provided transportation to and from the site of all away events. Exceptions:

1. Parents/guardians may consent to the use of alternate transportation to and from the site of any or all away events or games by their son/daughter.
2. Such consent shall be in writing and shall acknowledge the voluntary release of the District from the obligation or responsibility of providing transportation. Such consent may be for specific games or events or may be for a specific period of time.
3. The use of alternate transportation by any student/participant must be approved by the activities director or building principal.

**PRACTICE SESSIONS:** The District is not responsible for providing transportation to any practice session which may be held on or off District property. Parents/guardians shall be responsible for providing any transportation necessary for the attendance by their son/daughter at all practices.

**ATHLETICS AND ACTIVITIES:** All participants are expected to use school-provided transportation to and from the site of all away events when such transportation is provided. Exceptions:

1. **PARENTS MAY TRANSPORT THEIR OWN SON/DAUGHTER ONLY**, with prior written approval from the appropriate administrator. The completed **form 3530(A)** must be received by the appropriate school administrator at least one day prior to the event.
2. Students going to the contest on school provided transportation, but who want to return home with his/her parents must have written approval from the appropriate school administrator. The completed **form 3530(A)** must be received by the appropriate school administrator at least one day prior to the event.
3. **STUDENTS MAY DRIVE THEMSELVES ONLY**, with prior written approval from the appropriate administrator and his/her parent(s). The completed **form 3530(B)** must be received by the appropriate school administrator at least three days prior to the event.
4. **STUDENTS MAY BE TRANSPORTED BY ANOTHER STUDENT OR PARENT OF ANOTHER STUDENT**, with prior written permission from the appropriate school administrator and his/her parent(s). The completed **form 3530(C)** must be received by the appropriate school administrator at least three days prior to the event.
5. **STUDENTS OR PARENTS OF STUDENTS MAY TRANSPORT OTHER STUDENTS**, with prior written permission from the appropriate school administrator and the parents of the students being transported, as well as the parents of the student providing the transportation (if the student is driving). The completed **form 3530(D)** must be received by the appropriate school administrator at least three days prior to the event.
6. **STUDENTS MAY BE TRANSPORTED BY A DISTRICT EMPLOYEE FOR SCHOOL-RELATED BUSINESS**, with prior written permission from the appropriate administrator and his/her parent(s). The completed **form 3530(G)** must be received by the appropriate school administrator at least one day prior to the event.

**PARENTS TRANSPORTING THEIR CHILD:**

1. Complete Millard Public Schools transportation request **FORM 3530(A)**
2. Submit completed form to the Activities Office AT LEAST ONE DAY PRIOR TO THE CONTEST OR EVENT.
3. A copy of the completed form, signed by all appropriate parties, will be given to the student and must be taken with the student to the contest or event. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

**STUDENTS TRANSPORTING THEMSELVES:**

1. Complete Millard Public Schools transportation request **FORM 3530(B)**
2. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
3. A copy of the completed form, signed by all appropriate parties, will be given to the student and must be taken with the student to the contest or event. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

**STUDENTS BEING TRANSPORTED BY ANOTHER STUDENT OR PARENT OF ANOTHER STUDENT**

1. Complete Millard Public Schools transportation request **FORM 3530(C)**
2. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
3. A copy of the completed form, signed by all appropriate parties, will be given to the student and must be taken with the student to the contest or event. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

**STUDENTS OR PARENTS OF STUDENTS TRANSPORTING OTHER STUDENTS**

1. Complete Millard Public Schools transportation request **FORM 3530(D)**
2. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
3. A copy of the completed form, signed by all appropriate parties, will be given to the student and must be taken with the student to the contest or event. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

**STUDENTS BEING TRANSPORTED BY A DISTRICT EMPLOYEE FOR SCHOOL-RELATED BUSINESS**

1. Complete Millard Public Schools transportation request **FORM 3530(G)**
2. Submit completed form to the Activities Office AT LEAST ONE DAY PRIOR TO THE CONTEST OR EVENT.
3. A copy of the completed form, signed by all appropriate parties, will be given to the student and must be taken with the student to the contest or event. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

## **MILLARD PUBLIC SCHOOLS ACTIVITIES TRANSPORTATION GUIDELINES**

1. The coach/sponsor is responsible for maintaining acceptable behavior from the time students enter the bus to the time the students exit the bus.
2. The coach/sponsor should do head counts on the bus at the start of the trip and before leaving the activity site.
3. All passengers are to remain seated while the bus is in motion.
4. Noise levels on the bus must not be so loud that the driver cannot hear external audio signals (i.e., emergency vehicles).
5. All participants are to use District provided transportation to and from the site of all away events, unless alternate transportation has been approved by site administration.
6. Eating or drinking is not permitted on the school bus. Exceptions may be made at the discretion of the driver.
7. Coaches/sponsors have the responsibility of ensuring that the bus is left in clean condition after the trip.
8. Time schedules must be closely followed, as buses are scheduled for many routes during the day and may be needed elsewhere.
9. State law prohibited anyone from riding a school bus other than District employees, eligible students, or people designed as sponsors.
10. Bus drivers check the bus before and after all trips. Any damage/vandalism costs may be billed back to the school.
11. All passengers must wear seat belts in buses that have factory-installed seat belts while the bus is in motion.
12. Vans
  - a. Ten (10) is the maximum number of people to be carried on a van for school functions involving students. This number includes the driver.
  - b. The number of people traveling in vans shall not exceed the number of factory-installed seat belts.
  - c. All passengers must wear seat belts in vans while the vans are in motion.
  - d. Drivers of vans shall comply with the hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G.
13. A coach or club or activity sponsor, in consultation with the principal or designee, may give a student permission to use alternate transportation.
  - a. Students seeking permission to have their parents provide transportation to and/or from an event must have prior written approval from the site administrator. See Form 3530(A).
  - b. Students seeking permission to provide their own transportation to and/or from an event must have prior written approval from the site administrator. See Form 3530(B).
  - c. Students seeking permission to have another parent or student provide transportation to and/or from an event must have prior written approval from the site administrator. See Form 3530(C).
  - d. Students or parents seeking permission to provide transportation for other students to and/or from an event must have prior written approval from the site administrator. See Form 3530(D).

## **OVERNIGHT TRIPS DURING THE SUMMER**

Teams that participate in overnight trips during the summer must follow the guidelines established in rule 6700.8.

## BOOSTER CLUBS

Booster clubs may be established with the approval of the school's administration. Booster clubs may be formed to help support activities.

The roles of booster clubs are to: 1) support, encourage, and advance the activity or athletic program at the school, and 2) promote projects to improve facilities, equipment, or other items necessary to provide an adequate activity and/or athletic program at the school.

Booster clubs shall not seek to influence or direct the technical activities or policies of the school administration or of the school officials who are charged with the responsibility of conducting the activity and athletic program of the schools and of the district.

Booster clubs shall do nothing that violates the rules of the NSAA or in any way jeopardizes the membership of the school and school district in said association.

Booster clubs shall do nothing that violates the policies or rules of the Millard Public Schools.

Funds raised by booster clubs must be adequately accounted for and kept in banking facilities outside the school. Financial records must be maintained by all booster clubs. Financial records of booster clubs must be open to perusal by school or district officials upon request, since such funds are collected in the name of schools and/or school programs in the district. Between May 15 and May 29 of each school year, the booster club will submit to the Assistant Principal for Activities a financial spreadsheet that includes the following:

- 1) Each fundraising activity and the amount of money raised by each fundraising activity.
- 2) The total amount of money spent on the athletic or activity program and/or money given to the school to be spent on the athletic or activity program.
- 3) If money was spent on multiple athletic and/or activity programs and/or if money was given to the school to spend on multiple athletic and/or activity programs, the amount of money spent on each athletic and/or activity program and/or the amount of money given to the school to spend on each athletic and/or activity program.

Booster clubs must be approved annually by the Principal or Principal's designee. Booster clubs must have a constitution and/or by-laws on file in the office of the activities office of the school. A copy of this constitution and/or by-laws will be forwarded to the District Director of Activities. Any and all fundraising activities must be approved by the Principal or Principal's designee prior to the initiation of the fundraising activities. The principal may end the school's association with any booster club at any time without cause. The Principal, Principal's designee, District Director of Activities, Superintendent, or Board of Education may end a school's and/or program's association with any booster club for any violation of the policies of the NSAA or Millard Public Schools.

## ILLEGAL RECRUITMENT

The recruitment of students from other high schools or those middle schools outside of your feeder pattern is viewed as a violation of the spirit of the NSAA undue influence regulation. Such a violation is subject to review by the district and can lead to dismissal from coaching assignments.

### *NSAA By-Law 2.8 Undue Influence*

- 2.8.1 *The use of undue influence by anyone causing a student in one school to transfer to another school or attend a school for activity participation shall render that student ineligible. The length of ineligibility shall be determined by the Board of Control.*
- 2.8.2 *The Board of Control shall determine what shall constitute undue influence. Undue influence shall always include but not be limited to the following:*
  - 2.8.2.1 *Offer or acceptance of money, room, board, clothing or other valuable considerations to a student.*
  - 2.8.2.2 *Offer or acceptance of a home or living quarters with any person affiliated with the school. (Extenuating circumstances will be considered if presented to the Board of Control for review).*
  - 2.8.2.3 *Offer or acceptance of any school privilege not available to other pupils.*
  - 2.8.2.4 *Free or reduced rent for parents.*
  - 2.8.2.5 *Payment of the moving expenses of the parents.*
  - 2.8.2.6 *Offer or acceptance of employment for the parents in order to entice the family to move to a certain community so as to gain the services of a child in the school's activity program.*
  - 2.8.2.7 *Any attempt by a representative of a school or any individual or group outside the school to recruit a student(s) in order to gain his/her services in the school's activity program.*

## MINIMUM SUPERVISION COVERAGE OF ATHLETIC CONTESTS

<b>SPORT</b>	<b>HOME EVENTS</b>	<b>AWAY EVENTS</b>
Baseball	One Administrator, Security*	Coach
<b>Basketball</b> Varsity	One Administrator, Security*	One Administrator
Other Levels	One Administrator	Coach
<b>Cross Country</b>	Coach	Coach
Football Varsity	Four Administrators, Security*	Two Administrators
Other Levels	One Administrator	Coach
Golf	Coach	Coach
<b>Soccer</b>	One Administrator, Security*	Coach
<b>Swimming</b>	One Administrator, Security*	Coach
<b>Tennis</b>	Coach	Coach
<b>Track</b>	One Administrator or Assistant Activity Director, Security*	Coach
<b>Volleyball</b>	One Administrator, Security*	Coach
<b>Wrestling</b>	One Administrator, Security*	Coach
<b>Tournaments</b>	One Administrator, Tournament Director, Security*	Coach

\* As determined by site administration

**ADMINISTRATOR** For purposes of supervision at athletic events, administrators may be defined as site administration, the site assistant activities director, or certified staff designated by site administration as the site supervisor for the event.

**SUPERVISION:** All supervisors, including coaches at home and away events, have the responsibility as part of their supervision duties at events to expect and enforce respectful behavior by all in attendance as well as to model respectful behavior so that their behavior and the behavior of their team members does not incite disrespectful conduct by spectators at the events.

Visiting Administrators or designees are asked to please contact home site administrator or designee upon arrival.

During post season and/or play-off competition held at a neutral site and administrator or administrator's designee will be in attendance.

## Emergency Action Plan Duty List

In the event of an emergency, the following duty list will be followed in conjunction with the site's emergency procedures. All individuals should be familiar with the entire duty list including the location of the AED on campus.

### Type / Coverage

Athletic Trainer (ATC):	Identify and assess severity of injury. Activate call to 911. Call for assistance from support staff if necessary including retrieval of the AED. Provide appropriate treatment according to injury.
Assistant Activity Director:	Assist the ATC in opening necessary gates via contact with site custodians. Notify site staff of medical emergency including the retrieval of the AED if necessary by a designated staff member and the location of emergency. Assist with 911 communications. Assist with positioning of the athlete as determined by ATC. Keep all spectators away from the emergency site.
Head Coach:	Obtain athlete's emergency card and attempt to contact the parents/guardians or locate the parents/guardians in stands. Assist with positioning of the athlete as determined by ATC. Assist the ATC as necessary.
Assistant Principal:	Assist communication with parents/guardians. Assist with positioning of the athlete as determined by ATC. Assist the ATC as necessary.
Student Athletic Trainers:	Assist the ATC as necessary.
Custodians:	Assist with opening all necessary gates and directing the response team to the injury site.
Assistant Coaches:	Supervise the team and keep them on the sideline away from the injury site. Assist the Head Coach with locating the athlete's emergency card and/or parental contact. If the parents are not present, one assistant coach will accompany the athlete in the ambulance if transported. Assist the ATC/Head Coach as necessary.
Security/Custodian:	Retrieve the athlete's physical and emergency information from the Athletic Training room as determined by the ATC. Assist with directing EMS to emergency site.



Type II Coverage (when certified athletic trainer is not present)

This coverage will follow the Type I Coverage with the following exceptions:

Head Coach will take on the duties of the ATC until the ATC is at the site of the injury or until medical personnel arrive.

Assistant Principal in addition to their normal duties will take on the duties of the Head Coach with the assistance of the Assistant Coaches.

Assistant Activity Director in addition to their normal duties will take on the duties of the Assistant Principal.

**Reminders: Possible spinal injuries need to be immobilized immediately and any repositioning of the athlete is determined by a compromised airway.**

## CATASTROPHIC INJURIES

In the event of a catastrophic injury that occurs during an extracurricular activity, the following information must be sent to the office of the District Director of Activities as soon as possible:

- Any game/practice film and/or video recording the injury
- Equipment involved (i.e.: football helmet, bat, etc.)
- Game program
- Names and addresses of witnesses
- Officials' names and addresses
- Written statement of incident signed and dated
- Written statement of all procedures followed, signed and dated

Often it is several years before any legal action is taken. Therefore, it is important to secure this necessary information as soon as possible after the injury for possible later use.

## Emergency Procedures

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Always be prepared in the event of an emergency. Proper preparation and communication is vital for smooth execution of the emergency plan.

Review the emergency plan each year prior to the beginning of your sport season and revise the plan according to your specific needs. If you have any questions be sure to get the answers prior to the beginning of your sport season.

### Pre-Season and Daily Responsibilities:

1. Identify the location of the AED if available on campus.
2. Identify the location of phones nearest to all possible practice and event venues.
3. Identify the entrances and exits for use by emergency personnel.
4. Identify who is responsible for locking and unlocking all doors and gates.
5. Identify who will direct emergency personnel to the site.
6. Be familiar with Type I and Type II coverage and who is responsible for providing emergency care.
7. Inspect the playing area prior to the season and daily for potential hazards.
8. Keep abreast of weather conditions and how these conditions may affect practice or events i.e., lightning, extreme hot weather...
9. Verify that you have all emergency cards for all individuals under your care including athletes and managers.

### Emergency Plan:

1. Identify the emergency situation. If the emergency involves sudden cardiac arrest, the AED should be retrieved immediately
2. Identify who is responsible for administering care and begin appropriate care as determined by the severity of the injury including:
  - a. Administering CPR.
  - b. Controlling bleeding.
  - c. Immobilizing the individual.
3. While the AED is being retrieved, the user will provide basic first aid including CPR until the AED is on site and ready for use. Once the AED is on site ready for use, the care giver will follow the AED voice prompts.
4. Identify an individual to call 911 and direct them to the nearest phone.  
While speaking to emergency personnel have the following information available:
  - a. The athlete's name.
  - b. A brief description of the emergency situation.
  - c. Level of consciousness of the athlete.
  - d. Instruct the emergency personnel where to enter site and someone will be waiting to direct them to the emergency site.
  - e. Answer all questions asked to the best of your ability.
  - f. Do not hang up until instructed to do so by the 911 operator.
5. Identify an individual to get the athlete's emergency card.
6. Inform the administration or custodial staff as to unlocking entrances and doors.
7. Instruct someone to wait at the designated location to direct emergency personnel to the proper location.
8. Assist the emergency personnel to the best of your ability.
9. Notify the administrator on duty, the athletic trainer, and parents.
10. Document everything in writing. Copy all documents to the Certified Athletic Trainer, Assistant Principal for Activities, Director of Pupil Services, and District Director of Activities.

## **Type II Coverage (when certified athletic trainer is not present)**

1. Life Threatening Injury
  - a. Provide initial first aid, CPR, etc.
  - b. Do not move the injured student unless there is an increased risk of injury.
  - c. Be calm and reassure the injured student.
  - d. Call 911 and advise of problem, location, your name, phone number, and directions to the school. Do not hang up until instructed to do so by the 911 operator.
  - e. Have someone meet the emergency medical personnel and lead them to the exact location of the injured student.
  - f. Call the parent/legal guardian and calmly advise them of the situation and what is being done. If parent/legal guardian cannot be reached, call the student's emergency contact person.
  - g. Upon arrival, supply the paramedic/ambulance personnel with the emergency information data of the student for permission to treat.
  - h. An injury of this type will be reported to the following people at the earliest opportunity: certified athletic trainer, site administration, the Director of Pupil Services, and the District Director of Activities.
  
2. Non-Life Threatening Injury
  - a. Provide first aid.
  - b. Except in cases of minor injuries, do not move the injured student unless there is an increased risk of injury.
  - c. Call 911 if in your judgment the injury requires the attention of emergency medical personnel and follow steps listed above in d, e, f, and g.
  - d. Contact parent/legal guardian to inform them as to what happened and to provide proper instructions for care.
  - e. Report injury to certified athletic trainer. Except in cases of minor injuries, a report will be given to the following people: site administration, the Director of Pupil Services, and the District Director of Activities.

A minor injury is an injury which does not require the attention of a physician, an advanced practice registered nurse, or physician's assistant; is not life threatening; does not pose a health risk, and can be effectively treated with first aid which can be performed by personnel who have been trained in first aid.

## Millard High Schools Cross Country and Golf Home Meet Emergency Plan

### *Pre-Event Preparation:*

1. Identify primary care givers to all participants. These individuals are those certified in first aid and CPR.
2. Locate the closest phone or identify individuals with cellular phones to use in the event of an emergency.
3. Know the location and names of roads and gates that surround the facility, and whether or not they will need to be opened for access by emergency vehicles and if so who has the keys.
4. Know in advance weather conditions anticipated for the day to prepare the necessary water allowances for all participants.
5. Have course monitors that can contact designated first aid providers to watch the course during the event in case of an emergency.
6. Make sure that you have all emergency cards for all athletes participating.

### *Injury Management During the Event*

1. Identify that an injury has occurred.
2. Assess the situation to determine the seriousness of the injury by checking the following:
  - A. Level of consciousness
  - B. Breathing/pulse
  - C. Severe bleeding
  - D. Gross deformity

Determine if 911 should be activated. If 911 needs to be activated designate someone to call and tell them the location of the nearest phone while the first aid provider stays at the emergency site to render care.
3. If 911 is activated, relay the following information:
  - A. The callers name and position.
  - B. The nature of the emergency including the following:
    1. Level of consciousness
    2. Breathing /pulse
    3. Severe bleeding
    4. Gross deformity
  - C. What care is being given.
  - D. Do not hang up until instructed to do so.
4. Designate someone to meet the emergency vehicle making sure that all gates are unlocked and open.
5. Find the athlete's emergency card.
6. Remain at the emergency site until the first responder vehicle has arrived.
7. Notify the athletic administrator, parents, athletic trainer as soon as circumstances allow.
8. Document in writing all factors present that could affect the injury, all steps taken; all care administered and any other pertinent information. Upon return to school notify the athletic trainer in person or by phone as soon as possible.

## Millard Public Schools Off-Campus Practice Emergency Plan

### *Pre-Event Preparation*

1. Inform the athletes of the coach/athletic trainer's responsibility for treating injuries.
2. Be familiar with the practice area, accessibility of water and entrances and exits in the event of an emergency situation, in that this may change from day to day.
3. Locate the nearest phone for each venue or have a cellular phone present for all practices.
4. Make sure that the coach has copies of emergency cards for all athletes cleared to participate.
5. In having 2 coaches, one will monitor the front-runners and the second will monitor the back runners insuring that no runner gets injured on the course and is left behind without supervision.
6. Monitor the weather conditions and have adequate water for all practices, including pre and post practice breaks.

Carry a first aid kit to all practice sites.

***The coach must inform the activities office of the days planned practice route prior to the beginning of that day's practice.***

### *Practice Management*

In the event of an emergency outside of school grounds, one coach will stay with the injured athlete at all times and administer care while emergency personnel are contacted by either the coach or other persons. *The same steps will be followed as listed in Injury Management During the Event.*

Upon return to school, the coach will inform the athletic trainer of any injuries and care administered that occurred during practice and have the athlete report to the training room for evaluation and treatment as soon as possible that day or prior to the next practice.

## SPECTATOR AND FAN CODE OF CONDUCT FOR MILLARD PUBLIC SCHOOLS

As a spectator attending a Millard Public Schools athletic event:

- I recognize that the goal of this event is to provide young people with the opportunity for healthy competition in the spirit of sportsmanship and camaraderie.
- I recognize that I have a role to project a positive and supportive attitude and to show respect toward all of the participants, including the officials, coaches, and student-athletes as well as other spectators and game management staff.
- I recognize that my words and behavior have a powerful impact on those around me and that I have a role to behave in a mature and dignified manner. I will not say, make, or promote profane comments, obscene gestures, offensive remarks, trash-talking, or taunting of any participant or spectator during the event. I should support and cheer for my team and not cheer against the other team or game officials.
- I recognize that I should exhibit good character and provide a positive role model for all spectators and participants.
- I recognize that attendance at an athletic event is a privilege, not a right, and that I am expected to represent my child, my team, my community, and myself with honor.
- I recognize that for the orderly management of this event, I have a role to follow the directions of school officials and the game management staff.
- I recognize that if my conduct during an event is not conducive to a positive environment (as determined by site administrative and staff) for any of the participants, spectators, school officials, or game management staff, I may be asked to leave the event and I may be barred from attending future events.

**Welcome to this MPS event. We hope you have an enjoyable time and thank you for your attendance and support!**

## A Letter from the District Activity Director:

Welcome to the Millard Public Schools activities program. I would like to take a moment to explain a small part of how the athletic and activities programs are conducted at our high schools.

In each program, coaches and sponsors are responsible for team and/or program selection. The coaches and sponsors establish conditions for selection. This may be a very subjective process and any one of us might select different students for the team or program. We believe, however, that it is the responsibility and right of the coaches and sponsors to select the members of the team or program with whom they will work for the season and/or event.

A key goal of any competitive team or program is to use the best combination of students available, in the judgment of the coach or sponsor, to win the contest and/or have a successful event. Starting positions, playing time, and roles for a game or event are not guaranteed to any student. Some students may play a great amount of time in a game or receive a big role for an event while other students may not receive what you consider to be “significant” playing or performance time. We believe it is the responsibility and right of the coaches and sponsors to determine the time and/or role received by each student during each game or event.

Every team and program wants to win or have a successful event and each coach or sponsor wants to win or have a successful event. In the attempt to win or have a successful event, coaches and sponsors will use different strategies at appropriate times. These strategies might differ with the decisions you might have made if you were the coach or sponsor. The coaches and sponsors do the best that they can to make the proper decisions at the proper time so that our groups perform well and win the game or have a successful event. We believe it is the responsibility and right of the coaches and sponsors to determine the strategies used during a game or event.

There may be times when you have a concern about your student’s participation on our teams and/or in our programs. When these concerns arise, we ask that you use the following chain of communication to deal with the concerns:

\***First**, ask your student to talk with the coach or sponsor.

\***Second**, if the issues have not been resolved, then the parent/guardian and student should request a meeting with the coach or sponsor outside of class time, practice time, and event time.

\***Third**, if these two steps have not succeeded, then the parent/guardian may request a meeting with the Assistant Principal for Activities at the school. The student, coach or sponsor will be included in this meeting.

\***Fourth**, if resolution has not been achieved, the parent/guardian and student may request a meeting with the Principal, in which the coach or sponsor, parent, student and assistant principal will attend. We hope that the concerns can be addressed at the site level.

\***Fifth**, if questions continue to exist, the parent/guardian may request a review by the District Director of Activities. The District Director will review the steps taken and may hold a meeting in which the parent/guardian, student, coach, assistant principal and/or principal may be asked to attend.

Topics that will not be addressed by administrators in these meetings include playing time, game strategies, playing level, starters, student selection on teams, and comparison of students’ skills. These are decisions properly made by and discussed with our coaches and sponsors, and we support the freedom of coaches or sponsors to make these types of decisions. We believe that by using this approach, most of the concerns can be resolved at the most appropriate level.

By being a parent/guardian and student in an activity, regardless of the time spent in the game or event, you can learn many valuable lessons. These lessons include good sportsmanship, appreciating good effort by any of the participants, respect for all participants in the game or event, practicing self-control, and accepting the responsibility for our actions.

We hope this information helps you to understand the chain of communication in our athletic and activities programs. We wish you the best of luck with all of your pursuits, both in academics and activities.

Craig T. Whaley, District Director of Activities

## **RESPONSIBILITIES OF ACTIVITIES ADMINISTRATORS**

1. Actively and positively conduct activity/sports programs. Support the Millard Public Schools interscholastic programs in a manner that enhances the mental, social, and moral development of student participants, and teach positive life styles that will help students become personally successful and socially responsible.
2. Promote good sportsmanship in the coordination of the total interscholastic program and foster good character.
3. Provide the opportunity for and support all activity programs.
4. Provide for the safety and well being of all participants.
5. Provide safe facilities for interscholastic activities.
6. Attend District, Conference, Class, and State meetings and workshops.
7. Actively support the Conference and its activities.
8. Report any violations to the NSAA and the District Director of Activities.
9. Supervise and evaluate the Assistant Activity Director and head varsity coaches.
10. Verify the eligibility of all participants and ensure that all applicable rules are followed.
11. Monitor the classroom behavior and attendance of all participants.
12. Provide supervision for all interscholastic activities.
13. Provide the necessary forms to ensure the safe transportation of all participants.
14. Follow all District guidelines and regulations dealing with student activity eligibility, athletic and activity financial accounts, and transportation.
15. Support, supervise, and evaluate all coaching and sponsor positions in the building.
16. Develop, coordinate, and supervise all school interscholastic budgets.
17. Monitor athletic inventories and the maintenance and reconditioning of athletic equipment.
18. Be knowledgeable of and provide in-service for coaches and sponsors on District, Conference, Class, and NSAA procedures, guidelines, and policies.
19. Follow all District guidelines and regulations dealing with the hiring of coaches and sponsors.
20. During all post season and/or play-off athletic competition held at a neutral site, ensure that an administrator or administrator's designee from the site attends the competition.
21. Be responsible for additional duties as defined by the site principal or District.



## **RESPONSIBILITIES OF MILLARD COACHES / SPONSORS**

1. Provide for the safety and welfare of all participants.
2. Promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling the characteristics of good sportsmanship and character.
3. Work with participants, teachers, counselors, etc., to ensure the academic progress of the participants.
4. Be an integral part of the school system and its educational program. Encourage and stress to each student the importance of academic achievement.
5. Monitor the classroom behavior, attendance, and performance of all participants. Ensure that all participants are continuing course work in the required number of classes.
6. Be knowledgeable of and enforce school, District, Conference, and NSAA rules, regulations, procedures, and policies.
7. Make every effort to support and communicate with all school administrators.
8. Provide written training rules, team expectations, and award policies to all participants. Enforce these fairly among all participants.
9. Ensure that participants have an understanding of all school, District, Conference, and NSAA eligibility rules, regulations, procedures, and policies.
10. Ensure that all participants have met all eligibility requirements prior to participating in any tryouts, practices or games, or before receiving any equipment or awards.
11. Make participants aware of the inherent danger of participating in athletics and activities.
12. Plan and monitor organized practices that will include proper conditioning, warm-ups, and instruction of fundamentals.
13. Develop athletes to the highest degree of skill possible.
14. Supervise participants in practice areas, locker rooms, busses and vans, at all times during the season.
15. Provide Type II Coverage when the trainer is not on site.
16. Responsible for modeling respectful behavior and the duty to demand that athletes refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane or belligerent trash talking, taunting, and inappropriate celebrations.
17. Responsible for modeling respectful behavior and a duty to not indulge in conduct that would incite players or spectators against officials.
18. Abstain from the use of tobacco, drugs, and alcohol while on campus or any time when representing your school or team.
19. Safeguard the health of participants and the integrity of the sport/activity, prohibit the use of alcohol, tobacco, drugs, and performance enhancing substances, as well as demand compliance with all laws and regulations, including those relating to gambling and the use of alcohol, tobacco, drugs, and performance enhancing substances drugs.
20. Actively support and enforce your school's Activities Department substance abuse program.
21. Ensure that all participants are dressed neatly on all trips. Enforce District transportation guidelines and trip regulations.
22. Work cooperatively with parents, officials, and media to promote a positive image of Millard Public Schools activities.
23. Know and follow rules and regulations governing sports equipment (i.e., certification, reconditioning, etc.).
24. Provide for the care and maintenance of all equipment and provide an accurate, detailed inventory and season summary at the end of the season to the administrator in charge of activities.

25. Submit accurate and timely budget information to the site Activities Office when requested.
26. Work with the site administration and district transportation by ensuring that vans or buses are cleaned of any debris before they are returned.
27. Ensure that all travel money received is accounted for by returning a combination of itemized receipts and/or monies to equal the amount given by the site within five (5) working days.
28. Provide assistance in seeking qualified assistant and volunteer coaches.
29. Ensure that all Millard Public Schools transportation guidelines and policies are enforced.
30. Know that providing false documentation of any kind will be grounds for dismissal of coaching duties (i.e., CPR/First Aid certification, teaching certificate, etc.).
31. Read and have familiarity with the Activity Guidelines and site coaching handbooks.
32. Attend District meetings, clinics, workshops when required.
33. Read current literature to stay updated on current issues and techniques in the sport(s) coached.
34. Varsity head coaches must complete a "Coaching Assessment Pre-Season" form prior to their first scheduled practice and must schedule a post-season evaluation meeting to be held within thirty (30) days after their last event of the season.
35. Head coaches must evaluate all assistant and volunteer coaches and bring those evaluations, signed by the assistant and volunteer coaches, to their post-season evaluation meeting.
36. Actively support the total site activities program.
37. Be responsible to the administration in the overall operation of your program. Varsity head coaches are responsible for their entire program.
38. Notify the site administration when release time is needed with site established deadlines.
39. Return and inventory all uniforms and equipment within four (4) weeks after your last event.
40. Coordinate all out-of-town trips with the site Activities Office within deadlines specified by the site's Activities Office.
41. Ensure that all assistant coaches, sponsors, directors maintain current Adult CPR and First Aid certification. Note that internet training on CPR or First Aid will not be accepted by the District.
42. Ensure that all coaches have completed and returned to Human Relations all forms required by the district before working with students. Do not permit coaches to have contact with students until they have been approved by Human Resources.
43. Assist students in their pursuit of postsecondary scholarship to continue their participation in athletics/activities.
44. Help maintain your program through on-site recruiting of participants and through fundraising.
45. Notify the Assistant Principal for Activities of any ejection of coaches or participants.
46. Be responsible for additional duties as defined by site or district administrators.
47. Respect the rules of the school, teachers, coaches and administrators.

## **RESPONSIBILITIES OF PARTICIPANTS**

1. Respect the rules of the school, teachers, coaches, and administrators.
2. Respect and follow all school rules.
3. Follow all training rules, Millard eligibility requirements, and NSAA eligibility rules for eligibility. Students are responsible for maintaining their own eligibility.
4. Strive to perform to your best ability in the classroom. Understand the importance of an education. Students will think of themselves as students first and participants second.
5. Support all school activities to the best of your ability.
6. Promote good sportsmanship and character.
7. Responsible for modeling respectful behavior and the duty to ensure that their teammates refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane or belligerent trash talking, taunting, and inappropriate celebrations.
8. Exemplify good behavior, appearance, and conduct at all times. Respect others and their property. Theft and destruction of any school's property and/or any individual's equipment or property will not be tolerated.
9. Follow the expectation to dress neatly on all trips, follow trip guidelines established by the coach/sponsor, and to ride the transportation provided by the school to and from the site of the event unless prior arrangements have been made and approved by site administration and all appropriate forms are signed and returned to the school.
10. Honor the traditions of the sport.
11. Abide by and respect the decisions of event officials.
12. Attend all classes the day of any contests or activities.
13. Condition properly so that you can safely and adequately meet the physical demands of the activity.
14. Prior to participating in any tryouts, practices or games, or receiving any equipment or awards participants must have all eligibility paperwork on file at the site Activities Office.
15. Responsible for payment of participation fees.
16. Acknowledge that substance abuse in any form while participating in high school activities may result in forfeiture of eligibility.
17. Responsible for returning all equipment and uniforms issued to the participant after the completion of any activity or after dropping out of that activity. Students shall pay for all items not returned.
18. Follow all district and school transportation guidelines.

## **RESPONSIBILITIES OF PARENTS/GUARDIANS**

1. Provide positive support, care, and encouragement to your child and his/her team, coaches, and school.
2. Provide positive support and encouragement to the visiting team, their coaches, and school.
3. Maintain positive behavior and attitude at all athletic contests.
4. Respect the position and professionalism of the game official.
5. Refrain from the use of foul or inappropriate language.
6. Refrain from yelling criticism at your child and his/her coaches or team during athletic events.
7. Refrain from interfering with the coach.
8. Allow the coach to be responsible for your child during practices, games, and team related activities.
9. Refrain from making derogatory comments to players, other parents, game officials, or school administrators during athletic events.
10. Follow all District guidelines and regulations dealing with transportation to athletic activities.
11. Sign and submit, with accurate information, all required participation forms to the activities office.
12. Will not circumvent any rules or guidelines of the school or district.
13. Refrain from interfering with practices or games.
14. Respect and accept with dignity the final decision of officials.

## Team Selection and Cutting Policies

1. Choosing the members of activity teams is the sole responsibility of the coaches for those teams.
2. Lower-level coaches must take into consideration the policies established by the head varsity coach in that particular program when selecting final team rosters.
3. If a coach anticipates that team selection will include cutting, the coach will provide the following information to all students trying out for the team prior to the first practice and/or prior to the start of the first practice:
  - a. The number of days allotted for the try-out period.
  - b. The criteria being used to select the team.
  - c. The number of players that the coach plans to keep. The coach may adjust this number based upon the evaluation of athletes during the try-out period.
  - d. The length of the season if the students make the team. For the varsity team this should include district and state tournaments.
  - e. The practice commitment if the students make the team.
  - f. The game commitments if the students make the team.
4. The coach must provide the cutting policies to the Assistant Principal for Activities prior to the first practice date for the sport.
5. At the discretion of the head varsity coach, individuals may be excluded from team try-outs and membership due to past violations of team policies and expectations as well as past violations of school and/or district policies. Prior to initiating the use of this activities policy, the head varsity coach must meet with the assistant principal of activities. Students and parents to whom this policy applies have the right to appeal the application of this policy to the assistant principal of activities. If a coach anticipates using this policy, the coach must announce this policy to the parents and students to whom this policy will affect prior to the first day of try-outs.
6. When cutting becomes a necessity, the process used by the coach making the cuts must include at least these three (3) important elements:
  - a. Each student must have competed in a minimum of three (3) practice sessions.
  - b. Each student must be personally informed of the cut by the head coach for that level and the reason or reasons for the cut.
  - c. Cut lists are not to be posted.

Coaches also should note the following:

1. Coaches should discuss alternative possibilities for participation on the team or other areas of the activities program. Students can be recruited as managers, statisticians, or other duties needed by the team that students could fulfill.
2. If a coach anticipates difficulties arising as a result of squad selection, he or she should discuss the situation with his or her immediate supervisor in the activities department.

In the event an athlete wished to appeal the selection process, the appeal must establish that the policies stated above were not followed by the coach. The appeal is made to the Assistant Principal for Activities. The Assistant Principal for Activities will decide on the validity of the appeal. Not being selected to a team does not, by itself, establish the validity of an appeal. If the appeal is valid, the Assistant Principal for Activities MAY grant one additional day of try-out. The Assistant Principal for Activities, however, does not determine whether or not the athlete is selected for the team. The Assistant Principal for Activities will discuss the decision with the coach involved prior to the additional try-out day.

# Attachment A

## Policy 6700

### Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)

**Category: Curriculum, Instruction, and Assessment**

**Policy: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA) 6700**

Extracurricular school sponsored clubs and activities, and interscholastic athletics and activities are an extension of the selected content curriculum and instructional strategies of the Millard Education Program, whether or not they occur in a traditional classroom setting.

As an extension of the Millard Education Program, and as a result of financial, facility, personnel, and interest limitations and constraints, the number and nature of extracurricular school sponsored clubs and activities, and the number of interscholastic athletics and activities will be restricted to those which meet the criteria of and which are approved according to the procedures specified in Millard Public Schools Rules 6700.1 and 6700.2. The Millard Public Schools shall not be required to approve or promote any extracurricular school sponsored clubs and activities, or any interscholastic athletics and activities which are suggested for approval.

Extracurricular school sponsored clubs and activities, and interscholastic athletics and activities are separate and distinct from the co-curricular activities such as band and choir, in which students must participate as part of the requirements for enrollment in and receiving a grade for a particular course.

Extracurricular school sponsored clubs and activities, and interscholastic athletics and activities are separate and distinct from the student-initiated, non-curriculum related secondary school student groups which are permitted to conduct non-curriculum related student group meetings on the premises of secondary schools, pursuant to the equal access provisions of federal law and Millard Public Schools Policy 5520 and Rule 5520.1. Such non-curriculum related secondary school student groups are not extracurricular, are not school sponsored, are not an extension of the Millard Education Program, and are not governed by this Policy or Millard Public Schools Rules 6700.1 through 6700.6.

**Date of Adoption:** June 16, 1975 August 23, 1999; March 4, 2002

Millard Public Schools  
Omaha, NE



**Category: Curriculum, Instruction, and Assessment****Policy: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)****Rule: Extracurricular School Sponsored Clubs and Activities - Approval Procedures and Criteria 6700.1**

- I. **Extracurricular School Sponsored Clubs and Activities** Extracurricular school sponsored clubs and activities are an extension of the selected content curriculum and instructional strategies of the Millard Education Program. Extracurricular school sponsored clubs and activities serve as an extension of the Millard Education Program by providing and promoting opportunities, activities, experiences, and/or programs which supplement the subject matter of specific courses, extend the skills taught in specific courses, reinforce the instruction provided in specific courses, provide career activities and exploration, recognize and promote academic achievement and excellence, provide intramural athletic competition, enhance school support and spirit, or provide for the administration of student government or student body activities.
- II. **Approval Procedures and Criteria** Certain extracurricular school sponsored clubs and activities are established and recognized as being school sponsored and an extension of the Millard Education Program and they shall not be required to obtain approval, except for funding, when properly operating under this Rule. These established and recognized extracurricular school sponsored clubs and activities include:

**High School Level:**

Art Club	Literary Magazine
Broadcasting Club	Math Club
Cheerleading	Multicultural Club
Chess Club	National Forensics League
Classics Club	National Honor Society
Classics Club	Political Roundtable
Computer Science Club	Science Olympiad
Dance Team	Senior Class Board
International Thespian Society	Student Council
Engineering Club	Unit Club
Future Educators of America	Volunteers in Action
Foreign Language Clubs	Writers Club
History Club	Youth Making a Difference
Health Occupation Student Association	Youth to Youth (Drug Free)
Intramural Sports	
Junior Class Board	

**III.****Middle School Level:**

Ambassador Club	Intramural Sports
Art Club	Mustang Mentors
Book Club	Outdoor Classroom
Bowling Club	Peer Tutors
Chess Club	Photography Club
Computer Club	Renaissance
Crafts Club	Science Club
Cross-Country Club	Science Olympiad
Dance Club	Scrapbook Club

Debate Club	Self-Defense Club
Design Club	Ski Club
Destination Imagination	Snack's Stitch
Drama Club	Speech Club
Drug Free Club (Youth to Youth)	Spirit Club
Earth Savers	Stock Market Club
Energizers Club	Student Council
Engineering Club	Talent Show
Family Consumer Science Club	Tennis Club
Fitness Club	Volleyball Club
Forensic Club	Volunteer Club
Future Business Leaders	Wits Clash / Knowledge Masters
Future Cities	Yearbook Club
German Club	

## IV.

**Elementary School Level:**

Art Club	Helping Hands Club
Book Club	History Club
Chess Club	Math Club
Choir/Music Club	Pentathlon Club
Computer Club	Science Club
Drama Club	Science Olympiad
Drug Free Club	Stock Market Club
Environmental Club	Student Council
Fitness/Health Club	Student Mediation Club
Foreign Language Club	Word Masters Club
Geography Club	Writer's Club

## V.

- A. All other presently existing and all other suggested future extracurricular school sponsored clubs and activities shall be required to seek and obtain approval in accordance with the following procedures and criteria.
1. A suggestion form from the Millard Public Schools Activities Committee shall be properly and fully completed by the school certificated staff member who suggests the formation of the extracurricular school sponsored club or activity and who proposes and is qualified to serve as the certificated staff sponsor. Such suggestion forms will be submitted by certificated staff employed by the Millard Public Schools only.
  2. Such suggestion forms shall be submitted to the school principal or designee. All suggestion forms which are not properly and fully completed shall not be considered.
  3. The principal or designee shall review the suggestion form and such other information considered to be appropriate and make a written recommendation whether or not to form such a school sponsored club or activity based on the criteria set forth hereinafter. If the suggestion is accepted by the building principal or designee, the suggestion form will be forwarded with recommendation to the Millard Public Schools Activities Committee within forty (40) school days after receipt of the suggestion form.
  4. Within eighty (80) school days after receipt of the suggestion form and recommendation, the Activities Committee shall meet, review the suggestion form and recommendation of the principal or designee and such other

information considered to be appropriate, and make a written decision to approve or deny the formation of such a school sponsored club or activity based on the criteria set forth below.

5. When reviewing any suggestion to form a new extracurricular school sponsored club or activity, the principal or designee and the Activities Committee shall evaluate the following considerations and criteria. Whether the suggested school sponsored club or activity:
  - a. provides and promotes opportunities, activities, experiences, and/or programs which supplement the subject matter of specific courses, extend the skills taught in specific courses, or reinforce the instruction provided in specific courses.
  - b. provides and promotes opportunities, activities, experiences, and/or programs which involve career activities or career exploration.
  - c. provides and promotes opportunities, activities, experiences, and/or programs which involve career preparation and technical education, such as business education, career guidance and counseling, family and consumer sciences, industrial education, marketing education, health occupations education, or diversified occupations education.
  - d. recognizes and promotes academic achievement and excellence.
  - e. promotes problem-solving skills or higher level thinking skills through club competition or club exercises.
  - f. provides hands-on experiences which extend the learning process beyond the classroom or provides opportunities to practice and apply the curriculum or skills taught in specific courses.
  - g. provides and promotes opportunities, activities, experiences, and/or programs which involve intramural athletic competition, team leadership and cooperation, sportsmanship, sports and recreation skills, physical development, or physical education.
  - h. provides and promotes opportunities, activities, experiences, and/or programs which enhance school support and spirit through organized cheering, support the school's interscholastic athletics and activities programs, or build student morale, student spirit, or positive support for the school and the school's interscholastic programs.
  - i. provides for the administration of student government or student body or class activities and programs.
  - j. provides for and promotes middle school level exploration of activities, socialization, or citizenship.
  - k. shows evidence of strong student interest and has potential for growth and longevity.
  - l. has adequate funding. Funding should not be diverted from existing school sponsored clubs or activities so as to create new ones.
  - m. has adequate facilities available.
  - n. has qualified and competent sponsors available, who are Millard Public Schools certificated staff, or selected community volunteers, or paid volunteers.
  - o. duplicates the general purposes of an existing sponsored club or activity, an existing equal access student group, or existing activities or programs which are already available within the Millard Public Schools or within the community.
  - p. is appropriate for the knowledge level, intellectual maturity, competence, and age of the students.
  - q. involves exposure to or risks of injury or harm.
  - r. can operate in compliance with federal and state laws and the policies and rules of the Millard Public Schools.
  - s. is an appropriate addition to the number and nature of clubs or activities at a school.

6. No extracurricular school sponsored clubs or activities shall involve or promote the indoctrination or advocacy of partisan, political, ideological, or religious beliefs.
7. No extracurricular school sponsored clubs or activities shall be a secret fraternity or secret organization.

#### VI. **Student Participation**

- A. Participation of students in extracurricular school sponsored clubs and activities is encouraged, and participation shall be open to and limited to all students who are currently enrolled in the sponsoring school on a voluntary basis. Extracurricular school sponsored clubs and activities may establish academic or course enrollment qualifications for participation if such qualifications are necessarily related to the purposes of that extracurricular school sponsored club or activity.
- B. Students will be limited in participating in activities of a non-school nature during school hours. Prior to such participation, approval must be granted by the building administrator.

#### VII. **Governance**

All extracurricular school sponsored clubs and activities shall be under the exclusive governance and control of school personnel. Such exclusive governance and control shall include, but shall not be limited to, the formation, naming, structure, operation, financing, and discontinuance of all extracurricular school sponsored clubs and activities. Extracurricular school sponsored clubs and activities shall not have any separate or individual existence, status, rights, or authority.

#### VIII. **Sponsors**

- A. Each extracurricular school sponsored club and activity must have a sponsor who is a Millard Public Schools certificated staff member, or selected community volunteer or paid volunteer, who is qualified by virtue of education, training, experience, or special interest to serve as the sponsor. The principal or designee shall select the sponsor. The Millard Public Schools certificated staff member who submits a suggestion form may or may not be selected as the sponsor.
- B. Sponsors shall be required to: develop materials, activities, and a budget; promote membership and participation; communicate with the principal or designee, staff, students, and parents; schedule meeting dates and locations; plan meaningful experiences; supervise students during activities; evaluate and make recommendations; and submit a year end report to the principal or designee.
- C. An assignment as a sponsor is an annual appointment. One (1) activity stipend will be issued to a Millard Public Schools certificated staff member for extracurricular school sponsored clubs or activities that have between ten (10) and forty-five (45) active participants. When participation exceeds forty-five (45) active participants, an additional activity stipend may be issued. Under certain circumstances which sometimes exist with different types of extracurricular school sponsored clubs or activities, the individual schools may be excluded from these number restrictions with the approval of the Activities Committee. With the approval of the principal or designee, two (2) or more Millard Public Schools certificated staff members may be allowed to split an activity stipend for an extracurricular school sponsored club or activity.

#### IX. **Review and Revocation**

- A. The principal or designee shall review the activities and purposes of extracurricular school sponsored clubs and activities on a regular basis and the principal or designee may, on their own initiative or upon any complaint or request by students, certificated staff, or parents, recommend to the Activities Committee that recognition of any extracurricular school sponsored club or activity be revoked. Recommendations for revocation shall be forwarded to and processed by the Activities Committee in the manner provided above for applications.

- B. The Activities Committee may on its own initiative, review and revoke the recognition of any extracurricular school sponsored club or activity.

**Date of Adoption:** June 16, 1975

**Date of Revision:** August 23, 1999; March 4, 2002

Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment****Policy: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)****Rule: Interscholastic Athletics and Activities: Approval Procedures and Criteria****6700.2****I. Interscholastic Athletics and Activities**

Interscholastic athletics and activities programs shall be established for both sexes and all such programs shall be sanctioned by and be in compliance with the rules and regulations of the Nebraska School Activities Association, the National Federation of State High School Associations, and the policies and rules of the Millard Public Schools.

**II. Student Participation and Eligibility**

- A. In compliance with the rules established by the Nebraska School Activities Association, the principal or designee has the responsibility for determining the eligibility of students.
- B. It shall be the responsibility of the coach to determine which candidates shall be members of the team.
- C. Standards for participation, conduct, and personal appearances shall be established by the coaches and such standards shall be reasonable and in harmony with the philosophy and goals established by the Millard Public Schools. In the case of any dispute, the principal or designee shall be responsible for resolving the issue.
- D. All participating students shall meet the rules and regulations established by the Nebraska School Activities Association, the National Federation of State High School Associations, and the Millard Public Schools.

**III. Approval Procedures and Criteria for New Interscholastic Sports and Activities**

- A. All interscholastic sports and activities shall be required to obtain approval for adoption in the Millard Public Schools in accordance with the following procedures and criteria.
    - 1. An Interscholastic Sports and Activities application form shall be completed by the school principal or designee and submitted to the Millard Public Schools Activities Committee.
    - 2. When reviewing the application for an interscholastic sport or activity, the Activities Committee and the Board of Education shall evaluate the following considerations and criteria. Whether the interscholastic sport or activity:
      - a. can be conducted in compliance with the rules and regulations of the Nebraska School Activities Association as well as the policies and rules of the Millard Public Schools.
      - b. will meet a strong student interest which is not being met by the Millard Public Schools or other community sports or activity programs.
      - c. is appropriate for the knowledge level, intellectual maturity, competence, and age of the students.
      - d. has potential for growth.
      - e. will equalize the opportunities for girls and boys and meet the intent of Title IX.
      - f. provides adequate opportunity for participation and competition.
      - g. duplicates the general purposes of an existing interscholastic sport or activity offered by the Millard Public Schools or other community sports or activities offerings.
- and, whether:

- h. given the number and nature of interscholastic sports and activities in the Millard Public Schools and community, it is appropriate to add the interscholastic sport or activity.
- i. the season in which the interscholastic sport or activity would be held allows for adequate participation and competition, given the weather and geographical conditions.
- j. adequate facilities are available for the interscholastic sport or activity. Adding a newly sanctioned interscholastic sport or activity should not overburden existing facilities.
- k. adequate funding is available for the newly sanctioned interscholastic sport or activity. Funding should not be diverted from existing interscholastic sports or activities to create new ones. All funding requirements, including start up and annual operation costs, must be considered.
- l. qualified and competent coaches and staff are available.

#### IV. Review and Discontinuance

- A. The Activities Committee shall regularly review the activities and purposes of interscholastic sports and activities and the Activities Committee may recommend to the Board of Education that any interscholastic sport or activity be discontinued. Recommendations for discontinuance shall be forwarded to and processed by the Board of Education in the manner provided above for interscholastic sports or activities.
- B. The Board of Education may on its own initiative, review and discontinue any interscholastic sport or activity.

**Date of Adoption:** June 16, 1975

**Date of Revision:** August 23, 1999; March 4, 2002

Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment****Policy: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)****Rule: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities Administration 6700.3**

- I. The goal for each student participating in extracurricular activities shall be a balanced program of appropriate academic studies and extracurricular school sponsored clubs and activities to be determined by the school, the parents, and the students. This should be a shared responsibility.
- II. Guidance is necessary to encourage the non-participating students to consider extracurricular school sponsored clubs and activities and interscholastic athletics and activities and to prevent the over-enthusiastic students from over-emphasizing clubs, activities, and athletics at the cost of their academic performance.
- III. Activities which are for public view are to be kept to the minimum necessary for their educational value. Public performances of the activities are to be supervised in order to prevent excessive time and effort expenditures by students. Public performances may not be held for purposes which contribute to private gain or advantage.
- IV. District-wide events shall be approved by the Superintendent or designee.
- V. School events should not be scheduled after 5:00 p.m. and should conclude by 6:30 p.m. on Wednesday evenings.

**Date of Adoption:** June 16, 1975**Date of Revision:** August 23, 1999; March 4, 2002Millard Public Schools  
Omaha, NE



**Category: Curriculum, Instruction, and Assessment****Policy: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)****Rule: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities School Social Events 6700.4**

- I. All school social events will be restricted to members of the student body, the class or club concerned, and their guests. Parents are always welcome at school functions.
- II. All school social events are to be properly chaperoned at the direction of the building principal or designee.
- III. Permission to have school social events is to be obtained from the building principal or designee and placed on the calendar. The principal or designee shall require the group and their sponsor to work out all details for preparation and clean-up
- IV. All school social events held on school nights should end by 11:00 p.m. unless changed by the principal or designee.
- V. The building principal or designee shall determine the number of school social events to be held each year.

**Date of Adoption:** December 1, 1975**Date of Revision:** October 2, 2000; January 7, 2002; March 4, 2002Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment****Policy: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)****Rule: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities Intramural Athletics 6700.5**

- I. The building principal or designee shall be responsible for the building intramural athletic program, which shall be a balanced intramural athletic program for both sexes and with appropriate intramural athletics for appropriate levels.
- II. The building principal or designee shall see that the intramural athletic program is properly organized and supervised, including the supervision of both participants and spectators.
- III. Care shall be taken that intramural athletics are conducted primarily for the benefit of participants.
- IV. The focus of the intramural athletic program shall be on participation.

**Date of Adoption:** June 16, 1975**Date of Revision:** August 23, 1999; March 4, 2002Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment****Policy: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)****Rule: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (Travel and Trips) 6700.6**

Extracurricular school sponsored clubs and activities and interscholastic athletics and activities involving the transportation of participants or spectators in school-sponsored vehicles shall be subject to the following guidelines:

- I. All trips shall originate and terminate at the school.
- II. On all trips, the rules and regulations of the building and the Millard Public Schools regarding students and student conduct shall be in effect from the time of departure until the time of return.
- III. Written approval of the student's parent or guardian must be secured.
- IV. A trip permit may be signed by a student's parent or guardian and placed on file for the school year.
- V. The activity director will arrange transportation for interscholastic and extracurricular activities and athletics. Trips that are scheduled for a length of time beyond sixteen (16) hours, or which may require student involvement or transportation beyond 12:00 midnight, or which require overnight accommodations, shall not be approved unless the mode of transportation has a properly permitted or licensed driver who complies with the hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G. Certificated staff who are providing transportation for interscholastic or extracurricular activities or athletics shall also comply with the hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G.
  - A. The coach or club or activity sponsor and principal or designee will ensure that the hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G are communicated to the provider of transportation prior to the start of the trip.
  - B. The coach or club or activity sponsor and principal or designee will ensure that the provider of transportation provides a plan to the principal or designee prior to the start of the trip that adheres to hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G.
  - C. The time for departure for the trip shall be no earlier than 6:00 a.m. on the starting day of the trip. Exceptions to this time of departure must have the prior approval of the District Director of Activities.
  - D. When the anticipated time of departure for the trip is earlier than 6:00 a.m. on the day of the event, the trip shall be subject to the following guidelines:
    1. The time of departure must have the prior approval of the District Director of Activities,

Or

    2. The coach or club or activity sponsor must arrange for the overnight accommodations of the students, drivers, chaperones, and coaches or club or activity sponsors involved on the trip for the night prior to the event.
    3. The overnight accommodations must be reserved prior to the start of the trip and will follow the overnight travel and trip guidelines.
  - E. The time of arrival on the return date of the trip shall be no later than 12 midnight on the day of the event. When the anticipated time of arrival on the return date of the trip is later than 12 midnight, that time must have the prior approval of the District Director of Activities.
  - F. When the anticipated time of arrival for the trip is later than 12 midnight on the day of the event, the trip shall be subject to the following guidelines:
    1. The coach or club of activity sponsor will arrange for the overnight accommodations of the students, drivers, chaperones, and coaches or club or activity sponsors involved on the trip for the concluding night of the event. Those involved on the trip will return to the school on the next day.
    2. The overnight accommodations must be reserved prior to the start of the trip.

3. The coach or club or activity sponsor will follow the overnight travel and trip policies and rules.

or

4. Upon the arrival to the school the students involved on the trip shall leave the school by means other than walking. A certificated staff member of the school will remain in a designated area at the school with the students involved on the trip until all of those students have left the school.
- a. The designated area at the school is subject to the approval by the principal or designee.
  - b. The designated area at the school will be communicated to the parents/guardians of the students involved on the trip prior to the trip.
  - c. Students on the trip are to remain in the designated area of the school until they are released by the certificated staff member.
  - d. The name(s) of the person(s) other than the parents/guardians of the students involved on the trip must be provided to the coaches or club or activity sponsors prior to the trip.
  - e. The person(s) retrieving the students on the trip must come to the designated area at the school for the trip to retrieve the students.

- G. Any exceptions to these guidelines must have the prior approval of the District Director of Activities.

- VI. The coach or club or activity sponsor, in consultation with the principal or designee, may give a student permission to use alternate transportation.

**Related Policy and Rules:** [6700](#) , [6700.1](#) , [6700.2](#) , [6700.3](#) , [6700.4](#) , [6700.5](#) , [6700.7](#) , [6700.8](#)

**Date of Adoption:** June 16, 1975

**Date of Revision:** August 23, 1999; March 4, 2002; May 3, 2004 , May 1, 2006

Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment****Policy: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)****Rule: Extracurricular School-Sponsored Clubs, Activities and Interscholastic Athletics, and Activities 6700.7 (Travel and Trips)****Overnight Travel and Trips Guidelines - Middle Schools**

- I. Every effort should be made to find teacher or parent chaperones. Volunteer chaperones must be screened according to the Volunteer approval process (Rule 6910.1). For volunteers, there should be at least a one-month lead time to allow for background checks.
- II. Certified employees are on duty during the entire time of the travel and trip.
- III. The head coach or sponsor will provide the travel and trip plan to the principal or designee within the deadline established by the principal or designee.
- IV. Students will be under supervision of adults at all times.
- V. Volunteer chaperones will report any behavior problems immediately to the certified staff member(s).
- VI. Certified staff members will discuss the specific chaperone responsibilities with the volunteer chaperones and provide written guidelines.
- VII. In addition to the head coach or activity sponsor, a minimum of one additional gender specific chaperone is required for every 25 students. Based upon the location of the trip, the number of the chaperones may be increased.

Number of Male Students	Number of Chaperones in Addition to the Certified Staff Member	Number of Female Students	Number of Chaperones in Addition to the Certified Staff Member
0-25	1	0-25	1
26-50	2	26-50	2
51-75	3	51-75	3
76-100	4	76-100	4

- VIII. Consideration of student gender should be made when selecting chaperones.
- IX. Emergency card/contact information will be brought on the travel and trip.
- X. Emergency contact information will be provided to parents.
- XI. In the event of illness or injury, a parent will be contacted immediately so a plan about the child's welfare can be determined. A principal will be made aware of the situation.
- XII. In the event of serious illness or injury, 911 will be called and the parent notified of the situation and hospital location. If there is only one coach or sponsor, the highest priority of supervision will determine whether a coach or sponsor will accompany the student to the hospital. A principal will be made aware of the situation.

**Related Policy and Rules:** [6700](#) , [6700.1](#) , [6700.2](#) , [6700.3](#) , [6700.4](#) , [6700.5](#) , [6700.6](#) , [6700.8](#) , [6910.1](#)

**Date of Adoption:** January 16, 2006

Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment**

**Policy: Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)**

**Rule: Extracurricular School Sponsored Clubs, Activities and Interscholastic Athletics and Activities 6700.8 (Travel and Trips)**

**Overnight Travel and Trips Guidelines - High Schools**

- I. Every effort should be made to find teacher or parent chaperones. Volunteer chaperones must be screened according to the Volunteer approval process (Rule 6910.1). For volunteers, there should be at least a one-month lead time to allow for background checks.
- II. Certified employees are on duty during the entire time of the travel and trip.
- III. The head coach or sponsor will provide the travel and trip plan to the principal or designee within the deadline established by the principal or designee.
- IV. Students will be under supervision of adults.
- V. Volunteer chaperones will report any behavior problems immediately to the certified staff member(s).
- VI. Certified staff members will discuss the specific chaperone responsibilities with the volunteer chaperones and provide written guidelines.
- VII. Consideration of student gender should be made when selecting chaperones.
- VIII. Emergency card/contact information will be brought on the travel and trip.
- IX. Emergency contact information will be provided to parents.
- X. In the event of illness or injury, a parent will be contacted immediately so a plan about the child's welfare can be determined. A principal will be made aware of the situation.
- XI. In the event of serious illness or injury, 911 will be called and the parent notified of the situation and hospital location. If there is only one coach or sponsor, the highest priority of supervision will determine whether a coach or sponsor will accompany the student to the hospital. A principal will be made aware of the situation.

**Related Policy and Rules:** [6700](#) , [6700.1](#) , [6700.2](#) , [6700.3](#) , [6700.4](#) , [6700.5](#) , [6700.6](#) , [6700.7](#) , [6910.1](#)

**Date of Adoption:** January 16, 2006

Millard Public Schools  
Omaha, NE

## Attachment B

### Policy 5520

Equal Access: Non-Curriculum Related Secondary School  
Student Meetings

### Policy 5510

Freedom of Expression

**Category: Pupil Services****Policy: Equal Access: Non-Curriculum Related Secondary School Student Group Meetings 5520**

The District shall not deny equal access or a fair opportunity to, and shall not discriminate against, any District secondary school students who wish to conduct a non-curriculum related student group meeting on school premises and during non-instructional time, on the basis of the religious, political, philosophical, or other content of the speech at such meeting. Such meetings shall comply with the rules established by the District and the building principal.

**Legal Reference:** 20 U.S.C. § 4071 et seq.

**Date of Revision:** August 20, 1990; April 2, 2001

Millard Public Schools  
Omaha, NE



**Category: Pupil Services****Policy: Equal Access: Non-Curriculum Related Secondary School Student Group Meetings****Rule: Equal Access: Non-Curriculum Related Secondary School Student Group Meetings****5520.1**

- I. **General Statement.** The District shall provide equal access or a fair opportunity to, and shall not discriminate against, any District secondary school students who wish to conduct a non-curriculum related student group meeting on school premises and during non-instructional time, on the basis of the religious, political, philosophical, or other content of the speech at such meeting.
- II. **Rules Governing Applications for Equal Access by Non-Curriculum Related Secondary School Student Groups**
  - A. District secondary school students who desire to use District premises for a non-curriculum related student group meeting, must file a written application on forms provided by the District, with the building principal. The application shall include the name of the student group, the specific purpose of the student group, the proposed activities of the meeting, and the names of the students who are authorized on behalf of the student group to submit the application, who will be responsible for any damage to school property, and with whom the building principal can communicate with regard to the applicable rules and any violations thereof. All such applications must be initiated by District secondary school students.
  - B. The application must be submitted at least three (3) days before the date of the requested use. Applications may be for periodic dates, or for more than one (1) date, or for continued use, but the application shall not exceed the current school year.
  - C. If the application is approved, the building principal shall designate and assign the rooms or other facilities to be used for the student group meeting or meetings, and if the application is for more than one (1) date, the building principal may establish such other reasonable conditions as may be appropriate for the scheduling of the use of rooms or other facilities.
  - D. An application shall not be denied on the basis of the religious, political, philosophical, or other content of the speech at the meeting. An application may be denied when there exists a reasonable likelihood of material and substantial interference with the orderly conduct of educational activities within the school, or if the meeting or any expected activities of the student group at the meeting are or will be in violation of any law or ordinance.
  - E. The approval of an application may be temporarily or permanently terminated by the building principal, if the student group materially and substantially interferes with the orderly conduct of educational activities within the school, if the activities of the student group violate any law or ordinance, if the student group has abused school property, or if the student group violates any provisions of this Rule.
  - F. If a student's or student group's application is denied or temporarily or permanently terminated, the student or student group may request a hearing in accordance with the provisions of Section VI hereinafter.
- III. **Rules Governing Meetings**
  - A. The meetings of non-curriculum related secondary school student groups shall be held at assigned times during the non-instructional times either before actual classroom instruction begins or after actual classroom instruction ends.
  - B. Student participation in the meetings of non-curriculum related secondary school student groups shall be voluntary and shall be limited to those individuals who are then currently enrolled as students at the school.
  - C. Non-school persons may not direct, conduct, control, or attend the meetings of non-curriculum related secondary school student groups.
  - D. The building principal may appoint a District employee to serve as a monitor for such meetings. The monitor shall be responsible for monitoring such meetings so as to assure that attendance is voluntary, that the meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school or violate any law, ordinance, or provisions of this Rule, that school property is not abused, and that order and discipline are maintained. Monitors shall attend such meetings only in a non-participating capacity. No District employee shall be compelled to be a monitor for any such meeting if the content of the speech at the meeting is contrary to the beliefs of the employee.
  - E. The meetings of non-curriculum related secondary school student groups shall not be sponsored by the school, District, or District employees or agents.

- IV. **Athletic Activities.** The use of District buildings or facilities for athletic activities or contests shall not constitute a meeting of a non-curriculum related secondary school student group for which equal access is provided under this Rule.
- V. **Access to Bulletin Boards, Public Address System, and Newspaper.** Non-curriculum related secondary school student groups shall have equal access to the use of the building's bulletin boards, public address system, and school newspaper, for the publication of notices about the meetings of such student groups. Access to the public address system shall be at the times prescribed for such announcements by the building principal. Access to space in the school newspaper shall be on an as available basis. Access to bulletin boards shall be provided in accordance with District Rule 5510.2(l).
- VI. **Request for Hearing.** Any student or student group believing that the District has denied the student or student group equal access under this Rule, may request a review of the perceived denial pursuant to the procedures in District Rule 5510.1(IV).

**Legal Reference:** 20 U.S.C. § 4071 et seq.

**Date of Revision:** August 20, 1990; April 2, 2001

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Freedom of Expression****5510**

Students are encouraged to freely express their opinions and ideas provided, however, that due regard is given to good taste, District Policy and Rule, and the District's need to provide a learning environment free from substantial disruption, material interference, and injury to the rights of others.

**Related Rules:** [5510.1](#) , [5510.2](#)

**Date of Adoption:** July 5, 1988

**Date of Revision:** April 21, 1997; April 2, 2001

Millard Public Schools  
Omaha

**Category: Pupil Services****Policy: Freedom of Expression****Rule: Freedom of Expression****5510.1**

- I. **Prohibited Expressions.** Students have the right to freely express their opinions and ideas under the First Amendment. This right, however, is not unlimited, and students are prohibited from using the following types of expression:
- A. **Vulgar or obscene.** Vulgar or obscene expressions are those which the average person, applying contemporary community standards, would find that when taken as a whole, appeal to prurient interests; or, the expressions depict or describe in a patently offensive way sexual conduct in a manner prohibited by applicable law; or, the expressions, taken as a whole, lack serious literary, artistic, political, or scientific value.
  - B. **Defamatory.** Expressions shall be considered defamatory when they include libelous falsehoods about individuals. In order to be defamatory, the libelous falsehood must be made with actual malice; that is, with the knowledge that it is false or with reckless disregard of whether or not it is false.
  - C. **Invasion of privacy of others.** Invasion of privacy includes exploitation of an individual's personality; providing information of an individual's private affairs with which the public has no legitimate concern; or wrongful intrusion into an individual's private activities in a manner that can cause mental suffering, shame, or humiliation to a person of ordinary sensibilities.
  - D. **Criticism of school officials or advocacy of violation of District Policies or Rules.** Such expressions are prohibited to the extent that there is evidence that supports a reasonable judgment that substantial disruption of or material interference with the normal operation of the school or school activities will result, as provided in Section I (F) below.
  - E. **Discriminatory.** Expressions which attack or promote discrimination against groups or individuals on the basis of race, color, religion, national origin, gender, marital status, disability, or age.
  - F. **Substantial disruption or material interference with the educational process.** Such expressions are prohibited when there is evidence which supports a reasonable judgment that a substantial disruption of or material interference with the normal operation of the school or school activities will occur, or injury or damage to persons or property may result if permitted. In order for an expression to be disruptive or an interference, there must exist clear and specific facts upon which it would be reasonable to conclude that a clear and present likelihood of an immediate and substantial disruption in or material interference with the educational process would result if the expression were allowed to occur.
  - G. **Highly controversial.** Expressions that are highly controversial and advance or advocate a certain viewpoint or lifestyle which has an inflammatory effect. An indication of whether something is controversial is whether the topic would reasonably offend some groups or would be shocking to teachers, parents, and/or students. To be prohibited under this subsection, the expression must substantially disrupt or materially interfere with the educational process.
  - H. **Sexual harassment.** The expression violates District Rule 5420.1 or constitutes prohibited sexual harassment.
- II. **Buttons, Badges, and Armbands.** It will be a violation of this Rule if expressions prohibited under the preceding Section I of this Rule are contained on buttons, badges, armbands, or clothing, or are in some other manner displayed by a student or student group.
- III. **Bulletin Boards, Distribution of Printed Material, and Circulation of Petitions.** It will be a violation of this Rule if expressions prohibited under Section I of this Rule are contained on a bulletin board, printed material, poster, e-mail, class assignment, or any other written or electronic medium.
- IV. **Request for Hearing.** Any student or student group believing that the District has unfairly abridged the student's or student group's freedom of expression, may request a review of the perceived abridgement. The following procedures shall be followed by the student or student group and the District:
- A. The student or student group shall make a written request to the school principal or principal's designee. The written request will include the expression that the student or student group believes is being abridged.
  - B. The principal or principal's designee shall schedule a meeting within five (5) school days of receipt of the written request. The meeting will consist of the principal or principal's designee, the student or representative of the student group and, if desired by the student or student group, the student's or student group's representative's parent.

- C. Within two (2) school days of the meeting, the principal or principal's designee shall make a written determination of whether or not the student or student group's freedom of expression has been unfairly abridged. The written determination shall be mailed to the student or student group's representative's home address.
- D. If the student or student group is dissatisfied with the principal's or principal's designee's determination, the student or student group may appeal the determination by making a written appeal to the Superintendent within five (5) school days of receipt of the principal's or principal's designee's determination. The appeal shall consist of the following:
1. The student's or student group's written request to the principal;
  2. The principal's or principal's designee's written determination; and
  3. A statement of why the student or student group believes that the determination of the principal or principal's designee is in error.
- E. The Superintendent or Superintendent's designee may schedule a meeting with the student or a representative of the student group if the Superintendent or Superintendent's designee deems it necessary or desirable. Within five (5) school days of receipt of the appeal, the Superintendent or Superintendent's designee shall make a written disposition of the appeal. The written disposition shall be mailed to the student's or student group's representative's home address.
- F. If the student or student group is dissatisfied with the Superintendent's or Superintendent's designee's determination, the student or student group may appeal the determination by making a written appeal to the District's Board by delivering a written appeal to the Board Secretary within five (5) school days of receipt of the Superintendent or Superintendent's designee's written disposition. The written appeal shall consist of the following:
1. The appeal documents delivered to the Superintendent; and
  2. The Superintendent's or Superintendent's designee's written disposition.
- G. The Board will schedule the matter for a hearing at either the next regularly scheduled Board meeting, or the meeting following the next regularly scheduled Board meeting unless the parties agree to an alternative date.
- H. The Board hearing will permit both the student or student group and the administration to present evidence and argument in a manner designed to enable both parties to fully disclose their position.
- I. Within five (5) school days of the Board hearing, the Board will render a written decision of the appeal. The written decision shall be mailed to the home address of the student or the student group's representative. The decision of the Board shall be final.

**Related Rules:** [5400.1](#) , [5420.1](#) , [5450.1](#) , [5520.1](#)

**Date of Adoption:** April 21, 1997

**Date of Revision:** April 2, 2001; June 7, 2004

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Freedom of Expression****Rule: Freedom of Expression: Bulletin Boards, Printed Materials and Petitions****5510.2**

- I. **Bulletin Boards.** The building principal shall have direct control over the use of bulletin boards and may designate certain bulletin boards for school announcements. Ample bulletin board space shall be provided for the use of student organizations. Space may also be made available for notices relating to out-of-school activities.
  - A. Bulletin boards shall be used by curriculum related student clubs and non-curriculum student groups only to disseminate information about and/or notices of meetings and activities of the clubs or groups.
  - B. The following limitations apply to all bulletin board postings:
    1. No notices or other materials shall be posted on a bulletin board which contains subject matter within the restricted categories of District Rule 5510.1.
    2. Identification of the student or student group issuing same shall be required on any posted notice.
    3. The school shall require that notices or other communications be dated at posting and that such materials be removed after the notice is no longer timely and in no event later than two (2) weeks after being posted.
- II. **Distribution of Printed Material and Circulation of Petitions.** Students may be permitted to distribute handbills, leaflets, and other printed material and to collect signatures on petitions concerning either school or out-of-school issues, whether such materials are produced within or outside the school, in accordance with the following regulations:
  - A. The time of such activity shall be limited to periods before school begins, after dismissal, and during lunch time, and such activity shall be in areas designated by the principal, if such limitations are necessary to prevent interference with the school program.
  - B. The place of such activity shall be reasonably restricted so as to permit the normal flow of traffic within the school, at exterior doors, and in such a manner not to create a safety hazard.
  - C. The activity shall be conducted in such a manner so as to prevent levels of noise which interfere with the use of the building for school purposes, and to prevent the use of coercion in obtaining signatures on petitions.
  - D. The school shall require that all printed materials and petitions distributed or circulated on school property bear the name of the sponsoring student or student club.
  - E. The school shall prohibit the distribution of all printed materials and petitions within the restricted categories of District Rule 5510.1.
- III. **Request for Hearing.** Any student or student group believing that the District has unfairly abridged the student's or student group's freedom of expression under this Rule, may request a review of the perceived abridgement pursuant to the procedures in District Rule 5510.1 (IV).

**Legal Reference:** August 20, 1990; April 2, 2001Millard Public Schools  
Omaha, NE

# Attachment C

Policy 6675

Exempt School

**Category: Curriculum, Instruction, and Assessment****Policy: Exempt School****6675**

The Millard Public Schools recognizes the rights of parents and guardians to educate their children and wards in an exempt school, in accordance with state law and regulations. The Superintendent shall establish such guidelines and procedures to work cooperatively with such Exempt Schools and Exempt School Students as may be required by state and federal law.

Legal References: Neb. Rev. Stat. §79-318, 79-1601

Title 92, Nebraska Administrative Code, Chapter 12

Title 92, Nebraska Administrative Code, Chapter 13

**Related Policy and Rules:** [5130](#) , [6675.1](#) , [6675.2](#)

**Date of Adoption:** February 21, 2000

**Date of Revision:** August 4, 2003

Millard Public Schools  
Omaha, NE



**Category: Curriculum, Instruction, and Assessment****Policy: Exempt School****Rule: Exempt Schools: Requests for Programs, Services or Materials****6675.1**

I. **General Statement.** Nebraska law provides parents and guardians the right to educate their children and wards in alternative schools which are exempt from state approval or state accreditation requirements.

II. **Definitions.**

- A. Exempt School shall mean any private, parochial, denominational or home school which has elected not to meet approval and/or accreditation requirements pursuant to state law and regulations of the Nebraska Department of Education.
- B. Exempt School Student shall mean any resident student of school age who has not graduated or received a G.E.D. diploma and who is attending an Exempt School.
- C. Assigned School shall mean the District school where the Exempt School Student would have attended and received educational instruction if the student had officially enrolled pursuant to the District's enrollment policies and rules.
- D. Programs shall mean the educational curriculum, co-curricular activities, and extracurricular school-sponsored clubs and activities which are available for students who are enrolled in the District, but excluding all interscholastic athletics and activities which are under the jurisdiction of the Nebraska School Activities Association.

III. **Cooperation with Exempt Schools.**

The District shall cooperate with the education of Exempt School Students according to the state and federal law and District policies and rules. In cooperating in the educational process of Exempt School Students the District shall:

- A. Provide special education services to qualified Exempt School Students pursuant to District policies and rules and state and federal laws and regulations. Special education and related services will be provided at the assigned District school that is closest to the eligible student's Exempt School. Services will be available during the hours that public school students attend school.
- B. Not allow any Exempt School Student to participate in any interscholastic athletics or activities which are under the jurisdiction of the Nebraska School Activities Association.
- C. Not provide any ELL, Title I, homebound instruction or other remedial services to Exempt School Students except as may be required by law.
- D. Not provide any textbooks, teacher's edition textbooks, ancillary textbook materials, consumable material, library or media materials, or other resources to Exempt School Students or Exempt Schools.

IV. **Requests for Participation.**

- A. All requests for participation in District programs shall be referred to the Superintendent or designee for consideration and approval or denial. The Superintendent or designee in considering and evaluating the request shall consider the following issues:
  - 1. Whether the school is closed to option enrollment or in-district transfers;
  - 2. The availability of the requested program at the assigned school;
  - 3. Whether the school environment or educational process will be disrupted;

4. Whether there is space available and a specified time can be assigned so as to minimize any conflicts or disruption of the education process;
  5. Whether the Exempt School Student meets academic eligibility requirements or course enrollment prerequisites for participation;
  6. Whether the requested program is appropriate for the knowledge level, intellectual maturity, competence, and age of the Exempt School Student; and
  7. Whether the requested program is part of an integrated program which cannot be isolated so as to allow participation in the requested program.
- B. An Exempt School Student shall be required to be officially enrolled and counted proportionately towards the District's ADA/ADM if such Student requests participate in the District's programs
- C. Exempt School Students who participate in District programs shall be subject to all District and school policies and rules, including, but not limited to, District and school policies and rules regarding student conduct, discipline, attendance, student fees, student provided materials, equipment and attire, insurance, proof of age and identity, physical examination, and immunizations.
- D. Any Exempt School Student requesting participation in more than fifty percent (50%) of District classes on a daily or weekly basis, must enroll as a full-time District student and be subject to all requirements of all other full-time students of the District
- E. Exempt School Students may participate in those co-curricular activities and school sponsored clubs and activities not subject to eligibility rules of the Nebraska School Activities Association, subject to approval as provided in this rule.

**Date of Adoption:** February 21, 2000

**Date of Revision:** July 31, 2000; August 4, 2003

Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment****Policy: Exempt School****Rule: Admittance and Participation by Exempt School Students: Placement, Credits and Grades 6675.2****I. Placement.**

Grade and class placement of Exempt School Students requesting enrollment in the Millard Public Schools as a full time student shall be determined by the District. The following factors shall be considered in determining the placement of an Exempt School Student:

- A. The age of the student;
- B. A review of the transcript of the program of instruction completed by the Exempt School Student which shall be provided by the parents or guardian of the student;
- C. Achievement Test scores, which shall be provided to the District by the parents or guardian of the student; and
- D. Records from any schools previously attended by the student.

**II. Official School Transcripts.**

The transcript record of the Exempt School curriculum may become part of or incorporated into the official transcript records of the Millard Public Schools, noting that the courses were completed in an Exempt School setting.

**III. Credits and Grades.**

- A. For the purpose of placement and graduation, credits may be given for Exempt School curriculum satisfactorily completed, as determined by the District. Credits may not necessarily be given for any Exempt School curriculum. In determining whether to give credits for Exempt School curriculum, the District may use a review of transcripts from prior schools attended, standardized tests, assessments, and teacher evaluations of student competency in the subject matter. The District may give credits for Exempt School curriculum if it is determined that the student demonstrates mastery of the subject matter and completion of course requirements.
- B. Grades awarded to an Exempt School Student for completion and evaluation of Exempt School curriculum shall not be utilized in the calculation of the student's grade point average or in determining class rank.

**IV. Graduation Requirements.**

Exempt School Students enrolling in or returning to a District high school shall meet all of the graduation requirements of the Millard Public Schools including the course and credit requirement as well as the District's Essential Learner Outcome (ELO) assessments in order to receive a District diploma.

**Date of Adoption:** February 21, 2000**Date of Revision:** August 4, 2003

Millard Public Schools  
Omaha, NE

# Attachment D

## Policy 6335

### Awards for Achievement

**Category: Curriculum, Instruction, and Assessment****Policy: Awards for Achievement****6335**

The Board encourages the professional staff to maintain a set of criteria and procedures for presenting letters or other suitable awards to students for scholarship and distinguished service in any school activity. In all cases, the relationship between the award and the relevant goal or goals of the schools should be pointed out.

The professional staff is authorized to review and approve, or reject, proposed trophies, prizes, scholarships or other awards from non-school donors. Acceptance will require affirmative answers to at least the following questions:

- I. Can the proposed award be considered free from motives of personal or corporate gain and publicity?
- II. Are the criteria for making the award under the control of the professional staff, or acceptable to the staff?
- III. Are the purposes, either implied or explicit, of the proposed award consistent with our schools' goals?

**Date of Adoption:** February 4, 1974

**Date of Revision:** August 4, 2003 (from 5126)

Millard Public Schools  
Omaha, NE

# Attachment E

## Community Volunteers

**Category: Curriculum, Instruction, and Assessment****Policy: Community Volunteers****6910**

The Board of Education recognizes that the use of community volunteers enriches the learning experiences for students and serves to enhance school-community relations. The Board authorizes the Superintendent or designee to establish a process and procedure to review and evaluate potential community volunteers. When making such evaluations consideration shall be given to issues of safety and to the needs of the students, staff, faculty and administration.

**Related Rule:** [6910.1](#)

**Date of Adoption:** February 21, 2000

Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment****Policy: Community Volunteers****Rule: Community Volunteers Screening Procedures****6910.1**

- I. All persons interested in serving as volunteers in the Millard Public Schools who are not current students, parents, or grandparents of current students, employees or retired employees of the District shall register and apply with the Volunteer Services Coordinator and shall provide the following information on an approved application form:
  - A. Statistical and directory information including, but not limited to, name, address, telephone number and current or former place of employment (if any).
  - B. Names of not less than three references to be contacted in writing by the District.
  
- II. For all interested volunteers whose volunteer services may result in interaction with students and which may not be directly and continuously supervised by District personnel, the Volunteer Services Coordinator shall undertake the following applicant screening procedures:
  - A. All application forms shall be reviewed by the Volunteer Services Coordinator.
  - B. The Volunteer Services Coordinator shall send a reference survey questionnaire to each person identified as a reference on the application, requesting the reference information be supplied to the District.
  - C. The Volunteer Services Coordinator shall review the responses of the references to the survey questionnaire.
  - D. The Volunteer Services Coordinator shall also complete a background check with the Nebraska Child Abuse/Neglect Central Registry.
  
- III. While the application is being processed and all references and background checks made, the applicant may be placed in a temporary volunteer position by the principal and/or the program staff provided that the volunteer is directly and continuously supervised by a Millard Public School employee at all times.
  
- IV. When all reference survey questionnaires are returned and the background check is completed and are determined to be satisfactory and consistent with the District's policy, the Volunteer Services Coordinator shall contact the building principal and/or program staff and advise that the community volunteer has been approved.
  
- V. In the event the reference survey questionnaires or the background check prove to be unsatisfactory or not consistent with the District's policy, the building principal and/or program staff will be notified and a letter from the Volunteer Services Coordinator shall be sent to the Applicant advising that the request of the Applicant has been denied.
  
- VI. All references and information obtained or gathered in the application, reference survey questionnaire and screening shall be strictly confidential and shall not be available to any person, including the applicant.
  
- VII. Community volunteers are to perform such volunteer services only during normal school hours, or such regularly scheduled before- and after-school time as the school activity may require, only under the direct, close supervision of a Millard Public Schools Employee unless approved by the Superintendent or designee.

**Related Policy:** [6910](#)**Date of Adoption:** February 21, 2000Millard Public Schools  
Omaha, NE



**Category: Curriculum, Instruction, and Assessment**  
**Policy: Community Volunteers**  
**Rule: Volunteers Coaches Screening Procedures**

6910.2

- I. All persons interested in serving as volunteer coaches in the Millard Public Schools shall apply with the Human Resources Department and shall provide the following information on an approved application form:
  - A. Statistical and directory information including, but not limited to, name, address, telephone number and current or former place of employment (if any).
  - B. Names of not less than three references to be contacted directly by the District.
  
- II. For all interested volunteer coaches whose volunteer services may result in interaction with students, the Human Resources Department shall undertake the following applicant screening procedures:
  - A. All application forms shall be reviewed by the Human Resources Department.
  - B. The principal or designee at the site where the person wants to volunteer shall contact each person identified as a reference on the application.
  - C. The Human Resources Department shall also complete a background check with the Nebraska Child Abuse/Neglect Central Registry.
  
- III. While the application is being processed and all references and background checks made, the applicant may not be placed in a temporary volunteer coaching position by the principal and/or the program staff.
  
- IV. When all reference checks and the background check are completed and are determined to be satisfactory and consistent with the District's policy, the Human Resources Department shall contact the building principal and/or program staff and advise that the volunteer coach has been approved.
  
- V. In the event the reference checks or the background check prove to be unsatisfactory or not consistent with the District's policy, the building principal and/or program staff will be notified and a letter from the Human Resources Department shall be sent to the Applicant advising that the request of the Applicant has been denied.
  
- VI. All references and information obtained or gathered in the application, reference checks and screening shall be strictly confidential and shall not be available to any person, including the applicant.
  
- VII. Volunteer coaches are to perform such volunteer services only during normal school hours, or such regularly scheduled before- and after-school time as the school activity may require, only under the direct, close supervision of a Millard Public Schools Employee unless approved by the Superintendent or designee.

**Related Policy:** [6910](#)

**Date of Adoption:** June 5, 2006

Millard Public Schools  
Omaha, NE

# Attachment F

## Policy 1340

### Use of School Facilities and Equipment

**Category: Community Relations****Policy: Use of School Facilities and Equipment****1340**

School facilities and equipment may be used by individuals and organizations (both non-profit and for-profit). Such uses shall be subject to the rules and regulations established under this policy.

**Related Rule:** [1340.1](#)

**Date of Adoption:** February 17, 1975

**Date of Revision:** September, 21, 1998

**Date of Last Review:** October 7, 2002

Millard Public Schools  
Omaha, NE

**Category: Community Relations****Policy: Use of School Facilities and Equipment****Rule: Use of Facilities and Fee Schedule****1340.1****I. Priorities for Facility Use**

The following priorities are established for scheduling the use of School District facilities and equipment:

- A. Priority 1 Uses: Building or District-wide school events, activities, and programs;
- B. Priority 2 Uses: Events or activities that are designed to serve Millard students or are related to any function of the school when such functions are planned and directed by school-affiliated non-profit groups and events or activities sponsored by PAYBAC Partners;
- C. Priority 3a Uses: Events or activities which serve Millard area youth (i.e., a majority of participants must be from Millard) that are planned and directed by non-profit youth organizations not directly affiliated with the school;
- D. Priority 3b Uses: Events or activities which serve youth and are sponsored by non-profit organizations not directly affiliated with the school and charitable fundraising events or activities;
- E. Priority 4 Uses: Non-profit civic, service, or other groups whose purpose is to promote the general welfare of the community;
- F. Priority 5 Uses: Individuals or groups involved in activities not listed above.

**II. Limitations on Use of School Facilities**

In no event will the use of school facilities and equipment be permitted:

- A. when the use would interfere with any class-related use;
- B. when the use would interfere with events sponsored by the school or school groups;
- C. when the use would involve illegal activity;
- D. when the organization or individual(s) involved have previously engaged in (or can reasonably be expected to engage in) any form of illegal discrimination or violence, or, when such organization or individual(s) advocate (or have a reputation for advocating) violence or rebellion against the United States, the State of Nebraska, or any political subdivision thereof.
- E. when the use would be of a morally objectionable nature or would be contrary to any of the District's policies or rules, or, would be contrary to the goals and/or objectives of the District's educational programs;
- F. when the use would result in the District's facilities or equipment being altered, modified, or changed;
- G. when the use would result in the District's facilities being used to store the equipment of the user;
- H. when, in the opinion of the administration, the use would present an unacceptable risk of damage or excessive wear and tear to the facilities or equipment;
- I. when, in the opinion of the administration, the use would present a significant disruption to the effective administration of a building or District program.

District facilities will not be made available for private social functions, including but not limited to, wedding receptions; birthday, graduation, or swimming parties; or other such events. Building administrators may place further limitations on uses in their buildings. Such limitations may include, but shall not be limited to: excluding the use of indoor facilities for soccer and/or baseball practices; excluding the use of science laboratories, media centers, elementary classrooms, and/or administrative offices; and excluding the use of facilities if such would be reasonably necessary to ensure timely cleaning and maintenance. Such additional limitations by a building administrator shall be supported by a reasonable rationale, shall

be consistently applied, and shall be reported to the office of the District Director of Activities.

Building administrators or their designees may inspect and review any and all items brought into the building to ensure appropriate building safety and effective administration of the facilities. If, in the opinion of such administrator, any items would be unsafe, inappropriate, or undesirable in the building, he/she may prohibit such item from entering the building or require its removal from the building. In the event the building administrator's directive is not complied with expeditiously, approval for the use of the facility shall be withdrawn immediately by the administrator.

### III. Applications for Use of School Facilities

The administration shall develop an Application for Use of School Facilities form to assist with the administration of this rule. Such form shall be completed by all non-school organizations requesting the use of school facilities or equipment. The application shall require that all applicants:

- A. agree to comply with all District policies, rules, and regulations that govern use of facilities;
- B. agree to be responsible for any damages incurred to facilities, grounds, or equipment during the period of such use;
- C. agree to have the District Director of Activities as the final determiner as to whether repair or replacement is the appropriate remedy for any damages.
- D. agree to be wholly responsible for the supervision and control of all persons and activities during such use;
- E. agree to protect, indemnify, and hold the school District harmless for any and all claims, suits, actions, damages, judgments, or causes of action arising out of or in any way related to such use, and, further that, if requested, the applicant will provide, prior to the planned use of a facility, a Certificate of Liability Insurance in the amount of one million dollars, naming Millard Public Schools as an additional insured.

District employees wishing to use a District facility for other than their assigned contractual duties must submit a completed Application for Use of School Facilities and shall be subject to the same rules (including fees and charges) as non-employees.

### IV. Cancellation of Approved Applications

A previously approved facility use may be cancelled for one or more of the following reasons:

- A. A. failure of the applicant to pay applicable fees or charges for this use or any prior use;
- B. failure to reimburse the District for damages incurred during any prior use;
- C. evidence satisfactory to the District that applicant's use of the facility would violate a District policy, rule, or regulation or would be illegal;
- D. any violation of the terms and conditions of the application;
- E. any change in the school activities that presents a conflict with the use;
- F. any snow or ice accumulation that would require additional removal costs for the District; or
- G. any other event or circumstance which, in the opinion of the administration, necessitates cancellation of the use.

In the event a previously approved facility use is cancelled, the District shall not be responsible for any damages incurred by the applicant as a result of such.

An applicant may, without penalty, cancel a previously approved facility use by giving notice of such to the District at least 48 hours prior to the scheduled use. If notice is given within 48 hours but prior to the use, the facility use fee may not be refunded.

**V. Use of Facilities Rate Schedule**

A Use of Facilities Rate Schedule shall be reviewed and revised as necessary and distributed by the business office. Such schedule shall include, but not necessarily be limited to, fees for facilities use, equipment use, access charges and charges for staff time.

**VI. Rate Schedules**

The following fees and charges shall be assessed for the use of school District facilities and equipment:

- A. Priority 1 Uses: No fees will be assessed. A charge may be assessed for a use which requires additional staff time.
- B. Priority 2 Uses: No facility use or equipment use fee will be assessed. An access charge will be assessed for weekend use. A charge may be assessed for a use which requires additional staff time.
- C. Priority 3 Uses: No facility use or equipment use fee will be assessed. An access charge will be assessed for weekend use. A charge may be assessed for a use which requires additional staff time. The exception to this is the use of Lyle Buell Stadium or the Millard South Track Facility, in which a reduced facility use and/or equipment use fee will be assessed and an access charge will be assessed. A charge may be assessed for a use which requires additional staff time.
- D. Priority 4 Uses: A reduced facility use and/or equipment use fee will be assessed. An access charge will be assessed for weekend use. A charge may be assessed for a use which requires additional staff time. The exception to this is the use of Lyle Buell Stadium or the Millard South Track Facility, in which a reduced facility use and/or equipment use fee will be assessed and an access charge will be assessed. A charge may be assessed for a use which requires additional staff time.
- E. Priority 5 Uses: A full facility use and/or equipment use fee will be assessed. An access charge will be assessed for weekend use. A charge may be assessed for a use which requires additional staff time. The exception to this is the use of Lyle Buell Stadium or the Millard South Track Facility, in which the full facility use and/or equipment use fee will be assessed and an access charge will be assessed. A charge may be assessed for a use which requires additional staff time.

Use fees may be waived for public service meetings or presentations upon prior approval by the District Director of Activities.

**VII. Equipment Requirements**

Approval for the use of a facility shall not include the use of school equipment unless specifically requested and approved on the application form.

**VIII. Access Charges**

An hourly access charge shall be assessed to compensate the District for expenses incurred in providing building access and other normal overhead expenses, such as heating, air conditioning, lighting, and general maintenance services. Such charge shall be assessed for the hours of the use plus the additional time required to cleanup and secure the area.

If a user desires to have a custodian assigned exclusively to assist with the use, an additional charge for such service shall be assessed.

In situations where no advanced cancellation notice has been received by the District and the user does not appear at the scheduled time, the staff assigned shall remain available at the facility for one hour before securing the building and departing. An access fee will be assessed to the scheduled user for such time.

**IX. Special Staff Requirements**

District staff must be present when certain school facilities are used. These facilities shall include, without limitation, kitchen facilities, swimming pools (where a life guard must be assigned), auditoriums (where stage and lighting technicians may be needed), and other such areas as may be determined by the administration. When such additional staff are required to be present, the using organization will be charged for District expenses associated with such additional staff.

Arrangements for any additional staff (except kitchen staff) shall be made by the building administrator or his/her designee. Arrangements for kitchen staff shall be made by the District's Director of Food Service or his/her designee.

If the approved use involves employees other than those specifically required by the District, the user may contract directly with the employee.

**X. Religious Organizations**

Religious organizations may make application to use a District facility for a period of one year. An extension may be granted if satisfactory evidence exists that the organization is in the process of constructing or acquiring other non-District facilities for its use.

**XI. Use of Open Areas**

School playgrounds, practice fields, and other open areas which are not being used for school activities shall be available to the general public on a first-come, first-served basis from one hour before sunrise to one hour after sunset each day. Thereafter, such areas shall be closed to public use. The only organizations that may submit an application to reserve the use of such areas shall be non-profit organizations serving Millard youth. Any groups using such facilities shall be responsible for any damage occurring as a result of such use and shall be responsible for clearing the grounds of litter after such use.

**XII. Snow Removal**

In the event of significant snowfall (or accumulation of ice) prior to a use of District facilities, the District's operations and maintenance supervisors shall make a determination as to whether or not snow (or ice) removal is required. If such is required and if snow (or ice) removal is not necessary for other school-related activities, the scheduled use shall be canceled or, if mutually agreed to by the District and the user, the snow (or ice) will be removed by District personnel or contractors and an additional charge for such will be assessed to the user.

All snow (and ice) removal on school District property must be made by school District personnel or by properly insured independent contractors approved by and working for the District. Users will not be permitted to engage in snow (or ice) removal activities nor will they be permitted to hold activities on school property without proper snow (or ice) removal.

**XIII. Vehicle Parking**

Vehicles may properly park in school District parking areas when attending school activities, when conducting school related business, or when in attendance at any approved use of school facilities. The school District grounds may not be used for any other parking of private vehicles. Any vehicles which are not permitted by this rule to be parked on school property shall be subject to towing from school grounds at the owner's expense. Similarly, vehicles that are improperly parked shall also be subject to towing from school grounds at the owner's expense. Improper parking shall include, but not be limited to, parking in driveways or throughways, parking over painted stall lines, and parking on grassed areas.

**Related Policy:** [1340](#)

**Date of Adoption:** August 15, 1983

**Date of Revision:** September 21, 1998; October 7, 2002, December 19, 2005

Millard Public Schools  
Omaha, NE

# Attachment G

Policy 6750

Student Fees



**Category: Curriculum, Instruction, and Assessment****Policy: Student Fees****6750**

The District may require and collect fees or other funds from or on behalf of students or require students to furnish or provide materials, supplies, equipment, or attire consistent with the Public Elementary and Secondary Student Fee Authorization Act.

The Superintendent (or designee) shall promulgate the rules and/or procedures necessary for implementation of this policy. For purposes of Neb. Rev. Stat. §79-2,133 and §79-2,134, such rules and/or procedures, when adopted or approved, shall be incorporated in their entirety into this policy by this reference.

On or before August 1, 2002, and annually thereafter, the school board shall hold a public hearing at a regular or special meeting of the board on a proposed student fee policy, following a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year. The student fee policy shall be adopted by a majority vote of the school board and shall be published in the student handbook. The board shall provide a copy of the student handbook to every student at no cost to the student.

**Related Rule:** [6750.1](#)

**Legal Reference:** Neb. Rev. Stat. §79-2,125 et seq.

**Date of Adoption:** July 15, 2002

**Date of Last Review:** May 17, 2004; June 6, 2005

Millard Public Schools  
Omaha, NE

**Category: Curriculum, Instruction, and Assessment****Policy: Student Fees****Rule: Student Fees****6750.1**

Pursuant to Policy 6750 and Neb. Rev. Stat §79-2,135 et seq., the District may, and hereby does, require and collect fees or other funds from or on behalf of District students or require District students to furnish or provide supplies, equipment, or attire as provided for herein below

**A. Elementary School Fees:**

Extracurricular Activities *	<ul style="list-style-type: none"> <li>- Field Trips: Students pay a fee of up to \$15 (but not to exceed actual cost) per field trip.</li> <li>- All Clubs: Students pay a fee of up to \$30 (but not to exceed actual cost of conducting the club activities) for membership and activities in each club.</li> <li>- School will not fund competition beyond the state level.</li> <li>- Optional High Ability Learner (HAL) Field Trips: Students pay up to \$22 (but not to exceed actual cost) per trip.</li> <li>- Choir: Students pay a fee of \$15 (but not to exceed actual cost) for screen-printed T-shirt.</li> </ul>
Special Transportation	<ul style="list-style-type: none"> <li>- §79-241 (option enrollment students): n/a</li> <li>- §79-605 (tuition students): n/a</li> <li>- §79-611 (students within 4 miles): n/a</li> </ul>
Copies of Files/Records	- Students pay 10 cents per page
Lost/Damaged Property	- Student pays for repair or replacement cost of property
Before/After/Pre-School	- Mini-Classes: Students pay up to \$60 per class, including materials, but not to exceed actual cost (6-8 sessions).
Summer/Night School	<ul style="list-style-type: none"> <li>- Regular Education Summer School: Students pay \$50 (for 1.5 hours per day for 2 weeks).</li> <li>- Special Education Summer School: Elementary students pay \$105 (for 3 hours per day for ten days in June or \$95 (for 3 hours per day for nine days in July). Early Childhood students pay \$85 (3-1/4 hours per day for 8 days).</li> <li>- Building Level Summer School: Students pay up to \$3 per hour, including materials.</li> </ul>
Breakfast/Lunch Programs *	- Students pay for lunch (i.e., current cost of lunch \$1.60) and breakfast (i.e., current cost of breakfast \$1.00).
Non-Specialized Attire	<ul style="list-style-type: none"> <li>- PE: Students provide tennis shoes.</li> <li>- Art: Students provide a paint shirt.</li> </ul>
Musical Instruments (Optional Courses, Non-extracurricular)*	- Band & Strings: Students provide their own instruments.

\* The requirements marked with an asterisk (\*) may be waived for students who qualify for free and reduced-priced lunches.

**B. Middle School Fees:**

Extracurricular Activities*	<ul style="list-style-type: none"> <li>- Optional High Ability Learner (HAL) Field Trips: Students pay up to \$20 (but not to exceed actual cost) per trip – such trips may include the NASA Space Workshop (Des Moines Science Center); Lewis &amp; Clark; Writer's Workshop; Archeology Workshop; City Planning Workshop; as well as other opportunities that may arise as a result of programming by area institutions.</li> <li>- Montessori Immersion Experiences: Students pay \$150 per trip (but not to exceed actual cost) for up to four trips.</li> <li>- School will not fund competition beyond the state level</li> <li>- Sixth Grade Outdoor Education at North Middle School: Students pay \$50.</li> <li>- Other optional field trips sanctioned by the building administration: Students pay up to \$15 (but not to exceed actual cost) for each trip.</li> </ul>
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	<ul style="list-style-type: none"> <li>- All Clubs: Students pay \$0 to \$140 (not to exceed the cost of conducting club activities) for membership and activities in each club.</li> <li>- Athletics: Students pay a \$30 participation fee in football. Students pay a \$22 participation fee for all other sports.</li> <li>- All Sports: Students provide elastic waist shorts, t-shirt, socks and cold weather attire as needed.</li> <li>- Football: Students provide appropriate athletic shoes.</li> <li>- Volleyball: Students provide appropriate athletic shoes for use indoors only.</li> <li>- Basketball: Students provide appropriate athletic shoes for use indoors only.</li> <li>- Wrestling: Students provide appropriate athletic shoes for use indoors only.</li> <li>- Track: Students provide appropriate athletic shoes.</li> <li>- Other Requirements: Students are required to have a sports physical (except for intramural basketball/volleyball) and must be covered by health insurance. Health insurance is available through private carriers, or, for those who qualify, the State of Nebraska.</li> </ul>
Spectator Admission / Transportation	<ul style="list-style-type: none"> <li>- Students pay an admission fee to activities, not to exceed \$10 per person per event. The site administrator shall determine the admission charges to each "home" middle school event.</li> </ul>
Special Transportation	<ul style="list-style-type: none"> <li>- §72-241 (option enrollment students): n/a</li> <li>- §79-605 (tuition students): n/a</li> <li>- §79-611 (students within 4 miles): Transportation for students whose residences are two miles or more from school is provided through Laidlaw Busing at \$1.25 per trip (with the balance of the cost paid by the District)</li> </ul>
Copies of Files/Records	<ul style="list-style-type: none"> <li>- Students pay 10 cents per page.</li> </ul>
Lost/Damaged Property	<ul style="list-style-type: none"> <li>- Students pay for repair or replacement of property.</li> </ul>
Summer/Night School	<ul style="list-style-type: none"> <li>- Regular Summer School: Students pay \$80 (for 1¼ hours per day for 3 weeks – one course); \$160 (for 3½ hours per day for 3 weeks – two courses); \$240 (for 5-1/4 hours per day for 3 weeks - three courses).</li> <li>- Special Education Summer School: Students pay \$140 (for 3 ¾ hours per day for 15 days in June).</li> <li>- Middle School After School Program: Students pay \$30 (for one hour per day for one week); \$60 (for 2.5 hours per day for one week).</li> <li>- Summer Opportunities instruction for students – no more than \$35 (per opportunity per student)</li> <li>- Russell – summer activity not to exceed \$150 per activity</li> <li>- Transition Programs: \$10</li> </ul>
Breakfast/Lunch Programs *	<ul style="list-style-type: none"> <li>- Students pay for breakfast (i.e., current cost of breakfast \$1.50).</li> <li>- Students pay for lunch (i.e., current cost of lunch \$1.70). Ala Carte selections vary in price.</li> </ul>
Non-Specialized Attire	<ul style="list-style-type: none"> <li>- PE: Students provide athletic shoes, elastic waist shorts, t-shirt, and cold weather attire as needed.</li> </ul>
Musical Instruments (Optional Courses, Non-extracurricular)*	<ul style="list-style-type: none"> <li>- Band &amp; Strings: Students provide their own instruments.</li> </ul>
Music Items (Extracurricular) *	<ul style="list-style-type: none"> <li>- Swing Choir &amp; Jazz Band: Students provide their own instruments and attire. Required performance attire will not exceed a cost of \$75.</li> </ul>

\* The requirements marked with an asterisk (\*) may be waived for students who qualify for free and reduced-priced lunches.

## C. High School Fees:

## Extracurricular Activities \*

- Optional Field Trips: Students pay a fee (not to exceed \$1500 or actual cost less revenue raised via fundraising activities and/or donations) for all optional field trips approved by the building administration.
- All Clubs: Students pay up to \$800 (not to exceed the cost of conducting club activities) for membership and/or activities in each club.
- All Activities: Students pay a \$50 non-refundable fee for participation in athletics and activities governed by the Nebraska School Activities Association (fee includes an Athletic Admission Ticket for "home" school events). (Journalism, Concert Choir, Marching Band and Orchestra are excluded.)
- Note: For curriculum related activities (i.e., Marching Band, DECA, VICA, FCCLA, Debate, Forensics, and FCS), the school district does not fund competitive activities for students beyond the state level. Fundraising and/or donations must cover the cost of competition beyond the state level.
- Drama Club: Students pay \$25.00 for supplies, materials, and services. (Millard South High School)
- Athletics, Cheerleading and Dance: Students are required to have a physical and must be covered by health insurance to participate. (Health insurance is available through private carriers, or, for those who qualify, the State of Nebraska.)
- All Athletics: Students provide elastic waist shorts, t-shirt, towels and cold weather attire as needed.
- Football: Students provide appropriate athletic shoes and practice jersey.
- Volleyball: Students provide appropriate athletic shoes for use indoors only.
- Basketball: Students provide appropriate athletic shoes for use indoors only.
- Cross Country: Students provide appropriate athletic shoes.
- Tennis: Students provide tennis racquet and appropriate athletic shoes.
- Golf: Students provide golf clubs, golf bag, golf balls, and appropriate athletic shoes.
- Softball: Students provide softball glove, bat, appropriate athletic shoes, and colored socks.
- Baseball: Students provide baseball glove, bat, appropriate athletic shoes, and colored socks.
- Soccer: Students provide shin guards, appropriate athletic shoes, and colored socks.
- Wrestling: Students provide appropriate athletic shoes for use indoors only.
- Swimming: Students provide swimsuits and towels.
- Track: Students provide appropriate athletic shoes.
- Dance Team/Cheerleading: Students purchase selected uniforms and pay fees to a summer camp.
- Swing Choir: Students will purchase required selected performance attire at a cost not to exceed \$320 per student.

## Spectator Admission / Transportation

- Students pay admission fees, not to exceed \$30 (per event, per person), to school activities. The site administrator shall determine the admission charges to each "home" high school event.
- Athletic Admission Ticket: Student pays \$35 for admission to all "home" high school athletic events (non-tournament competitions)

## Post-Secondary Education

- Post-Secondary Education Costs: Students pay the cost tuition and other fees only associated with obtaining credits from a postsecondary educational institution if the student chooses to apply for postsecondary educational credit (i.e., currently \$116.00 per credit hour for Peru State College, \$34.50 per quarter hour for Metropolitan Community College, or \$200 per course at UNO, University of Nebraska – Omaha or \$100 per credit hour and registration at University of Nebraska – Lincoln (online classes).
- World Language Exam Fees: Students may pay the cost of \$5.00 per exam.
- Advanced Placement Exams Fees: Students pay the cost of each exam (i.e., currently \$82 per exam).

	- International Baccalaureate Exams Fees: Students pay for the cost of testing (i.e., currently approximately \$650 for two years of testing).
Special Transportation	- §72-241 (option enrollment students): n/a - §79-605 (tuition students): n/a - §79-611 (students within 4 miles): n/a
Copies of Files/Records	- Transcript fee: Students pay \$5. - Other Requests: Students pay 10 cents per page.
Lost/Damaged Property	- Student pays for cost of repair or replacement of property.
Summer/Night School	- Summer School: Students pay \$170 (for 2½ hours per day for 5½ weeks, 1 one-semester course); \$340 (for 5 hours per day for 5½ weeks, 2 one-semester courses); \$510 (for 7½ hours per day for 5½ weeks, 3 one-semester courses) - Special Education Summer School: Students pay \$140 for 3½ hours per day for 15 days in June. - Summer Opportunities instruction for students - no more than \$40 (per opportunity per student).
Breakfast/Lunch Programs *	- Students pay for lunch (i.e., current cost of lunch \$1.80). Ala Carte selections vary in price. - Students pay for breakfast (i.e., current cost of breakfast \$1.75)
Parking Permit	- Students wishing to park in school lots during the school day must obtain a parking permit for \$30.00.
Non-Specialized Attire	- PE: Students provide athletic shoes, socks, swimsuit, towel, elastic-waist shorts, t-shirt, cold weather attire as needed. - Lifeguarding: Students provide a CPR mouth guard.
Musical Instruments (Optional Courses, Non-extracurricular)*	- Band & Strings: Students provide their own instruments.
Music Items (Extracurricular) *	- Pep Band: Students provide a colored polo shirt (general description by band instructor) - Band: Students may provide black or white leather shoes as generally Described by band instructor

\* The requirements marked with an asterisk (\*) may be waived for students who qualify for free and reduced-priced lunches.

#### D. Student Fee Fund

1. The District shall establish a Student Fee Fund which shall be a separate fund not funded by tax revenue.
2. All money collected from students pursuant to §79-2,127(1) (related to extracurricular activities), §79-2,127(3) (related to post secondary education costs), and §79-2,127(8) (related to summer school and night school) shall be deposited into the Student Fee Fund. Money expended from such fund shall be for the purposes for which it was collected from students.

#### E. Waiver of Fees and/or Requirements:

1. Students who qualify for free or reduced-priced lunches under the USDA child nutrition programs may have fees and requirements waived for the following:
  - a. §79-2,133(1) Related to participation in extracurricular activities
  - b. §79-2,131 Related to optional music courses and extracurricular music activities
2. Participating in a free-lunch program or a reduced-price lunch program shall not be required for students to qualify for a waiver of fees and/or requirements.

3. Any qualified student desiring a waiver of fees and/or requirements shall complete and submit a Request for Waiver of Fees and/or Requirements form to the building principal (or his/her designee). Once the Request is processed, the principal (or his/her designee) shall inform the student as to whether the Request was approved or denied.

**Related Policy:** [6750](#)

**Date of Adoption:** July 15, 2002

**Date of Revision:** April 21, 2003; July 21, 2003; May 17, 2004; June 6, 2005; April 17, 2006

Millard Public Schools  
Omaha, NE

## Attachment H

### Policy 1425

#### Cooperation with Non-Profit Agencies

### Policy 1430

#### Cooperation with Commercial Agencies

### Policy 1105

#### Advertising

### Policy 7305

#### Web Publishing

**Category: Community Relations****Policy: Cooperation With Non-Profit Agencies****1425**

The schools may cooperate in furthering the work of non-profit community agencies, provided that such cooperation does not restrict or impair the educational program. The District does not by this policy create or establish an open or public forum and reserves the sole and absolute right to determine the acceptable non-profit activities conducted District-wide. The only authorized campaigns for solicitation of funds from employees of the District will be the United Way/CHAD campaign and the Millard Public Schools Foundation campaign.

**Related Policies and Rules:** [1340](#) , [4405](#) , [1340.1](#) , [1425.1](#)

**Date of Adoption:** February 17, 1975

**Date of Revision:** May 6, 2002

Millard Public Schools  
Omaha, NE



**Category: Community Relations****Policy: Cooperation With Non-Profit Agencies****Rule: Cooperation With Non-Profit Agencies****1425.1**

Non-profit community agencies wishing to use school facilities for fundraising activities must obtain permission from the Superintendent or designee.

The District may distribute flyers and other promotional materials for recognized non-profit community agencies in the Activities Express newspaper, if such assistance is determined by the Superintendent or designee to be in the best interest of students. Promotional materials for fundraising activities taking place in individual schools may be distributed to students by school staff members only.

Students' participation in activities sponsored by non-profit community agencies must be voluntary.

Students may not use school time to participate in activities sponsored by non-profit community agencies, unless the activity is within the context of the educational program.

**Related Policies and Rule:** [1340](#) , [1425](#) , [4405](#) , [1340.1](#)

**Date of Adoption:** February 17, 1975

**Date of Revision:** May 6, 2002

Millard Public Schools  
Omaha, NE

**Category: Community Relations****Policy: Cooperation with Commercial Agencies****1430**

Approved commercial agencies may conduct profit making activities in the schools, provided that the educational program is not impaired, and the activity provides a financial benefit to the school. The District does not by this policy create or establish an open or public forum and reserves the sole and absolute right to determine the acceptable profit-making activities conducted within the District.

**Related Policies and Rules:** [1115](#) , [1340](#) , [1115.1](#) , [1340.1](#) , [1430.1](#)

**Date of Adoption:** February 17, 1975

**Date of Revision:** May 6, 2002

Millard Public Schools  
Omaha, NE

**Category: Community Relations****Policy: Cooperation with Commercial Agencies****Rule: Cooperation With Commercial Agencies****1430.1**

Commercial agencies wishing to conduct profit-making activities in the schools must obtain approval from the Superintendent or designee.

The profit-making activities shall not interfere with nor disrupt the operation of the schools or the educational process. Student participation cannot be required nor classroom time devoted to promotion of profit-making activities.

The District may distribute flyers and other promotional materials for commercial agencies in the Activities Express newspaper, if such assistance is determined by the Superintendent or designee to be in the best interest of students. Promotional materials for profit-making activities taking place in individual schools may be distributed to students by school staff members only.

Building principals may grant exceptions to this rule for student fund-raising activities.

**Related Policies and Rules:** [1115](#) , [1340](#) , [1430](#) , [1115.1](#) , [1340.1](#)

**Legal Reference:** 79-8, 100

**Date of Adoption:** February 17, 1975

**Date of Revision:** May 6, 2002

Millard Public Schools  
Omaha, NE

**Category:** Community Relations  
**Policy:** Advertising 1115

The facilities, staff and students shall not be involved in advertising or promoting the interests of any political or commercial interest or interests during school hours or during school functions except as approved by the Board of Education or the Office of the Superintendent as hereinafter provided in Rule 1115.1.

The District may permit advertising in recognition of contributions supporting the District and/or student activities. Such advertising or recognition shall be limited to areas and locations approved in accordance with the District Policies, Rules, state statutes and applicable regulations, and applicable city ordinances.

**Related Rule:** [1115](#)

**Date of Adoption:** June 6, 1977

**Date of Revision:** January 7, 2002

Millard Public Schools  
Omaha, NE

**Category: Community Relations****Policy: Advertising****Rule: Advertising****1115.1**

The District may use educational materials bearing identification of the persons, firms, corporations or other business associations responsible for producing the educational materials provided such materials are used solely because of a bona fide educational value.

Commercial advertising and advertisements for the purpose of this Rule is defined to be commercial promotion, acknowledgments, recognition of persons, firms, corporations or other business associations or other commercial organizations for promotion of products or services.

All commercial advertisements must comply with the District's policies and rules. The acknowledgments, recognition or advertising shall not interfere with nor disrupt the operation of the schools, use of school facilities, school activities or the educational process.

**I. Standards**

A. The District does not by this rule create or establish an open or public forum and reserves the sole and absolute right to determine the acceptable content of any and all such commercial advertising or advertisements within the District.

B. The content of any commercial advertising must meet with prior approval from the Superintendent or designee.

C. The commercial advertisements shall not contain statements or commercial messages which the District determines, in its sole discretion, is contrary to educational values, is vulgar, obscene, defamatory, discriminatory, religious, political or ideological or which relates to a controversial topic or viewpoint.

D. Commercial advertising or advertisements shall not relate to a product or service, which the District determines, in its sole discretion, to be inappropriate or illegal for minors, or violates any provisions of this rule.

E. No commercial message may relate to a product or service that the District determines, in its sole discretion, to be educationally controversial or promotes the indoctrination of ideological, political, religious, or social beliefs.

**II. Venues or Locations**

A. Commercial advertisements, with the exception of District owned athletic facilities are not permitted on the interior or exterior of the District's property including buildings or facilities. District owned athletic facilities where advertising is permitted includes the Buell Stadium, football fields, baseball fields, soccer fields, softball fields, tennis courts, gymnasiums and swimming pools.

B. Commercial advertising may be permitted in District-wide publications or District sponsored projects.

C. Commercial advertising may be permitted in school related publications, newspapers, yearbooks, newsletters, activity programs and school event programs.

**III. Procedures**

A. Schools shall advise their PAYBAC partners of all advertising opportunities and may grant a priority to the PAYBAC partners for such opportunities. Additional commercial advertising opportunities may be offered to PAYBAC partners as part of the PAYBAC Partner Program with the approval of the Superintendent's designee.

B. The following shall apply to contracts for commercial advertising and the contracts shall be on District approved contract forms.

1. Building principals or supervisors of facilities without approval of the Superintendent or designee may enter into contracts for commercial advertising for the building or facility under the principal's or supervisor's authority and responsibility if the contract does not require a payment exceeding \$1,000.00.

2. Subject to the prior approval of the Superintendent or designee, building principals or supervisors of facilities may enter into contracts for commercial advertising for the building or facility under the principal's or supervisor's authority and responsibility if the contract requires payment exceeding \$1,000.00.

3. Any contract providing for any payment exceeding \$10,000.00 shall be subject to the approval of the Board of Education.

4. Any contract which may only be economically feasible if for an extended term such as contracts for gymnasium floors or other similar facilities shall be subject to the approval of the Board of Education.

5. When a payment or donation is made in kind a fair and reasonable value of the donation or payment in kind shall be considered the amount of the payment received.

C. All revenue received from commercial advertising or institutional support for which recognition is granted shall be deposited into the District activities accounts and distributed as directed by the Superintendent or designee.

**Related Policies and Rules:** [1115](#) , [1306](#) , [4145](#) , [5510](#) , [6240](#) , [1306.1](#) , [1325.1](#) , [4145.1](#) , [5510.1](#) , [6240.1](#)

**Date of Adoption:** February 17, 1975

**Date of Revision:** January 7, 2002

Millard Public Schools  
Omaha, NE

**Category: Technology****Policy: Web Publishing****7305**

The Millard School District and its schools will communicate using the World Wide Web to inform the public in order to advance the mission of the District. All District Web sites shall be used only for purposes related to District communications, to the educational curriculum of the District and/or administration of the District. Commercial, political, and/or private use of any of the District's Web sites is strictly prohibited except as approved by the Superintendent or designee. All computers either owned or leased by the School District are public property and no right of individual privacy shall extend to the information or communications stored or contained in the computer or any of its components or software. The administration reserves the right to monitor any computer activity and on-line communications for improper use.

**Related Rule:** 1102.1**Date of Adoption:** July 17, 2000**Date of Revision:** May 2, 2005Millard Public Schools  
Omaha, NE

**Category: Technology**  
**Policy: Web Publishing**  
**Rule: Web Publishing**

7305.1

**I. Accountability**

- A. Each staff member who creates a web page or any part of a web page or supervises the creation of a web page is responsible for the content and must inform the Superintendent/designee or Principal/designee of the existence and the intent/purpose of the page prior to such web site being accessible on the World Wide Web. This includes student-produced web content.
- B. Each web page author or contributing web page author shall assume personal responsibility for the information being current, accurate (including having correct spelling and grammar), and adhering to District policies and rules. This includes students who author or contribute to the creation of a web page.
- C. All District or building web sites shall have a staff member who shall monitor and be responsible for approving the content of the information, which is accessible on each web site.
- D. The content of the information shall be in compliance with the Millard Public Schools policy/rules including, but not limited to, the rules for Journalism: Prohibited Expressions (6605.1) and Internet Safety Filtering (7310.1).
- E. Guidelines for web pages shall be established by the Superintendent or designee and shall be published in the District's Technology User's Manual.

**II. Privacy**

- A. All reasonable steps shall be taken to insure that the use of the Internet or World Wide Web shall not abridge the right of privacy of students or staff as provided by law, including but not limited to the Family Educational Rights and Privacy Act (FERPA).
- B. Parent permission shall be obtained prior to publishing photographs of students when the students are identified by first and/or last names except where such photograph is contained in other official District or school publications such as a school newsletter, school annual, or school newspaper.
- C. Group and individual photographs may be published without permission if names are not used.
- D. Student Directory Information (as described below) may be made available on Millard School District web pages in compliance with the District's Policy and Rules. Directory information appropriate for the web includes the following:
  - 1. First and last name (without photographs unless parent permission is obtained as stated above)
  - 2. Current grade level
  - 3. Participation in officially recognized activities and sports
  - 4. Weight and height of members of athletic teams
  - 5. Degrees and awards received
  - 6. Photographs (without first and last names unless parent permission is obtained as stated above)



### III. **Project PAYBAC Partners, PTO/PTA Organizations, and Booster Clubs**

- A. Project PAYBAC partners, PTO/PTA organizations, and Booster Clubs may be identified as supporters of the Millard Public School District.
- B. There shall be no web links to commercial web sites that are of a promotional nature except as approved by the Superintendent or designee.
- C. District or building web sites may contain links to governmental agencies, district affiliated organizations, which were organized and exist for the sole purpose of supporting the District's educational and extracurricular programs, other educational institutions, public libraries, and public museums.

### IV. **Fundraising Activities**

- A. Information about school-related fundraising activities can be published including information about the product, the name of the sponsor and/or telephone number.
- B. There shall be no on-line purchasing and such use of the District's computers is strictly prohibited unless authorized by the Superintendent or designee.
- C. District and building websites shall not facilitate online purchasing unless authorized by the Superintendent or designee.

### V. **Interactive Use**

- A. District E-mail addresses of Millard staff and Board members are allowed to be published.
- B. When District e-mail addresses are published, the following disclaimer should appear on that page: "These e-mail addresses are for use by staff, students, and parents relating to school business only. Solicitation is prohibited."
- C. Individual student's grades may be disseminated but must be protected by a unique password for each student on servers as identified in Section VI.

### VI. **Where Information Resides**

- A. All web sites shall be accessible to the World Wide Web on District-controlled servers under the District domain name or on servers approved by the Superintendent or designee.
- B. All District policy/rules apply regardless of where the web sites reside.

**Related Policies and Rules:** [1115](#) , [4157](#) , [5710](#) , [7305](#) , [7310](#) , [1306.1](#) , [4157.1](#) , [4157.2](#) , [4157.3](#) , [5510.1](#) , [5800.1](#) , [5800.3](#) , [6605.1](#) , [7310.1](#)

**Date of Adoption:** July 17, 2000

**Date of Revision:** September 10, 2001; May 2, 2005

Millard Public Schools  
Omaha, NE

# Attachment I

Policy 5146

Student Accident Insurance

Policy 5600

Student Health

**Category: Pupil Services****Policy: Insurance****5146**

A group plan of student accident insurance shall be made available on a voluntary basis to every student registered in the schools of the District from kindergarten through grade twelve.

All students participating in school athletic programs, cheerleading, or dance team, are required to be covered by accident insurance. The accident insurance for athletes must be in effect prior to participation on any team.

**Date of Revision:** August 3, 1992; March 17, 2003; May 17, 2004

Millard Public Schools  
Omaha, NE

**Category: Pupil Services**  
**Policy: Student Health**

**5600**

The District will provide an environment that promotes healthy conditions for students which is intended to: eliminate or minimize the risk of obtaining an infectious disease or illness; identify safety concerns for the purpose of eliminating accidents; respond to life-threatening asthma and systemic allergic reactions; prevent unauthorized use of medications on school grounds or at school activities; keep relevant medical information in order to respond to medical emergencies; and comply with statutory regulations concerning student health and safety.

**Related Rules:** [5600.1](#) , [5600.2](#) , [5600.3](#) , [5600.4](#) , [5600.5](#) , [5600.6](#)

**Date of Adoption:** February 4, 1974

**Date of Revision:** November 20, 1995; December 4, 2000; December 15, 2003

Millard Public Schools  
Omaha, NE

**Category: Pupil Services**  
**Policy: Student Health**  
**Rule: Injury and Illness**

5600.1

I. **Injury.** In cases of student injury, the following procedures will be implemented:

A. The student will be made comfortable and not moved until attended by District personnel who have been trained in first aid. The principal, school nurse, or health aid will be notified.

B. Call 911 immediately when in the judgment of the principal, the school nurse, or a staff member trained in first aid, the injury requires the attention of emergency medical personnel. District personnel will remain with the student whenever practical until relieved or excused by emergency medical personnel.

C. Unless the injury is of a minor nature that does not require first aid, the student's parents or guardian will be notified.

1. When the parents or guardian are notified of injuries resulting from an accident, they will be told:

a. What has happened; and

b. What has been done.

2. In addition, the parents or guardian will be given any other relevant information that the District possesses.

3. If the parents or guardian cannot be reached, the student's emergency contact person will be notified.

D. An accident resulting in injury will be reported to the building principal or nurse and the Director of Pupil Services.

II. **Illness.** In cases of student illness, the following procedures will be implemented:

A. Call 911 immediately when in the judgment of the principal, the school nurse, or a staff member trained in first aid, the injury requires the attention of emergency medical personnel. District personnel will remain with the student whenever practical until relieved or excused by emergency medical personnel or when trained District personnel respond in accordance with procedures for life-threatening asthma attacks and systemic allergic reactions and they are relieved by emergency medical personnel.

B. Unless the illness is of a minor nature that does not require first aid, the student's parents or guardian will be notified.

1. When parents or guardian are notified of an illness, they will be told:

a. What has happened; and

b. What has been done.

2. In addition, the parents or guardian will be given any other relevant information that the District possesses.

3. If the parents or guardian cannot be reached, the student's emergency contact person will be notified.

C. Except in cases of minor illnesses, illnesses will be reported to the building principal or nurse and the Director of Pupil Services.

III. **Definitions.**

A. Emergency medical personnel. Emergency medical personnel shall mean medical personnel that can respond to a medical emergency.

B. Minor Injury. An injury which does not require the attention of a physician, an advanced practice registered nurse, or physician's assistant; is not life threatening; does not pose a health risk, and can be effectively treated with first aid which can be performed by a school nurse or a health aid who has been trained in first aid.

C. Physician. Physician shall mean individuals who are licensed by the Department of Health and Human Services Regulation and Licensure as:

1. Medical Doctors (M.D.) who practice medicine and/or surgery; or
2. Osteopathic Physicians (D.O.), who are also authorized to prescribe medications.

D. Advanced practice registered nurse. Advanced practice registered nurse shall mean individuals who are licensed and practicing under and in accordance with the Advanced Practice Registered Nurse Act.

E. Physician assistant. Physician assistant shall mean individuals who are licensed under Neb. Rev. Stat. Sections 71-1, 107.15 through 71-1, 107.30 to perform medical services under the supervision of a licensed physician.

**Related Policy:** [5600](#)

**Date of Adoption:** February 4, 1974

**Date of Revision:** November 20, 1995; December 4, 2000; December 15, 2003

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Student Health****Rule: Possession and Use of Medication****5600.2**

- I. **General Statement.** Prescribed medication shall not be brought to school unless the written directions of a physician, physician assistant, or advanced practice registered nurse state that the prescribed medication must be taken during school hours or during school activities.
- II. **Rules for all Medications.**
  - A. **Preschool, Elementary and Middle School Levels.** The following rules shall apply to the use, application, and transportation of all medications at the preschool, elementary school, and middle school levels.
    1. **Non-Prescribed Medication.** A written authorization must be signed by the student's parents or guardian and filed with the school nurse or principal permitting the use of non-prescribed medication.
    2. **Prescribed Medication.** The student or the student's parents or guardian must provide the school nurse or principal with a written order of a physician, physician assistant, or advanced practice registered nurse that prescribes the type and amount of medication. A current prescription label will satisfy the requirements of this paragraph. In addition, a written authorization permitting the use of medication must be signed by the student's parents or guardian and filed with the school nurse or principal.
    3. **Taking of Non-Prescribed and Prescribed Medication.** The ingestion, taking, or application of non-prescribed and prescribed medications, including nebulizers, shall be performed under the direct supervision and observation of the school nurse, principal, or principal's designee, who shall have successfully completed a District competency assessment pursuant to the Medication Aide Act and applicable state rules and regulations, will be administered as directed on the manufacture's label, as directed by the student's physician, physician assistant, or advanced practice registered nurse. The school nurse or health room paraprofessional may assist a student with eye drops or eardrops if the school nurse or health room paraprofessional deems it appropriate or the student is unable to effectively administer such. If the student's parents or guardian have given written authorization, students will be allowed to possess and/or ingest glucose tablets as needed anywhere on school grounds.
    4. **Homeopathic Substances, Herbs, and Vitamins.** Homeopathic substances, herbs, and vitamins shall not be administered by school staff unless prescribed by a physician, physician assistant, or advanced practice registered nurse and dispensed by a pharmacist or other person authorized by law. Homeopathic substances, herbs and vitamins, whether prescribed or non-prescribed, shall be subject to the same restrictions and requirements as prescribed medications.
    5. **Transporting Medications to and from School**
      - a. **Preschool and Elementary Schools.** In the preschool and elementary schools, students shall not be allowed to transport non-prescribed or prescribed medications to and from school with the exception of glucose tablets. Elementary school students may possess and use inhalers according to the provisions of Section II(F). Non-prescribed or prescribed medications must be transported by the student's parents or guardian or by an adult designated in writing by the parents or guardian, and must be delivered to the school nurse, principal, or the principal's designee.
      - b. **Middle School.** Middle school students will not be allowed to transport prescribed medications to and from school with the exception of glucose tablets. Middle school students may possess and use inhalers according to the provisions of Section II(F). Prescribed medications must be transported by the student's parents or guardian or by an adult designated in writing by the parents or guardian. Non-prescribed medications may be transported by middle school students to and from school but must be delivered to the school nurse, principal, or the principal's designee.

- B. High School. The following rules shall apply to the use and application of medications at the high school level.
1. Non-Prescribed Medication. No written authorization shall be required for non-prescribed medication. However, if a teacher, principal or school nurse observes frequent or inappropriate use by a student of non-prescribed medication, the school may require the following:
    - a. Written authorization by the student's parents or guardian permitting the possession and use of the non-prescribed medication; and
    - b. A written statement signed by a physician, physician assistant, or advanced practice registered nurse permitting the use of the non-prescribed medication.
  2. Prescribed Medication. If prescribed medication is to be ingested, taken or applied, the following shall be required:
    - a. The medication shall be delivered to the school nurse, principal, or principal's designee;
    - b. A written authorization signed by the student's parents or guardian permitting the possession and use of the medication shall be filed with the school nurse or principal;
    - c. The school nurse or principal shall be provided with the written order of a physician, physician assistant, or advanced practice registered nurse prescribing the medication, and its dosage; and
    - d. The ingestion, taking or application of prescribed medication, including nebulizers, shall be performed under the direct supervision and observation of the school nurse, principal, or principal's designee, who shall have successfully completed a District competency assessment pursuant to the Medication Aide Act and applicable state rules and regulations, and as directed by the physician, physician assistant, or advanced practice registered nurse. If the student's parents or guardian have given written authorization, students will be allowed to possess and/or ingest glucose tablets as needed anywhere on school grounds and to possess and administer inhalers according to the provisions of Section II(F).
  3. Homeopathic Substances, Herbs, and Vitamins. Homeopathic substances, herbs, and vitamins shall not be administered by school staff unless prescribed by a physician, physician assistant, or advanced practice registered nurse and dispensed by a pharmacist or other person authorized by law. Homeopathic substances, herbs and vitamins, whether prescribed or non-prescribed, shall be subject to the same restrictions and requirements as prescribed medications.
- C. Administration of Injections. Only school nurses and school personnel who have been trained to administer the Epi-Pen or Glucagon and are giving injections in emergency life-saving situations may administer injections at school.
1. Glucagon Injections. If a student requires administration of Glucagon in an emergency diabetic attack, school personnel will call 911. The Glucagon will be provided by the student's parents or guardian. School personnel other than the school nurse may administer Glucagon injections only in emergency situations if they are trained by qualified personnel.
  2. Epi-pen Injection. Epi-pen injections may be given by health room paraprofessionals trained to administer such injections. All other injections that are given in response to an emergency should be given by a school nurse if available. 911 and the student's parents or guardian shall be called.
  3. Other Injection. If a student requires any injections during the school day, students may administer injections in the nurse's office or an area designated by the principal or the principal's designee. Parents may request that a school nurse administer injections if the student is incapable of self-administration. Parents shall submit requests to the Director of Pupil Services.



D. Recordkeeping

1. Authorization and Medical Directions File. The school nurse, principal, or principal's designee for each school shall keep a file which shall contain the following:
  - a. All authorizations required under this Rule;
  - b. All orders or instructions from a physician, physician assistant, or advanced practice registered nurse;
  - c. The dates that authorizations and/or orders of a physician, physician assistant, or advanced practice registered nurse are received; and
  - d. The date that medication is delivered to the nurse, principal, or principal's designee.
  
2. Daily Medication Log. In each school, a daily medication log shall be kept which shall contain the following:
  - a. The student's name;
  - b. The type of medication the student is authorized to have;
  - c. The dosage or directions for ingestion, taking, or application of the medication;
  - d. The name of the person supervising the student who is taking the medication.
  - e. The time the medication is administered; and
  - f. Any refusal by the student to take and/or receive the medication.

E. Medical Information to be Provided to the District

1. Medical Allergies, Seizures, and Susceptibility to Illness. If a student is either allergic to a certain medication or is prone to seizure or other illness, the student's parents, guardian, physician, physician assistant, or advanced practice registered nurse shall provide the District, in writing, with the following information on or by the first day of school:
  - a. The name of the medications to which the student is allergic;
  - b. The serious illnesses to which the student is susceptible; and
  - c. If the student is susceptible to an illness, what steps are to be taken by school personnel in the event the illness occurs.
  
2. Injections for Medical Emergencies. If a student is required to receive an injection for a medical emergency, the student's parents, guardian, physician, physician assistant, or advanced practice registered nurse shall notify the school, in writing, and provide the following information on or by the first day of school:
  - a. The name of the medication and its dosage; and
  - b. The method of administration (subcutaneous, intramuscular, intravenous, etc.).

F. Miscellaneous Provisions

1. Inhalers. Students may use inhalers without supervision or monitoring by the school nurse or principal provided, however, if the inhaler is a prescribed medication, the school nurse or principal will have been advised by the student's parents, guardian, or a physician, physician assistant, or advanced practice registered nurse in writing of the inhaler's frequency of use. If school personnel observe a student using an inhaler in excess of the directions on the inhaler or with a frequency which would be considered unreasonable, it shall be reported to the school nurse or principal in which case the student's use of the inhaler shall be supervised by the school nurse or principal.
2. Containers. All medication shall be kept in its original container with its original label which describes the ingredients of the contents, recommends dosages, and provides appropriate warnings. The label must be legible and be written in English, or provide English translations.
3. Custody and Storage. All medication delivered to the school nurse or principal shall be stored in a container or refrigerator in the nurse's office, principal's office, or other area designated by the school principal. The storage area shall either be locked or under the control of a designated school employee.
4. Quantity. No more than a thirty (30) day supply of prescribed medication shall be provided and delivered to the school by the student, student's parents or guardian, unless there is a written order by a physician, physician assistant, or advanced practice registered nurse requiring a greater supply.
5. Transfer to Other Students. Students are prohibited from transferring, delivering, or receiving any medication to or from other students. Violation of this subsection will authorize the confiscation of the medication by the District, and subject the students to discipline.
6. Finger Stick Blood Test. Students who have been taught finger stick blood tests shall follow those procedures that they have been taught. Parents of students who have diabetes, and students who have diabetes, should notify the school nurse or principal at the beginning of the school year that the student is diabetic, and should provide the school nurse or principal with all information required under this Rule. Students may administer the finger stick blood test in the nurse's office or in another area designated by the principal or the principal's designee.

III. **Student Discipline.** If a student violates a provision of this Rule, the student shall be subject to discipline.

- A. In addition, where appropriate, the following people shall be immediately notified of a violation of this Rule:
  1. The school nurse, principal, or principal's designee; and
  2. The student's parents or guardian; and
  3. The physician, physician assistant, or advanced practice registered nurse prescribing the medication if deemed necessary.
- B. While notifications are being given, the student shall remain in the custody of the school nurse, principal, or principal's designee until necessary notifications have been made and until actions have been taken to eliminate any possible threat to the student or other students.
  1. If medications have been improperly dispensed or ingested by the student or other students, the student's physician, physician assistant, or advanced practice registered nurse shall be requested to give the proper medical directions to be followed by the school staff. Unless otherwise directed by the physician, physician assistant, or advanced practice registered nurse, the school nurse, and principal or principal's designee shall determine what action if any shall be followed to insure the student(s)' safety.
  2. If the physician, physician assistant, or advanced practice registered nurse cannot be reached and the school nurse or principal determines that an emergency exists, emergency medical personnel shall be immediately called. The parents or guardian shall be notified of any action being taken.

#### IV. Definitions

- A. Emergency medical personnel. Emergency medical personnel shall mean medical personnel that can respond to a medical emergency.
- B. Medication. Medication shall be broadly defined and shall include:
  - 1. All prescribed medications, over the counter and other non-prescribed medications, and all chemical substances, compounds, homeopathic substances, herbs, vitamins, and/or devices, which purport to aid in a person's health or well-being or are intended for use in the diagnoses, cure, mitigation, treatment, or prevention of diseases, or are intended to affect the structure or any function of the body; and
  - 2. Any device, instrument, apparatus, implement, machine, contrivance, implant, or other similar or related article, including any component part or accessory, which is prescribed by a physician, physician assistant, or advanced practice registered nurse and dispensed by a pharmacist or other person authorized by law.
- C. Physician. Physician shall mean individuals who are licensed by the Department of Health and Human Services Regulations and Licensure as:
  - 1. Medical Doctors (M.D.) who practice medicine and/or surgery; or
  - 2. Osteopathic Physicians (D.O.), who are also authorized to prescribe medications.
- D. Advanced Practice Registered Nurse. Advanced practice registered nurse shall mean individuals who are licensed and practicing under and in accordance with the Advanced Practice Registered Nurse Act
- E. Physician Assistant. Physician assistant shall mean individuals who are licensed under Neb. Rev. Stat. Sections 71-1, 107.15 through 71-1, 107.30 to perform medical services under the supervision of a licensed physician.
- F. Qualified Personnel. Shall mean people who have met an educational or legal requirement necessary to administer emergency injections.

#### Legal References:

Neb. Rev. Stat. § 71-6718 et seq.  
 Title 92, Nebraska Administrative Code, Chapter 59  
 Title 172, Nebraska Administrative Code, Chapter 95

**Related Policy:** [5600](#)

**Date of Adoption:** February 5, 1990

**Date of Revision:** November 20, 1995; December 4, 2000; March 3, 2003

Millard Public Schools  
 Omaha, NE

**Category: Pupil Services****Policy: Student Health****Rule: Physical Examination, Immunization, and Inspection****5600.3****Physical Examination, Immunization, and Inspection**

- I. **Physical Examination.** Prior to the entrance of any student into kindergarten and the seventh grade or, in the case of a transfer from out of state, to any other grade in any District school, the parents or guardian must submit written evidence of a physical examination of the student by a physician, physician assistant, or advanced practice registered nurse.
- A. The physical examination must have been performed within six (6) months of the date of enrollment.
  - B. The cost of such physical examination is to be borne by the parents or guardian of each child examined.
  - C. No physical examination shall be required of any student whose parents or guardian objects thereto in writing.
- II. **Immunization.** All students by law are required to be protected by immunization against measles, mumps, rubella, varicella (chicken pox), poliomyelitis, diphtheria, pertussis, tetanus, and Hepatitis B, prior to enrollment and in accordance with the immunization standards prescribed in Title 173, Nebraska Administrative Code, Chapter 3-007.
- A. Any student who does not comply with this provision shall not be permitted to continue in school until the student complies unless the student falls within the two (2) exceptions contained in this Rule.
  - B. Unless exempted by state law, the cost of such immunization shall be borne by the parents or guardian of each student who is immunized or by the Department of Health and Human Services for those students whose parents or guardian are unable to meet such cost.
  - C. Immunization shall not be required for enrollment if either of the following is submitted to the District:
    1. A statement signed by a physician, physician assistant, or advanced practice registered nurse stating that, in the health care provider's opinion, the immunizations required would be injurious to the health and well-being of the student or any member of the student's family or household; or
    2. A notarized affidavit signed by the student or, if the student is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.
    3. The physician's statement or affidavit shall be kept in the student's file.
  - D. A student may be provisionally enrolled in the District in the following circumstances:
    1. The student has begun the immunizations required by state law and the student is receiving the necessary immunizations as rapidly as is medically feasible and in accordance with the requirements of Title 173, Nebraska Administrative Code, Chapter 3-009.02; or
    2. The student is the child or legal ward of an active member of the military services of the United States or of his or her spouse, and the student is enrolling in the District following residence in another state or in a foreign country, and the parents or guardian of the student provide the District with a signed written statement certifying that the student has completed the immunizations required by state law. The student's parents or guardian must thereafter provide the District with written evidence that the student has completed the immunizations required by state law, and if such written evidence is not provided to the District within sixty (60) days of the date of the provisional enrollment, then the student shall not thereafter be permitted to continue in school until such written evidence of compliance is provided.

- III. **Required Evidence of Immunization.** For the purposes of compliance with the immunization requirements of state law, the student's parents or guardian shall be required to present to the District the following evidence of immunization:
- A. An immunization history containing the name of the vaccine, the month and year of administration (the month, day, and year for MMR vaccine), the name of the health practitioner, the agency where the immunization was obtained, and the signature of the physician, parent, guardian, or of such other person maintaining the immunization history of the student, verifying that the student has received these vaccines; or
  - B. Laboratory evidence of circulating antibodies for measles, mumps, or rubella shall constitute evidence of immunity against those diseases provided the following information is supplied; name of test, test result, signature of laboratory technician performing the test or of the laboratory director, and date of signature.
  - C. For purposes of compliance with this Rule, clinical history of measles, mumps, or rubella without laboratory or epidemiologic confirmation does not constitute evidence of immunity. Epidemiologic confirmation of a diagnosis means that the clinical history of measles, mumps, or rubella is corroborated by association with laboratory proven case(s) and that such epidemiologic case(s) have been reported to and counted by the Department of Health and Human Services.
- IV. **Inspection.** Qualified District personnel shall separately inspect District students to ascertain if any student is suffering from defective sight or hearing, dental defects, or other conditions as prescribed by the Department of Health and Human Services Regulation and Licensure.
- A. If such inspection determines that any student has such condition, the District shall notify the parents or guardian in writing of the condition and explain the necessity of professional attendance or professional assistance for such student.
  - B. When a student apparently shows symptoms of any contagious or infectious disease, such student shall be sent home immediately, or as soon as safe and proper transportation can be found, and the District's Director of Pupil Services shall be notified at once.
  - C. No student shall be compelled to submit to a physical examination other than the District inspection over the written objection of the student's parents or guardian, delivered to the District. Such objection shall not exempt the student from the state's quarantine laws nor prohibit an examination for infectious or contagious diseases.
  - D. The District's inspections shall be conducted during the first quarter of each school year for students then in attendance. Thereafter, as students enter the District during the year, such inspections shall be made immediately upon their entrance.
- V. **Parental Notification and Opportunity to Opt out of Participation.** Pursuant to the Protection of Pupil Rights Amendment, 20 U.S.C. § 123h, the District shall provide reasonable notice at the beginning of the school year, directly to the parents and guardians of students enrolled in District schools, of the specific or approximate dates of any nonemergency invasive physical examination or screening that is required as a condition of attendance and administered by the District and scheduled in advance, and which is not necessary to protect the immediate health and safety of the student or other students.
- A. An invasive physical examination is any medical examination that involves the exposure of private body parts, or any act during such an examination which includes incision, insertion, or injection into the body, but does not include a hearing, vision, dental, or scoliosis screening, or any physical examination or screening permitted or required by State law.
  - B. Parents, guardians, and students who are eighteen (18) years old or emancipated under State law, may opt out of participation in any such invasive physical examination by providing the District with a signed written statement which declines participation in any such invasive physical examination.
- VI. **Physical Examinations for Student Athletes.** Students participating in student athletics, cheerleading, or dance team, shall obtain a physical examination by a physician prior to participation, and shall submit the same to the District prior to participation.
- A. The requirement of the obtaining and submission of a physical examination will be in force each year a student participates in student athletics.

- B. Student athletes must also be covered by accident insurance prior to participation on any team. Student athletes are eligible to purchase insurance made available by the District.

## VII. Definitions.

- A. Student Athletics. Student athletics shall mean extracurricular school sponsored competitive interscholastic sports.
- B. Physician. Physician shall mean individuals who are licensed by the Department of Health and Human Services Regulation and Licensure as:
  - 1. Medical Doctors (M.D.) who practice medicine and/or surgery; or
  - 2. Osteopathic Physicians (D.O.) who are also authorized to prescribe medications.
- C. Advanced practice registered nurse. Advanced practice registered nurse shall mean individuals who are licensed and practicing under and in accordance with the Advanced Practice Registered Nurse Act.
- D. Physician assistant. Physician assistant shall mean individuals who are licensed under Neb. Rev. Stat. Sections 71-2, 107.15 through 71-1, 107.30 to perform medical services under the supervision of a licensed physician.

### Legal Reference:

20 U.S.C. § 123h

Neb. Rev. Stat. § 71-1, 102 et seq.

Neb. Rev. Stat. § 71-1, 137 et seq.

Neb. Rev. Stat. § 79-214 (3)

Neb. Rev. Stat. §§ 79-217 through 223

Neb. Rev. Stat. §§ 79-248 through 253

Title 173, Nebraska Administrative Code, Chapter 3

**Related Policy:** [5600](#)

**Date of Revision:** July 20, 1992; November 20, 1995; December 4, 2000

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Student Health****Rule: Contagious or Infectious Diseases****5600.4**

- I. **General Statement.** If a student has symptoms of a contagious or infectious disease, the District's Director of Pupil Services and the student's parents or guardian will be notified, and the student will be excluded from school.
- A. Students with a contagious or infectious disease may return to school when the symptoms disappear, and when the minimum isolation period has elapsed provided, however, that students with HIV disease or Hepatitis B have complied with the procedures of paragraph III below.
  - B. The isolation period shall be in accordance with rules and regulations adopted by the Department of Health and Human Services.
  - C. This section shall not restrict or prohibit the District's authority to otherwise limit a student's activities in school where such limitation is necessary for the health or safety of the student or others.
- II. **Attending School.** Students diagnosed with HIV disease or Hepatitis B will be allowed to attend school without restriction unless they manifest severe or unusually aggressive behavior, such as biting, or if they have weeping skin sores that cannot be covered.
- A. In such instances, the student's parents or guardian will be notified and the student will be excluded from school.
  - B. Immediately thereafter, a determination of the appropriate educational setting will be made by a team consisting of the school nurse, school medical advisor, student's physician, school principal and student's teacher (hereinafter "Team"). The Team shall consider the following determining the educational setting:
    - 1. Behavior of student;
    - 2. Neurological development;
    - 3. Physical condition;
    - 4. Existence of open sores that cannot be covered; and/or
    - 5. Risk of transmission through normal school contacts.
  - C. A regular classroom setting will be provided unless, based on the considerations set forth in the preceding paragraph, it is determined that there is a risk of transmission through normal school contacts. If that risk exists, the student shall be removed from the classroom and placed in an appropriate alternate education program.
- III. **Removal from Classroom.** A student temporarily removed from the classroom for severe or unusually aggressive behavior will be immediately referred to the aforesaid Team for assessment and the development of an appropriate program, if warranted.
- A. A student temporarily removed from a classroom for weeping skin sores which cannot be covered may be provided homebound instruction, and will be re-admitted only when there is medical documentation that the risk no longer exists.
  - B. Removal from the classroom should not be the only response to reduce risk of transmission. The District will attempt to use the least restrictive means to accommodate the student's needs.
  - C. The student may return to the classroom when the Team determines that the risk of transmission through the reasonably expected school contacts has abated.

- D. The removal shall be reviewed by the Team once per month unless there is no reasonable medical need for medical review.
  - E. A student with HIV disease may be removed from the classroom for the student's protection when cases of life-threatening diseases (e.g., measles, chicken pox) arise in school.
    - 1. The decision to remove the student will be made by the student's physician; the District may obtain a second opinion, at District expense, and the District will elect which opinion to follow if the District's second opinion conflicts with the student's physician's opinion.
    - 2. In cases where the student is removed for the student's protection, the student may return to the classroom when the risk is abated.
  - F. The school nurse will act as a liaison between the Team members, assist the student in problem resolution and answer the student's questions, and act as the coordinator of services provided by other staff members.
- IV. **Privacy.** The student's right to privacy shall be honored. Only those persons directly involved with a student with HIV disease or Hepatitis B will be advised of the student's condition. Such persons shall not divulge any of the information concerning the infected student to any other person unless authorized by law.
- V. **Handling Body Fluids.** Routine procedures for handling blood, body fluids, vomitus and fecal or urinary incontinence should be followed regardless of whether there are any students with an infectious disease attending school.
- VI. **Definitions**
- A. **HIV Disease.** HIV disease is a severe, life threatening disease that progressively damages the immune system. The onset of clinical illness is usually insidious and characterized by nonspecific symptoms such as malaise, anorexia, fatigue, diarrhea, weight loss, lymphadenopathy, and fever. Eventually, the patient is afflicted with serious infections, frequently opportunistic. It is spread primarily by saliva, urine, blood, and semen.
  - B. **Hepatitis B.** Hepatitis B is a disease of the liver, usually has an insidious onset with anorexia, vague abdominal pain, nausea and vomiting, and occasionally joint pain and rash. Jaundice is often present, but fever may be absent or mild. It is spread primarily by saliva, urine, blood, and semen.
  - C. **Physician.** Physician shall mean individuals who are licensed by the Department of Health and Human Services Regulation and Licensure as:
    - 1. Medical Doctors (M.D.) who practice medicine and/or surgery; or
    - 2. Osteopathic Physicians (D.O.) who are also authorized to prescribe medications.

**Related Policy:** [5600](#)

**Legal Reference:** Neb. Rev. Stat. § 79-248; Title 173, Nebraska Administrative Code, Chapter 3

**Date of Adoption:** November 20, 1995

**Date of Revision:** December 4, 2000

**Date of Last Review:** December 15, 2003

Millard Public Schools  
Omaha, NE



**Category: Pupil Services****Policy: Student Health****Rule: Procedures for Life-Threatening Asthma Attacks and Systemic Allergic Reactions****5600.5****I. Introduction.**

- A. With no prior notice, life-threatening asthma attacks or systemic allergic reactions (anaphylaxis) that leave only minutes to save a life could necessitate an emergency response by school personnel. To maximize the chances that such an emergency response will result in full recovery, trained designated school personnel will administer epinephrine ("Epi-Pens") and nebulized albuterol treatments ("nebulizers") according to procedures that have been approved by the District's Director of Pupil Services or designee.
- B. Epi-Pens and nebulizers for emergency use will be distributed to every school within the District. Each District school will have Epi-Pens and nebulizers readily accessible in the health room or other designated area; these medications will be secured in a manner approved by the Director of Pupil Services to prevent unauthorized access.
- C. Standing orders for District emergency supplies of Epi-Pens and albuterol will be signed by at least two (2) physicians from the District's Medical Advisory Committee.
- D. Selected school personnel will be trained by qualified personnel to administer emergency nebulized albuterol and Epi-Pen injections under the supervision of the registered school nurse.
- E. Parents, guardians, and emancipated students will be notified on the District's Emergency Health Card that Epi-Pens and nebulizers may be administered to students for life-saving purposes.
- F. If parents, guardians, and emancipated students are aware of any medical condition that causes an Epi-Pen or nebulizer to be dangerous to a student, they should indicate on the Emergency Health Card the exact nature of the danger, and provide the District with the name and address of the medical provider who has made this determination.

**II. Availability, Storage, Use and Destruction.** Each District school will have emergency supplies of Epi-Pens and nebulizers readily accessible. The following will govern the availability, storage, and use of the same:

- A. All elementary schools will have both adult and pediatric emergency Epi-Pens available.
- B. Emergency supplies of Epi-Pens and albuterol will be kept current, and will be disposed of on the reaching of the recommended shelf life or when there is a color change in the epinephrine due to reaching or exceeding the expiration date or improper temperature control.
- C. Unless the subject's medical condition and/or circumstances dictate otherwise, the following standing procedures for emergency response to life-threatening asthma attacks or anaphylaxis will be followed.
  - 1. Call 911.
  - 2. Summon the school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol.
  - 3. Check airway patency, breathing, respiratory rate, and pulse.
  - 4. Administer medications (Epi-Pen and albuterol) per standing order.
    - a. Epi-Pens. Administer an adult Epi-Pen IM for a child over fifty (50) pounds and Epi-Pen IM Junior for a child under fifty (50) pounds. The container for each dose and the container holding all dosages shall be marked "FOR EMERGENCY USE ONLY" in bold print.

- b. Administer a nebulized albuterol, .05 percent, 0.5cc plus 3cc of saline administered by oral mask or mouthpiece. After the original administration, if not better, this dosage may be repeated two (2) more times. The container for individual dosages and containers holding non-individual dosages shall be marked "FOR EMERGENCY USE ONLY" in bold print.
    - 5. Determine cause as quickly as possible.
    - 6. Monitor vital signs (pulse, respiration, etc.).
    - 7. Contact parents immediately and physician as soon as possible.
    - 8. Any individual treated for symptoms with epinephrine at school will be transferred to a medical facility.
  - D. Emergency supplies of Epi-Pens, albuterol, and nebulizers will be stored in a lock box secured by a squeeze-off lock and maintained between fifty-nine (59) and eighty-five (85) degrees Fahrenheit as measured by a thermometer maintained in the same location in an air conditioned nurse's office or other air conditioned area designated by the school principal. Access will be limited to those individuals trained to administer these medications.
  - E. District emergency Epi-Pens and nebulizers will be administered to students or staff members for emergency use only. Students who need nebulized albuterol on a regular schedule must bring their own prescription and equipment for application in accordance with District Rule 5600.2. Emergency Epi-Pens and nebulizers may not be used under any circumstances other than emergency use.
  - F. District emergency Epi-Pens and nebulizers will not be used on field trips or other activities away from the school. District emergency medications are to be maintained at school during regular school hours so that the largest population of students may be served.
  - G. Each nebulizer will be inspected monthly by the Director of Pupil Services or designee to assure it is in proper working order and ready for immediate use. The school nurse will inspect the nebulizer in their assigned area after each use to ensure that the equipment is in proper working order and is ready for the next usage. The school nurse will also periodically inspect the nebulizer to ensure that it is in working order and supplies of albuterol and Epi-Pens have not exceeded the recommended shelf life or when there is a color change in the epinephrine due to reaching or exceeding the expiration date or improper temperature control. The school nurse will provide an inventory which includes lot number of medications and the recommended shelf life.
  - H. All albuterol and Epi-Pens which have exceeded the recommended shelf life will be destroyed. The school nurse and principal keep a list which records when and how the albuterol and Epi-Pens were destroyed, and which District staff member oversaw the destruction.
- III. **Implementation and Training.** Three (3) designated staff members from each school in addition to the school nurse will be trained in CPR, and in the administration of emergency Epi-Pens and nebulizers in life-threatening situations; implementation and training shall include:
- A. Designated staff members from each school will be appointed by a team consisting of the building principal or designee, the head nurse, the nurse serving the building, and approved by the Director of Pupil Services. No staff member other than District employed school nurses or health paraprofessionals shall be compelled through their employment status to serve as a designated staff member.
  - B. Training of the designated staff members will be conducted and completed prior to the distribution of Epi-Pens and nebulizers within the schools. Designated and trained staff members must complete annual training in order to continue serving as a designated staff member.
  - C. Training for the administration of Epi-Pens and nebulizers will be provided by a physician, a physician assistant, registered nurse, or pharmacist trained in the use of Epi-Pens and nebulizers.
  - D. A certified CPR instructor will provide CPR training.

- E. Designated staff members will successfully pass the competency assessment required by the Medication Aide Act no less than every three (3) years.

IV. **Inservice Training.** The procedure for the delegation of the administration of Epi-Pens and nebulizer treatments to trained special care providers should be followed in accordance with Health Services Guidelines. At a minimum, the training shall consist of the following:

- A. A minimum of three (3) designated staff members in each school in addition to the school nurse trained in CPR should be in-serviced by the school nurse to:
  1. Identify the signs and symptoms of a life-threatening asthma attack or systemic allergic reaction;
  2. Follow District procedures for emergency treatment including required 911 calls and the administration of Epi-Pens and/or nebulizers;
  3. Complete, as time permits, an Emergency Form for paramedics;
  4. Review District procedures with the designated staff members a minimum of two (2) times during the school year;
  5. At a minimum, training will be provided semi-annually for designated staff members who have already been trained and staff members who are newly appointed to the emergency team; and
  6. Identify and record all students whose parents or guardian have indicated that use of Epi-Pens or nebulizers increases danger or is ineffective, and to provide follow-up investigation with medical providers to determine the exact nature of the danger.
- B. At the conclusion of the inservice training, a Documentation of Competency form should be completed and filed in the Health Office.
- C. The Director of Pupil Services will be responsible for overseeing what forms should be used to most effectively carry out the in-service training required under this Rule.

V. **Baseline Training for Epi-Pens and Anaphylaxis.** Orientation and instruction for the administration of Epi-Pens for life-threatening asthma or systemic allergic reactions should include:

- A. Basic principles of the immune system and anaphylaxis;
- B. Administration of Epi-Pens using an Epi-Pen Trainer;
- C. Assessing vital signs;
- D. Establishing and maintaining vital body functions and summoning emergency personnel; and
- E. Proper documentation.

VI. **Baseline Training for Nebulizers.** Orientation and instruction for administering nebulizers should include:

- A. Basic principles of the anatomy and physiology of the respiratory system;
- B. Procedure for using nebulizers including set-up, administration, and storage;
- C. Signs and symptoms of respiratory distress and reporting; and

D. Proper documentation.

VII. **Post-Use Record.** As soon as reasonably practicable following the emergency administration of an Epi-Pen or nebulizer, the designated staff members shall provide the Director of Pupil Services with a written report that should include, at a minimum, the following:

- A. The circumstances giving rise to the administration of the Epi-Pen or nebulizer;
- B. The results; and
- C. The recommended changes in the procedures or forms used by the District in its administration of Epi-Pens and/or nebulizers, if any.

VIII. **Annual Report.** An annual report will be provided to the Nebraska Pharmaceutical Board providing information on the administration of epinephrine and nebulized albuterol in the life-saving situations described in this Rule. The report will contain the following information:

- A. The name of the student(s);
- B. Where the incident(s) occurred;
- C. What pre-assessment was done;
- D. The number of incidents;
- E. What action(s) was taken;
- F. The name of the emergency medications; and
- G. The student's response.

IX. **Annual Review.** On an annual basis, the Director of Pupil Services or designee will conduct a review of the effectiveness of this Rule, procedures utilized, forms adopted pursuant to this Rule, the post-use records of the District's designated staff members, and any other materials relevant to improving the District's use of Epi-Pens, nebulizers, and other emergency medications. The review will include, if practicable, the following:

- A. A tabulation of the number of uses of Epi-Pens and nebulizers per school year;
- B. The results of the use;
- C. The recommendations from the District's Medical Advisory Committee or other qualified organization as it pertains to Epi-Pens and nebulizers; and
- D. Upon the completion of the review, the Director of Pupil Services shall provide the Board with the Director's findings and recommendations.

X. **Definitions.**

- A. CPR. CPR shall mean cardiopulmonary resuscitation.
- B. Qualified Personnel. Qualified personnel shall mean people who have met an educational and/or legal requirement necessary to provide instruction on the use of the Epi-Pens and nebulizers.

**Date of Adoption:** May 17, 1999

**Date of Revision:** December 4, 2000; December 15, 2003

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Student Health****Rule: Procedures for Use of Automated External Defibrillators****5600.6****Procedures for Use of Automated External Defibrillators****I. Distribution and Placement of Automated External Defibrillators.**

- A. Introduction. Cardiac arrest is always a threat for students, staff, or visitors to our schools and when it occurs, can leave only minutes to save a life. To maximize the chances that emergency response will result in full recovery, Automated External Defibrillators (AEDs) will be placed in each school, and trained designated school personnel will use AEDs according to procedures that have been approved by the Director of Pupil Services or designee.
- B. AEDs will be distributed to every school within the District:
1. Each District high school will have, at minimum, three (3) AEDs readily accessible in designated area(s) where they are available for all students, staff and visitors.
  2. Each District middle school will have, at minimum, two (2) AEDs readily accessible in designated area(s) where they are available for all students, staff and visitors.
  3. Each District elementary school and the Millard Learning Center will have, at minimum, one (1) AED readily accessible in designated area(s) where they are available for all students, staff and visitors.
  4. The placement of AEDs will be determined by the principal. The principal will take into consideration that coverage must be provided for all activities and school functions that occur not only during the school day, but after school hours for school related activities.
    - a. AEDs will be placed in supervised areas where they can be observed by supervisory personnel or by surveillance cameras.
    - b. Each AED will be secured by an alarm device.
    - c. AEDs will not be placed in locked rooms or areas that limit availability after school hours.
    - d. Signs will be posted in each classroom, commons area, the office, and other areas of the building where students or staff congregate telling where the nearest AED is located.
  5. AEDs will not be taken on field trips or other activities away from the school building unless an extra AED is solely dedicated for that purpose, the AEDs absence does not affect coverage at school, and the AED is under the constant direct supervision of a staff member trained in its use.
  6. Groups, organizations, or individuals renting or using school facilities when school personnel are not present will be informed of the requirements for use of AEDs.
- C. Designated school personnel will be trained by qualified personnel to administer AEDs.
- D. Parents, guardians, and emancipated students will be notified on the District's Emergency Health Card that in case of cardiac arrest, an AED may be administered to students for life-saving purposes.

II. **AED Maintenance and Use.** The following will govern the maintenance and use of the same:

- A. AEDs will be maintained and tested in accordance with the operational guidelines of the manufacturer and monitored by personnel designated by the principal.
- B. AEDs will be stored with carrying case, one (1) extra set of pads, razor, latex or vinyl gloves, mouth barrier, and three (3) towelettes designed for use with the AED.
- C. All AED pads that have exceeded the manufacturer's recommended shelf life will be replaced.
- D. Each AED will be inspected, at a minimum, weekly by the principal or designee to assure it is in proper working order and ready for immediate use. The AED will be inspected after each use to ensure that the equipment is in proper working order and is ready for the next usage.
- E. Each AED will be marked with a Millard Public Schools identification number.
- F. The school nurse will maintain an inventory list which includes an identification number of the AED, its location, and when it was last inspected.

III. **Operating Procedures.**

- A. Unless the subject's medical conditions and/or circumstances dictate otherwise, the following standing procedures for emergency response cardiac arrest will be followed.
  - 1. Call 911.
  - 2. AED. Administer the AED following the instructions on the AED.
  - 3. CPR. Administer CPR as directed by the AED.
- B. Notify Parents or Guardians. Notify the parents or guardians immediately at the first sign of a cardiac arrest. If trained designated staff members are involved in life-saving procedures, personnel not administering emergency treatment should provide the notice to the parents or guardians.
- C. The AED will be administered by trained personnel to students, staff members, or visitors only when emergency life threatening events occur resulting from cardiac arrest.

IV. **AED Training and Implementation.**

- A. The following people will be trained in each school that houses one (1) or more AEDs:
  - 1. School nurses,
  - 2. Health paraprofessionals,
  - 3. All coaches,
  - 4. Assistant coaches,
  - 5. Athletic trainers,
  - 6. Extra curricular supervisors who supervise physical activities, and
  - 7. A minimum of three (3) additional designated staff members from each school.

- B. Designated staff members from each school will be appointed by the building principal or designee.
- C. Training of the designated staff members will be conducted and completed prior to the distribution of AEDs within the schools.
- D. Designated and trained staff members must maintain current CPR/AED American Heart Association or American Red Cross certification in order to continue serving as a designated staff member.
- E. Training for the administration of AEDs will be provided by a certified CPR instructor.

V. **Purchase of AEDs.**

- A. All AEDs will be purchased through the District purchasing agent.
- B. All AEDs will meet District specifications, and
- C. All AEDs will be of the same model and manufacturer.
- D. Additional AEDs may be purchased and placed at any time by the individual school, if all of the requirements of this Rule are met.

VI. **Post-Use Record.** As soon as reasonably practical following the emergency administration of an AED, the designated staff members shall provide the Director of Pupil Services with a written report that should include, at a minimum, the following:

- A. The circumstances giving rise to the administration of AED;
- B. The results; and
- C. The recommended changes in the procedures or forms used by the District in its administration of AED, if any.

VII. **Annual Review.** On an annual basis, the Director of Pupil Services or designee will conduct a review of the effectiveness of this Rule, procedures utilized, forms adopted pursuant to this Rule, the post-use records of the District's designated staff members, and any other materials relevant to improving the District's use of AEDs. The review will include, if practicable, the following:

- A. The results of the use;
- B. The recommendations from the District's Medical Advisory Committee or other qualified organization as it pertains to AEDs; and
- C. Upon the completion of the review, the Director of Pupil Services shall provide the Board with the Director's findings and recommendations.



**VIII. Definitions.**

- A. AED. AED shall mean Automated External Defibrillator.
- B. CPR. CPR shall mean cardiopulmonary resuscitation.
- C. Qualified Personnel. Qualified personnel shall mean people who have met an educational and/or legal requirement necessary to provide instruction on the use of the AEDs.

**Date of Adoption:** April 21, 2003

**Date of Revision:** December 15, 2003

Millard Public Schools  
Omaha, NE

# Attachment J

## Policy 3530

### Privately Owned Vehicles

**Category: Support Services****Policy: Privately Owned Vehicles****3530****Student Transportation**

Any person using his/her vehicle to transport students for school-related activities shall carry insurance coverage on such vehicle in an amount equal to or greater than the minimum required by Nebraska law.

**Mileage Reimbursement**

Staff members who use their own vehicles for school-related business shall keep a mileage log. Mileage reimbursement requests shall be submitted monthly to the business office. The mileage reimbursement rate shall be the rate established by the Nebraska Department of Administrative Services.

**Date of Revision:** August 6, 1990; August 3, 1998; October 17, 2005

Millard Public Schools  
Omaha, NE

**Category: Support Services**

**Policy: Privately Owned Vehicles**

**Rule: Privately Owned Vehicles**

**3530.1**

The building principal shall inform those parties involved in the transportation of students for school related activities of their responsibility in regard to automobile insurance.

**Date of Adoption:** April 7, 1975

Millard Public Schools  
Omaha, NE

# Attachment K

## Student Discipline

**Category: Pupil Services****Policy: Student Discipline****5400**

The goal and intention of the District is to enable students to obtain an education within a safe and disciplined environment, free of violence or the threat of violence, illegal drugs, alcohol, weapons, or any conduct which interferes or disrupts the educational process.

The purpose of this Policy is to assure students' constitutional and statutory rights within the context of an orderly and effective educational process.

Whenever any student is on District property or is in any manner subject to the control or supervision of the District, the student is absolutely prohibited from possessing weapons or any object that is used for the purpose of inflicting injury or harm.

All District student discipline shall be done in accordance with the procedures and requirements of the Student Discipline Act, and any other governing law, District Policy, and/or District Rule.

**Related Rules:** [5400.1](#) , [5400.2](#) , [5400.3](#) , [5400.4](#) , [5400.5](#)

**Legal Reference:** Neb. Rev. Stat. § 79-254 et seq.

Millard Public Schools  
Omaha, NE

**Category: Pupil Services**  
**Policy: Student Discipline**  
**Rule: Student Discipline**

5400.1

- I. **General Statement** The District's disciplinary rules and procedures are designed to protect the students' constitutional and statutory rights within the context of an orderly and effective educational process. Students will be excluded from school and/or school activities when their conduct interferes with an orderly and effective educational process.
- II. Types of Exclusion and Disciplinary Action.
  - A. Short-term Suspension. Exclusion from all schools in the District not to exceed five (5) school days.
  - B. Emergency Exclusion. Immediate exclusion if:
    1. The student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community; or
    2. The student's conduct presents a clear threat to the physical safety of himself, herself, or others; or
    3. The student's conduct is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
    4. An emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers necessitating the exclusion.
    5. Emergency Exclusion for Five (5) Days or Less. The same procedures for short-term suspension shall be used for an emergency exclusion for five (5) days or less.
    6. Emergency Exclusion for Over Five (5) Days. If the Superintendent or Superintendent's designee determines that the exclusion will extend beyond five (5) days, the following procedural provisions must be followed:
      - a. Hearing/Final Determination. A hearing will be held and a final determination made within ten (10) school days after the initial date of exclusion.
      - b. Hearing Procedures. The hearing will be conducted in compliance with the disciplinary hearing procedures which are used for long-term suspension, expulsion and reassignment.
  - C. Long-term Suspension. Exclusion from all schools in the District for more than five (5) school days but less than twenty (20) school days.
  - D. Expulsion. Exclusion from all schools in the District (except the location designated for alternative education) for a period not to exceed the remainder of the semester in which it took effect with the following exceptions:
    1. If the misconduct occurred within ten (10) school days prior to the end of the first semester, the expulsion shall remain in effect through the second semester; or
    2. If the misconduct occurred within ten (10) school days prior to the end of the second semester, the expulsion shall remain in effect for summer school and the first semester of the following school year subject to the annual review provision of Section II D (3) (c), below.

3. The time periods above do not apply to the following infractions which have the following periods of exclusion:
- a. Firearms and/or guns. Exclusion from all schools in the District for not less than one (1) year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm (see Rule 5400.6 (II)(D)(I) on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. This subsection shall not apply to:
    1. The issuance of firearms or the possession of firearms by members of the Reserve Officers Training Corps when training; or
    2. Firearms which lawfully are possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.
  - b. Personal Injury. Students who knowingly and intentionally use force in causing or attempting to cause personal injury to a school employee, school volunteer, or student (unless caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person as hereafter provided) or the knowing and intentional possession, use, or transmission of a dangerous weapon, other than a firearm, shall be excluded for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the exclusion shall remain in effect for summer school and may remain in effect for the first semester of the following school year unless modified or terminated by the District at any time during the expulsion period. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this provision.
  - c. Annual Review. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by a Hearing Examiner after the Hearing Examiner has given notice of the review to the student and to the student's parents or guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to the Hearing Examiner's recommendation that the student be re-admitted for the upcoming school year. If the Board (or Board Committee) took the final action to expel the student, the student may be re-admitted only by Board action. Otherwise, the student may be re-admitted by the Superintendent.
- E. Mandatory Reassignment. Involuntary transfer to another school in the District in connection with any disciplinary action.
- F. Exclusion from School Grounds and Activities. During any time period that a student is excluded from school due to short-term suspension, long-term suspension, expulsion, or emergency exclusion, the student will be prohibited from being on school grounds (except the location designated for alternative education) and from participating in any District-sponsored extracurricular activities and from attending any extracurricular activities which take place on District property.
- G. Other Disciplinary Action. Administrative and teaching personnel may take actions regarding student behavior which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.
- III. **Standards for Student Conduct (Rule 5400.6).** In conjunction with the Student Discipline Act, the District shall adopt Standards for Student Conduct contained in Rule 5400.6 that will set forth student misconduct and the maximum sanction that the District shall impose. Rule 5400.6 shall be reviewed annually by the Board, and shall be distributed to students at the beginning of the school year or, in the case of student transfers, upon enrollment in the District.



- IV. **Effective Date of Exclusion.** When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until:
- A. If no hearing is requested, the date the disciplinary action takes effect; or
  - B. If a hearing is requested, the date the Hearing Examiner makes the report of his/her findings and a recommendation of the action to be taken to the Superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of interference with an educational function or school purpose, or a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- V. **Procedures for Exclusion.** The District will adhere to the procedural requirements of federal and state law for the exclusion of students from school and school activities.
- VI. **Hearings.** In cases involving emergency exclusion for more than five (5) school days, long-term suspension, expulsion, and mandatory reassignment, the student will have the right to a hearing to contest the exclusion. A Request for Hearing form will be provided to the student and the student's parents or guardian along with a description of the hearing procedures provided by the Student Discipline Act along with the procedures for appealing any decision rendered at the hearing.
- VII. **Formal Hearings and Appeal.** If a principal makes a decision to discipline a student by long-term suspension, expulsion, or mandatory reassignment, the following procedures shall be followed:
- A. **Written Charge and Summary of Evidence.**
    1. On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the Superintendent or designee.
    2. The principal shall, within two (2) school days of the decision, send written notice by registered or certified mail to the student and his or her parent or guardian informing them of the rights established under the Student Discipline Act.
  - B. **Written Notice.** Written notice must include the violation and summary of evidence; the recommended penalty; the right to a hearing; the hearing procedure; and a statement that the principal, legal counsel for the school, the student, the student's parent or the student's representative or guardian shall have a right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing, plus the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony. A form on which the student, the student's parent, or the student's guardian may request a hearing must accompany the written notice.
  - C. **Suspension until Hearing.** When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or designee, the student may be suspended by the principal until:
    1. The date the disciplinary action takes effect if no hearing is requested;
    2. If a hearing is requested, the date the hearing examiner makes the report of his/her findings and a recommendation of the action to be taken to the Superintendent or designee; or
    3. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of interference with an education function or school purpose or a personal injury to the student himself or herself, other students, school employees, or school volunteers.
  - D. **Procedures if a Hearing is not Requested.** If a hearing is not requested by the student or the student's parent or guardian within five (5) school days following receipt of written notice, the punishment recommended in the charge by the principal or his/her designee will automatically go into effect upon the fifth (5th) school day following receipt of the written notice by the student or his/her parent or guardian.

E. Procedures if a Hearing is Requested.

1. Request for Hearing. A hearing must be requested within five (5) school days after receipt of the written notice.  
Request of Hearing Beyond Five Days. If a hearing is requested more than five (5) school days but not more than thirty (30) calendar days following the actual receipt of the written notice, the hearing shall be held but the imposed punishment shall continue in effect pending final determination.
2. Appointment of Hearing Examiner. If a hearing is requested the Superintendent shall appoint a hearing examiner. The hearing examiner can be any person designated by the Superintendent or designee if such person has not brought the charges against the student, is not a witness at the hearing, and has no involvement in the charge.
3. Notice of Time and Place for Hearing. Within two (2) school days after being appointed, the hearing examiner shall give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
  - a. The hearing shall be scheduled within a period of five (5) school days after it is requested, but such time may be changed by the hearing examiner for good cause.
  - b. No hearing shall be held upon less than two (2) school days actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
4. Right to Examine Records and Statements. The principal or legal counsel for the District, the student, and student's parent or guardian, or representative, shall have the right to examine the records and written statements referred to Section VII (B) of this Rule, and the statement of any witness in the possession of the principal at a reasonable time prior to the hearing.

F. Hearing Procedures.

1. Required Attendance at Hearing. The hearing examiner, student, student's parent or guardian, the student's representative, if any, and legal counsel for the principal or District, if any, shall attend the hearing.
2. Witnesses. When present, witnesses shall be present only when they are giving information at the hearing. The student, the student's parent, guardian, or representative, the principal, or the hearing examiner may ask witnesses to testify at the hearing. Such testimony shall be under oath, and the hearing examiner shall be authorized to administer the oath. The hearing examiner shall make reasonable effort to assist the student or the student's parent, guardian, or representative in obtaining the attendance of the witnesses.
  - a. Cross-examination. The student, the student's parent, guardian, or representative, the principal, the principal's or the District's legal counsel, and the hearing examiner shall have the right to question any witness giving information at the hearing.
  - b. Immunity. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case.
3. Student Testimony. The student may speak in his or her own defense and may be questioned on his or her testimony, but he or she may choose not to testify and, in such case, shall not be threatened with punishment nor be later punished for refusal to testify.
4. Individuals may be Excluded from the Hearing. The student may be excluded from the hearing in the discretion of the hearing examiner at times when the student's psychological evaluation or emotional problems are being discussed. The hearing examiner may exclude anyone from the hearing when his or her actions substantially disrupt an orderly hearing.

5. Evidence on the Student's Conduct and Records. The principal may present to the hearing examiner statements, in affidavit form, of any person having information about the student's conduct and the student's records, provided that such statements and records have been made available to the student or the student's parent, guardian, or representative prior to the hearing. The information contained in such records shall be explained and interpreted, prior to or at the hearing, to the student, parent or guardian, or representative, upon request, by appropriate District personnel.
6. Rules of Evidence. In conducting the hearing, the hearing examiner shall not be bound by the rules of evidence or any other rule of courtroom procedure.
7. Proceedings Recorded. The proceedings of the hearing shall be recorded at the expense of the District.
8. Joint Hearings. A joint hearing may be conducted when more than one (1) student is charged with violating the same rule and acted in concert, and the facts are substantially the same for all such students.
  - a. Discretion of Hearing Examiner. A joint hearing may be conducted if the hearing examiner believes that a joint hearing is not likely to result in confusion and no student shall have his or her interests substantially prejudiced by a single hearing.
  - b. Order for Separate Hearing. If during the conduct of the hearing the hearing examiner finds that a student's interests will be substantially prejudiced by a joint hearing or that the hearing is resulting in confusion, the hearing examiner may order a separate hearing for any student.

- G. Post Hearing Report. After the hearing, a report shall be made by the hearing examiner to the Superintendent or designee. The report shall contain the hearing examiner's findings and recommendation of the action to be taken, and the report shall explain in terms of the needs of both the student and the District, the reasons for the particular action recommended.
1. Range of Recommendations. The recommendation by the hearing examiner may range from no action, through the entire field of counseling, to long-term suspension, expulsion, mandatory reassignment, or an alternative education placement.
  2. Review by Superintendent or Designee. A review of the hearing examiner's report shall be made by the Superintendent or designee. The Superintendent or designee may change, revoke, or impose the sanction recommended by the hearing examiner but shall not impose a sanction more severe than that recommended by the hearing examiner.
  3. Decisions Based on Evidence. The findings and recommendations of the hearing examiner, the determination by the Superintendent, and any determination on appeal to the Board, shall be made solely on the basis of the evidence presented at the hearing or, in addition, on any evidence presented on appeal.
- H. Final Disposition. Written notice of the findings and recommendations of the hearing examiner and the determination of the Superintendent or designee shall be made by certified or registered mail or by personal delivery to the student or the student's parent or guardian. Upon receipt of such written notice by the student, parent, or guardian, the determination of the Superintendent or designee shall take immediate effect.

VIII. **Request for Appeal to the Board.** The student or the student's parent or guardian may, within seven (7) school days following receipt of the Superintendent's written notice of the determination, appeal the determination to the Board by a written request which shall be filed with the secretary of the Board or with the Superintendent.

- A. Appeal Hearing.
1. When. A hearing shall be held before the Board within a period of ten (10) school days after it is requested, and such time for a hearing may be changed by mutual agreement of the student and Superintendent.
  2. Deliberating Body. The hearing may be held before a committee of the Board of not less than three (3) members.

3. Admissible Evidence. Such appeal shall be made on the record, except that new evidence may be admitted to avoid a substantial threat of unfairness and such new evidence shall be recorded at the expense of the District.
4. Deliberation. After examining the record and taking new evidence, if any, the Board or designated committee may withdraw to deliberate privately upon such record and new evidence.
  - a. Limitations. Any such deliberation shall be held in the presence only of Board members in attendance at the appeal proceeding but may be held in the presence of legal counsel who has not previously acted as the designee of the principal in presenting the school's case before the hearing examiner.
  - b. Questions during Deliberation. If any questions arise during such deliberations which require additional evidence, the deliberating body may reopen the hearing to receive such evidence, subject to the right of all parties to be present.
5. Action on Appeal. The deliberating body may alter the Superintendent's disposition of the case if it finds the decision to be too severe but may not impose a more severe sanction.
6. Dispatch of Final Action. The final action of the deliberating body shall be evidenced by personally delivering or mailing by certified mail a copy of the deliberating body's decision to the student and his or her parent or guardian.

- B. Judicial Review. Any person aggrieved by a final decision in a contested case under this Rule, whether such decision is affirmative or negative in form, shall be entitled to judicial review. Nothing in the Rule shall be deemed to prevent resort to other means of review, redress, or relief provided by law.

- IX. **Settlement.** Nothing in this Rule shall preclude the student, the student's parents, guardian, or representative from discussing and settling disciplinary proceedings with appropriate school personnel prior to the hearing stage.
- X. **Reporting of Criminal Acts to Law Enforcement Agencies.** The school principal or principal's designee shall notify as soon as possible the appropriate law enforcement authorities of any student act which the principal or principal's designee knows or suspects is in violation of the Nebraska Criminal Code.
- XI. **Annual Report to State Department of Education.** The Superintendent or Superintendent's designee shall annually provide to the State Department of Education:
  - A. An assurance that the District has in effect the expulsion policy for bringing a firearm to school required by state and federal law; and
  - B. A description of the circumstances surrounding any expulsions imposed under this Rule, including: the name of the school concerned; the number of students expelled from such school; and the types of weapons concerned.

**Legal Reference:**

20 U.S.C. § 5812 (7)  
 20 U.S.C. § 5961 et seq.  
 Neb. Rev. Stat. § 28-1204.04  
 Neb. Rev. Stat. § 79-254 et seq.  
 Title 92, Nebraska Administrative Code, Chapter 17-004.

**Related Policy and Rules:** [5400](#) , [5300.1](#) , [5300.2](#) , [5400.2](#) , [5400.3](#) , [5400.4](#) , [5400.5](#) , [5400.6](#) , [5410.1](#) , [5420.1](#)

**Date of Adoption:** June 3, 1996

**Date of Revision:** June 1, 1998; September 25, 2000; March 15, 2004

Millard Public Schools  
 Omaha, NE

**Category: Pupil Services****Policy: Student Discipline****Rule: Discipline of Students with Disabilities****5400.2**

- I. **General Statement.** The suspension and expulsion of students with disabilities for disciplinary purposes, shall be in accordance with District procedures and state and federal law.
- II. **Students with Disabilities.**
  - A. Students with disabilities are those students who have been verified by a multidisciplinary team as having autism, behavior disorders, deaf-blindness, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury, developmental delay, or visual impairments, and who because of these impairments need special education and related services.
  - B. Students who have not yet been determined to be eligible for special education and related services and who have engaged in behavior that violates any rule or code of conduct of the District, may, as hereinafter provided in Section VI of this Rule, assert any of the protections provided for students with disabilities under Section III of this Rule, if the District had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.
- III. **Suspension, Expulsion and Emergency Exclusion Of Students With Disabilities.**
  - A. **Suspension For Ten (10) Days Or Less.** To the extent that suspension would be applied to a student without disabilities, a student with disabilities may be suspended for (10) consecutive school days or less, and even if the student's misconduct is a manifestation of the student's disability.
    1. Services shall not be provided to a student with a disability who has been suspended for ten (10) school days or less in the school year if services are not provided to a student without disabilities who has been similarly suspended.
    2. A suspension of five (5) school days or less shall follow the procedures for a short term suspension set forth in District Rule 5400.1. A suspension of more than five (5) school days, but for not more than ten (10) school days, shall follow the procedures for a long term suspension set forth in District Rule 5400.1.
  - B. **Additional Suspensions For Ten (10) Days Or Less.** To the extent that suspension would be applied to a student without disabilities, a student with disabilities may be subjected to additional suspensions for ten (10) consecutive school days or less in the same school year for separate incidents of misconduct, and even if the student's misconduct is a manifestation of the student's disability, just as long as the suspensions do not constitute a pattern of suspensions.
    1. Suspensions may constitute a pattern of suspensions if they cumulate to more than ten (10) school days in a school year, and because of factors such as the length of each suspension, the total amount of time the student is suspended, and the proximity of the suspensions to each other.
    2. The student's IEP Team shall determine whether a pattern of suspensions exists.
    3. If the IEP Team determines that a pattern of suspensions does not exist, then the student may be subjected to additional suspensions.
    4. If the IEP Team determines that a pattern of suspensions does exist, then the student may not be subjected to additional suspensions unless:
      - a. The student's IEP Team determines for each additional suspension that the student's misconduct was not a manifestation of the student's disability; and
      - b. The procedures for a change in placement set forth in Section III (F) hereinafter are complied with.

- c. If the student's IEP Team determines for any additional suspension that the student's misconduct was a manifestation of the student's disability, then the student cannot be subjected to the additional suspension.
  - 5. After a student with a disability has been suspended for more than ten (10) school days in the same school year, then the District shall provide special education services during any subsequent suspensions to the extent required by Title 92, Nebraska Administrative Code, Chapter 51-004.
  - 6. After a student with a disability has been suspended for more than ten (10) school days in the same school year, then the procedures in Section IV (D) hereinafter regarding a functional behavioral assessment and intervention plan shall be followed.
- C. Suspension For More Than Ten (10) Days. To the extent that suspension would be applied to a student without disabilities, a student with disabilities may be suspended for more than ten (10) school days and for not more than twenty (20) school days, but only if:
  - 1. The student's IEP Team determines that the student's misconduct was not a manifestation of the student's disability;
  - 2. The procedures for a long term suspension set forth in District Rule 5400.1 are complied with; and
  - 3. The procedures for a change in placement set forth in Section III (F) hereinafter are complied with.
  - 4. If the student's IEP Team determines that the student's misconduct was a manifestation of the student's disability, then the student cannot be suspended for more than ten (10) school days.
  - 5. The District shall provide special education services during a suspension for more than ten (10) school days to the extent required Title 92, Nebraska Administrative Code, Chapter 51-004.
  - 6. Either before or not later than ten (10) business days after implementing a suspension for more than ten (10) school days, the procedures in Section IV (D) hereinafter regarding a functional behavioral assessment and intervention plan shall be followed.
- D. Expulsion. To the extent that expulsion would be applied to a student without disabilities, a student with disabilities may be expelled, but only if:
  - 1. The student's IEP Team determines that the student's misconduct was not a manifestation of the student's disability;
  - 2. The procedures for an expulsion set forth in District Rule 5400.1 are complied with; and
  - 3. The procedures for a change in placement set forth in Section III (F) hereinafter are complied with.
  - 4. The District shall provide special education services during the expulsion to the extent required by Title 92, Nebraska Administrative Code, Chapter 51-004. Alternative schools, classes, or programs pursuant to District Rule 5400.6 shall also be available to students with disabilities who are expelled.
  - 5. Either before or not later than ten (10) business days after implementing an expulsion, the procedures in Section IV (D) hereinafter regarding a functional behavioral assessment and intervention plan shall be followed.
- E. Emergency Exclusion. A student with disabilities may be subject to emergency exclusion for the reasons and pursuant to the procedures set forth in District Rule 5400.1.

- F. **Change Of Placement Procedures.** If a student with a disability is to be suspended for more than ten (10) school days in accordance with Section III (C) above, or is to be expelled in accordance with Section III (D) above, or a pattern of suspension is determined to exist in accordance with Section III (B) (4) above, then the procedures required for a change in placement must be complied with before the suspension or expulsion, including:
1. Written notification to the parents, in accordance with Title 92, Nebraska Administrative Code, Chapter 51-009.03C, of the intended suspension or expulsion; and
  2. Providing the parents with a copy of the District's Parental Rights In Special Education booklet.

**IV. Placement in Alternative Educational Settings for Disciplinary Reasons.**

- A. The District may order a change in the placement of a student with a disability:
1. To an appropriate interim alternative educational setting or another setting for not more than ten (10) school days, to the extent such alternatives would be applied to students without disabilities; or
  2. To an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but not for more than forty-five (45) days if:
    - a. The student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency; or
    - b. The student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the jurisdiction of the State or a local educational agency.
- B. The interim alternative educational setting shall be determined by the student's IEP Team.
- C. Any interim alternative educational setting in which a student is placed shall:
1. Be selected so as to enable the student to continue to participate in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in that IEP; and
  2. Include services and modifications designed to address the behavior so that it does not recur.
- D. Either before or not later than ten (10) business days after taking a disciplinary action described in Sections III (B), III (C), III (D), or IV (A) (2):
1. If the District did not conduct a functional behavioral assessment and implement a behavioral intervention plan for the student before the behavior that resulted in the disciplinary action, the District shall convene an IEP Team meeting to develop an assessment plan to address that behavior, or
  2. If the student already has a behavioral intervention plan, then the IEP Team shall review the plan and modify it, as necessary, to address the behavior.
  3. If a student with a disability is suspended for ten (10) school days or less in a given school year and no further suspension or disciplinary action is contemplated, then the functional behavioral assessment need not be conducted.

## V. **Manifestation Determination Process.**

A. **Manifestation Determination Review.** If a student with a disability is to be suspended for more than ten (10) school days in accordance with Section III (C) above, or is to be expelled in accordance with Section III (D) above, or a pattern of suspensions is determined to exist in accordance with Section III (B) (4) above, then not later than the date on which the decision to take such disciplinary action is made, the parents shall be notified of such disciplinary decision and of all procedural safeguards, and immediately if possible, but in no case later than ten (10) school days after the date on which the decision to take disciplinary action is made, a review shall be conducted by the IEP Team and other qualified personnel, of the relationship between the student's disability and the behavior which is subject to the disciplinary action.

1. **IEP Team Review.** In carrying out a manifestation determination review, the IEP Team may determine that the behavior of the student was not a manifestation of the student's disability only if:

The IEP Team and other qualified personnel first considers, in terms of the behavior subject to the disciplinary action, all relevant information including:

- a. Evaluation and diagnostic results, including such results or other relevant information supplied by the parents of the student;
- b. Observations of the student; and
- c. The student's IEP and placement.

2. The IEP Team and other qualified personnel then determine that:

- a. In relationship to the behavior subject to disciplinary action, the student's IEP and placement were appropriate and the special education services, supplementary aids and services and behavior intervention strategies were provided consistent with the student's IEP and placement;
- b. The student's disability did not impair the ability of the student to understand the impact and consequences of the behavior subject to the disciplinary action; and
- c. The student's disability did not impair the ability of the student to control the behavior subject to the disciplinary action.

3. If the IEP Team and other qualified personnel determine that any of the standards in the immediately preceding Section V (A) (2) were not met, then the behavior must be considered a manifestation of the student's disability.

4. **Determination That Behavior Was Not A Manifestation Of Disability.**

- a. If as a result of the manifestation determination review, the behavior of the student with a disability was not a manifestation of the student's disability, then the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities, except that a free appropriate public education must be available.
- b. If the District initiates disciplinary procedures applicable to all students, then the District shall ensure that the special education and disciplinary records of the student with a disability are transmitted for consideration by the person or persons making the final determination regarding the disciplinary action.
- c. If a parent requests a hearing to challenge the manifestation determination that the behavior of the student was not a manifestation of the student's disability, the stay-put provision of Title 92, Nebraska Administrative Code, Chapter 55 applies.

B. **Parent Appeal.** If the student's parent disagrees with a determination that the student's behavior was not a manifestation of the student's disability or with any decision regarding placement, the parent may request a due process hearing under Title 92, Nebraska Administrative Code, Chapter 55.



- C. Manifestation Determination Review Not Required. If the student with disabilities is suspended for ten (10) school days or less in a given school year and no further disciplinary action is contemplated, then a manifestation determination review need not be conducted.

**VI. Protections For Students Not Yet Eligible For Special Education And Related Services.**

- A. A student who has not yet been determined to be eligible for special education and related services and who has engaged in behavior that violated any rule or code of conduct of the District, may assert any of the protections provided for students with disabilities in this Rule, if the District had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.
- B. The District shall be deemed to have knowledge that a student is a student with a disability if:
  1. The parent of the student has expressed concern in writing (or orally if the parent does not know how to write or has a disability that prevents a written statement) to personnel of the District that the student is in need of special education and related services;
  2. The behavior or performance of the student demonstrates the need for such services;
  3. The parent of the student has requested an evaluation of the student; or
  4. The teacher of the student, or other personnel of the District, have expressed concern about the behavior or performance of the student to the District's Director of Special Education or to other personnel of the District in accordance with the District's established child find or special education referral system.
- C. The District will not be deemed to have knowledge that a student is a student with a disability if, as a result of having received the information specified in Section VI (B) above, the District either:
  1. Conducted a Multidisciplinary Team evaluation and determined that the student was not a student with a disability under Title 92, Nebraska Administrative Code, Chapter 51; or
  2. Determined that a Multidisciplinary Team evaluation was not necessary and provided notice to the student's parents of the Multidisciplinary Team determination in accordance with the procedural safeguards required in Title 92, Nebraska Administrative Code, Chapter 51.
- D. If the District does not have knowledge that a student is a student with a disability prior to taking disciplinary measures against the student, then the student may be subjected to the same disciplinary measures as measures applied to students without disabilities who engage in comparable behaviors, subject to the following:
  1. If a request is made for an evaluation of a student during the time period during which the student is subjected to disciplinary measures, the multi Multidisciplinary Team evaluation must be conducted in an expedited manner.
  2. Until the Multidisciplinary Team evaluation is completed, the student remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.
  3. If the student is determined to be a student with a disability, taking into consideration information from the Multidisciplinary Team evaluation conducted by the District and information provided by the parents, the District shall provide special education and related services in accordance with the provisions of Title 92, Nebraska Administrative Code, Chapter 51.

**Legal Reference:**

Individuals With Disabilities Education Act, 42 U.S.C. § 1400 et seq.

34 C.F.R. § 300.1 et seq.

Neb. Rev. Stat. § 79-1110 et seq.

Title 92, Nebraska Administrative Code, Chapter 51

Title 92, Nebraska Administrative Code, Chapter 55

**Related Policy and Rules:** [5400](#) , [5400.1](#) , [5400.2](#)

**Date of Revision:** June 15, 1998; September 25, 2000

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Student Discipline****Rule: Discipline of Students under Section 504 of the Rehabilitation Act of 1973****5400.3**

- I. **General Statement.** Suspension and expulsion of eligible disabled students under Section 504 of the Rehabilitation Act of 1973 shall comply with District procedures and federal and state statutes, regulations, and rules.
- II. **Eligible Disabled Students**
- A. Eligible disabled students defined. An eligible disabled student is any student between the ages of five (5) and twenty-one (21) who has not graduated, and who has a physical or mental impairment which substantially limits one or more major life activities, or has a record of such an impairment, or is regarded as having such an impairment.
  - B. Physical or mental impairment defined. Physical or mental impairment means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genitourinary; hemic and lymphatic; skin; and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
  - C. Substantially limits defined. Substantially limits is not defined by Section 504 nor Title II and is subject to interpretation on a case-by-case basis. Title II provides three factors which characterize the term "substantially limits": the nature and severity, the duration or expected duration, and the permanent or long-term impact of the impairment.
  - D. Major life activities defined. Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
  - E. Has a record of such impairment defined. Has a record of such an impairment means has a history of, or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities.
  - F. Regarded as having an impairment defined. Regarded as having an impairment means has a physical or mental impairment that does not substantially limit major life activities but that is treated by the District as constituting such a limitation; has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or has none of the impairments defined in paragraph B above but is treated by the District as having such an impairment.
- III. **Expulsion**
- A. Expulsion defined. For the purposes of this Rule, any exclusion from school for more than ten (10) school days at one time shall be deemed an expulsion from school and a significant change in placement.
  - B. Section 504 Committee manifestation determination. Before a disabled student is expelled from school, the student's 504 Committee will convene to determine whether the student's misconduct was a manifestation of the student's disability.
  - C. Manifestation determination. In carrying out a manifestation determination, the 504 Committee may determine that the misconduct of the student was not a manifestation of the student's disability only if:
    - 1. The 504 Committee first considers, in terms of the misconduct which is the subject of the disciplinary action, all relevant information including: evaluation and diagnostic results, including such results or other relevant information supplied by the parents of the student; observations of the student; and the student's Individual Accommodation Plan (IAP) and placement.
    - 2. The 504 Committee then determines that: in relationship to the misconduct which is the subject of disciplinary action, the student's IAP and placement were appropriate and the education services, supplementary aids and services, and behavior intervention strategies were provided consistent with student's IAP and placement; the student's disability did not impair the ability of the student to understand the impact and consequences of the misconduct which is the subject of the disciplinary action; and the student's disability did not impair the ability of the student to control the misconduct which is the subject of the disciplinary action.

3. If the 504 Committee determines that any of the standards in the immediately preceding paragraph C (2) were not met, then the misconduct must be considered a manifestation of the student's disability.

- D. Behavior not a manifestation of the disability. If the 504 Committee determines that the misconduct is not a manifestation of the student's disability, then the student may be excluded from school pursuant to the procedures set forth herein and in District Rule 5400.1. If a student is excluded pursuant to District Rule 5400.1, then the student shall be eligible for academic credit upon successful participation in and completion of alternative school, classes, or programs pursuant to District Rule 5400.6. When a student so participates in alternative school, classes, or programs pursuant to District Rule 5400.5, the student's 504 Committee shall convene to consider appropriate changes to the student's IAP.
- E. Behavior which is a manifestation of the disability. If the 504 Committee determines that the misconduct is a manifestation of the student's disability, then the student may not be excluded for more than ten (10) school days. The 504 Committee will determine whether the student's current educational placement and related aids and services contained in the student's current IAP are appropriate. If deemed inappropriate, then changes to the IAP will be considered by the 504 Committee.
- F. Expulsion procedures. When a disabled student is excluded from school for more than ten (10) school days, the student and the student's parent are entitled to Section 504's procedural rights including an opportunity for the examination of records, an impartial hearing (with participation of parents and opportunity for counsel), and review by the District's Director of Pupil Services and a court of competent jurisdiction. In those cases where parents disagree with the manifestation determination, or with the subsequent placement and related aids and services decisions (in those cases where the misconduct is determined to be a manifestation of the disability), they may then request an informal conference or due process hearing as set forth in Sections VII through X below.

#### IV. **Drugs and Alcohol**

The District shall take disciplinary action pertaining to the use or possession of illegal drugs or alcohol against any student who is an individual with a disability and who currently is engaging in the illegal use or possession of drugs or in the use or possession of alcohol, to the same extent that such disciplinary action is taken against students who are not individuals with disabilities. The procedural safeguards provided in 34 C.F.R. § 104.36 and in Section III (F) above and Sections VII through XI below, shall not apply to such disciplinary actions.

#### V. **Suspension**

- A. Behavior which is a manifestation of the disability. A student may be suspended from school for ten (10) school days or less, even if the student's misconduct is a manifestation of the student's disability.
- B. Suspension not a change in placement. A suspension of ten (10) school days or less at one time does not constitute a change of placement; however, if a student is suspended for more than ten (10) cumulative school days during the school year, then the 504 Committee shall convene for each subsequent suspension to review and determine the appropriateness of the student's IAP.
- C. Suspension conditions and procedures. A suspension of five (5) school days or less shall follow the conditions and procedures for a short-term suspension set forth in District Rule 5400.1. A suspension of more than five (5) school days, but not more than ten (10) school days, shall follow the conditions and procedures for a long-term suspension set forth in District Rule 5400.1.

#### VI. **Emergency Exclusion**

A disabled student may be subject to emergency exclusion for the reasons and pursuant to the procedures set forth in District Rule 5400.1.

#### VII. **Informal Conference**

Parents and students of majority age may file with the school principal a written request for an informal conference to discuss suspension, expulsion, or the manifestation determination. Within ten (10) school days of the receipt of the request, the principal will convene an informal conference team consisting of the parents, school administrators, and the student's 504 Committee to attempt to resolve any disagreements.

## VIII. Preliminary Procedures for Formal Hearings

The following rules apply for formal hearings:

- A. The student's parents must file a written request with the District's Director of Pupil Services for a formal due process hearing with respect to the suspension or expulsion of their child, or the manifestation determination. The written request must include an explanation of the parents' concern related to the suspension, expulsion, or manifestation determination.
- B. If a formal hearing is requested, the Director of Pupil Services will appoint an impartial hearing officer. The hearing officer shall not be a witness at the hearing, must have no involvement in the case, must not be a District employee, and must be available to answer any questions relative to the hearing. The District, however, may pay the hearing officer as an independent contractor.
- C. The hearing must be held within twenty (20) school days after a parent's initial request for a hearing, but cannot be held without providing the principal and the student's parents at least five (5) school days prior notice.
- D. The student's parents or representative shall have the right to examine the records and written statements (including the statements of any witnesses for the District) at a reasonable time prior to the hearing.
- E. The hearing officer will also be available preceding the hearing to answer questions concerning the nature and conduct of the hearing.
- F. Formal Hearings

The following rules apply when a formal hearing is conducted:

- A. The following shall attend the hearing; the hearing officer; the principal (or designee); the student's parents; and the student's representative (if any). The principal and Board may also have counsel present.
- B. Witnesses may be present only when giving information at the hearing.
- C. The hearing shall be closed to the public. The decision shall be treated as a record of the student, and will not be made available to the public.
- D. The student may be present if requested by the parents; however, the hearing officer may exclude the student at times when the student's psychological evaluation or emotional problems are being discussed.
- E. The principal shall present statements, in affidavit form, to the hearing officer of anyone having information pertinent to the case only if the affidavits have been made available to the student's parents or representative prior to the hearing.
- F. The hearing officer is not bound by the rules of evidence or other rules of courtroom procedure.
- G. The following persons may ask persons to testify at the hearing; the student; the student's parents or representative; the principal (or designee); and the hearing officer.
- H. The persons listed in the preceding paragraph shall have the right to question any witness giving information at the hearing.
- I. The testimony shall be under oath and the hearing officer shall administer the oath.
- J. Any person giving testimony is given the same immunity from liability as a person testifying in a court case.
- K. The hearing shall be recorded at District expense.

G. Decision of the Hearing Officer

. The decision of the hearing officer shall conform with the following:

1. It shall be issued within ten (10) school days after the hearing. It will contain findings of fact, a recommendation of action(s) to be taken, and the reasons therefore. The decision will be based solely upon the evidence presented at the hearing.
2. The decision will be reviewed by the Director of Pupil Services who may accept, change, or reject the recommendations of the hearing officer.
3. Written notice of the decision and the Director of Pupil Services' determination shall be sent by registered or certified mail, or by personal delivery to the student's parents.

A. Upon receipt of the written notice, the Director of Pupil Services' determination shall take effect.

H. Review Procedure

If the student or parents disagree with the Director of Pupil Services' determination, then they may seek judicial review by a court of competent jurisdiction.

**Legal Reference:**

Section 504 of the Rehabilitation Act of 1973

34 C.F.R. § 104.1 through 104.10

34 C.F.R. § 104.31 through 104.39

**Date of Adoption:** December 6, 1993

**Date of Revision:** June 15, 1998; September 25, 2000

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Student Discipline****Rule: Student Discipline: Curtailment of Extracurricular****5400.4**

- I. **General Statement.** When reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process, the District shall curtail a student's participation in District extracurricular activities. Students shall not be permitted to be on school grounds or participate in or attend District-sponsored extracurricular activities during the time period that the student is excluded from school for disciplinary reasons. In addition, students may be curtailed from extracurricular activities for misconduct taking place off school grounds and not at a school event during the academic school year pursuant to the provisions of this Rule and Rule 5400.6 (VIII).
- II. **Ineligibility During Short and Long-term Suspension, Expulsion, or Emergency Exclusion: Misconduct On School Grounds or Under District Control**
  - A. **Period of Ineligibility.** During any time period that a student is excluded from school due to short-term suspension, long-term suspension, expulsion, or emergency exclusion for conduct occurring on school grounds, in a school-owned vehicle being used for a school purpose, or at a school-sponsored activity or athletic event, the student so excluded shall also be ineligible for participation in extracurricular activities for the entire period of exclusion, and will also be prohibited from attending any District-sponsored extracurricular events during the period of exclusion from school.
  - B. **Effective Following Semester If Necessary.** The ineligibility period shall remain in effect during the following semester (including the following academic school year) if there are insufficient school days in the semester to complete the ineligibility period.
  - C. **Summer.** Curtailment of extracurricular activities shall only take place for misconduct occurring during the academic school year.
- III. **Additional Ineligibility: Misconduct Off School Grounds**
  - A. **Period of Ineligibility for Conduct off School Grounds.** The prohibited conduct contained in Rule 5400.6 (VIII)(C) shall subject the student to the periods of ineligibility for extracurricular activities defined in Rule 5400.6 (VIII)(C) for conduct occurring off school grounds and not at a school event during the academic school year:
  - B. **District Events During Ineligibility Period.** Students who are ineligible for participation in extracurricular activities will also be prohibited from attending any District-sponsored extracurricular events during the ineligibility period.
  - C. **Effective Following Semester if Necessary.** The ineligibility period shall remain in effect during the following semester (including the following school year) if there are insufficient school days in the semester to complete the ineligibility period.
- IV. **Commutation.** Penalties assigned under this Rule may be reduced by the Superintendent or Superintendent's designee upon the successful completion of counseling, community service, or other alternative to curtailment set by the District. The District shall have the sole discretion in determining whether the student is eligible for commutation, and what form the counseling, community service, or other alternative to curtailment must be successfully completed before commutation may take place. Any costs associated with counseling, community service, or other alternative to curtailment shall be borne by the student or the student's parent(s) or guardian(s).

- V. **Procedure.** If a student is not being subjected to short-term suspension, long-term suspension, emergency exclusion, mandatory reassignment, or expulsion, but is having his/her participation in extracurricular activities curtailed for disciplinary reasons, the following procedures will be followed:
- A. The principal or principal's designee shall make an investigation of the misconduct.
  - B. The principal or principal's designee may curtail or prohibit participation in an extracurricular activity after the principal or principal's designee determines that it is necessary to aid the student, further school purposes, or prevent interference with the educational process.
  - C. Prior to the curtailment, the student will be given oral or written notice by the principal or principal's designee of the charges, an explanation of the evidence against the student, and an opportunity to present the student's version.
  - D. Within twenty-four (24) hours or such additional time as is reasonably necessary following the decision to impose curtailment, the principal or principal's designee will send a written statement to the student and the student's parent or guardian describing:
    1. The student's conduct; and
    2. The reasons for the action taken.
- VI. **Effective Date** The effective date of the curtailment of extracurricular activities shall be the date that the principal or principal's designee provides the student with the oral or written notice of the charges.
- VII. **Appeal**
- A. **Curtailment for Ten (10) School Days or Less.** If the student's curtailment of extracurricular activities is ten (10) school days or less, there will be no right to an appeal.
  - B. **Curtailment for More than Ten (10) School Days.** Any student whose curtailment of extracurricular activities exceeds ten (10) school days may appeal the decision to the Superintendent or Superintendent's designee by complying with the following procedures:
    1. Within five (5) school days of the date of the receipt of the written decision to curtail participation in extracurricular activities, the student, or the student's parent or guardian, shall submit in writing to the Superintendent or Superintendent's designee:
      - a. A request to have the decision reviewed; and
      - b. The reason(s) for the request.
    2. Any supporting evidence for the student's appeal shall be submitted in affidavit form with the written request for review. The evidence may include evidence that the student did not give to the principal or principal's designee when the student was given oral or written notice of the charges.
    3. The Superintendent's or Superintendent's designee's written disposition of the appeal will be mailed to the student, or the student's parent or guardian, within five (5) school days of the Superintendent's or Superintendent's designee's receipt of the appeal. If the request for review is not submitted to the Superintendent or Superintendent's designee in a timely fashion, the appeal shall be considered dismissed unless the student, or student's parent or guardian, are able to show that exigent circumstances prevented the timely submission of the appeal. The Superintendent or Superintendent's designee may change, revoke, or impose the sanction recommended by the principal or principal's designee; the Superintendent or Superintendent's designee, however, cannot impose a sanction more severe than that recommended by the principal or principal's designee.



VIII. **Adoption of Rule by Athletic Teams, Clubs, and all Other Organizations Sponsored or Associated With the District.**

This Rule and Rule 5400.6 (VIII) shall be adopted and enforced by all District teams, clubs, and organizations which make up the District's extracurricular activities. If any District team, club, organization, or other extracurricular activity has written rules or regulations, this rule and Rule 5400.6 (VIII) will be incorporated into such rules or regulations. Coaches and staff in charge of District extracurricular activities may adopt such other rules and regulations as are necessary to maintain discipline and order.

IX. **Definitions**

- A. "Academic school year" shall mean the time students are in school during the dates and times that are set by the school calendar adopted by the Board.
- B. "Extracurricular activities" shall mean all athletic teams, activities, groups, clubs, homecomings, proms, dances, graduation ceremonies, and all other organizations sponsored by or associated with the District which are not part of the District curriculum.
- C. "Ineligibility period" shall mean that period of time that a District student is prohibited from participating in and/or attending any District extracurricular activities.
- D. "On school grounds" shall mean on District property, in a school-owned vehicle being used for a school purpose, or at a school-sponsored activity or athletic event.
- E. "School day" shall mean any day that school is in session and students are attending academic courses. It does not include days that practices for extracurricular activities are held during the summer, or weekends during the academic school year.

**Legal Reference:** Neb. Rev. Stat. § 28-507; Neb. Rev. Stat. § 28-518

**Date of Adoption:** June 3, 1996

**Date of Revision:** June 1, 1998; September 25, 2000; April 15, 2002, March 15, 2004; June 5, 2006

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Student Discipline****Rule: Student Discipline: Academic Credit for Expelled Students Through Alternative Courses or Programs 5400.5**

- I. **General Statement.** Students expelled from the District will be eligible for academic credit upon successful participation in and completion of approved alternative courses, or programs.
- II. **Notice of Alternative School, Classes, or Programs Available to Expelled Students**
  - A. Notice. All students expelled from the District will be advised in writing of the availability of alternative courses or programs.
  - B. Alternative Education. The alternative education available to District students who are expelled will consist of the following:
    1. High School: Approved courses of study will be provided by the District. Courses of study selected by the student or student's parents or guardians must be approved by the principal or the principal's designee. The selected course must count towards the District's academic credits; the principal or principal's designee will determine whether the course counts towards the District's academic credits. Courses will be proctored one (1) session per week at the Millard Learning Center.
    2. Middle School: Approved courses of study will be provided by the District. Courses of study selected by the student or student's parents or guardians must be approved by the principal or the principal's designee. The selected course must count towards the District's academic credits; the principal or principal's designee will determine whether the course counts towards the District's academic credits. Courses will be proctored one (1) session per week at the Millard Learning Center.
    3. Elementary School: A program consisting of materials in reading, math, and writing will be provided by the student's elementary school. A tutor will be provided by the District one (1) day per week at the student's home or another agreed upon location to proctor the course. The principal or principal's designee must approve the learning program prescribed for the student.
  - C. The District reserves the right to change or modify the alternative education set forth above at any time without advance notice other than to advise expelled District students in writing of the changed or modified alternative education available to them. At the conclusion of the expulsion period, the District will reinstate any student who has satisfactorily participated in the alternative education program. Those students who fail to satisfactorily complete the alternative education program will not be given any academic credit for the alternative school attended.
  - D. Refusal to Participate. If a parent or guardian refuses to permit an expelled student to participate in an alternative school, class, or program, the District will have no further obligation to the student, parent, or guardian with regard to providing an alternative school, class, or program.
- III. **Academic Credit and Requirements for Successful Participation**
  - A. If an expelled student successfully completes the course requirements of an alternative school, class, or program by meeting the attendance, grade, conduct, and other requirements imposed by the District, such student will be given full academic credit for the school work, class, or program completed.
  - B. To successfully meet the District's attendance requirements, the student must not miss any school, class, program, or session assigned the student unless the absence is excused. Whether or not an absence is excused will be determined solely by the District. In addition, if the student violates any of the District's Standards for Student Conduct, the District will, without further obligation, terminate the program for such student after a due process hearing.
  - C. The District may adopt such other rules, regulations, or requirements it deems necessary to effectively administer this Rule.

- IV. **Right to a Due Process Hearing.** If an expelled student enrolled in an alternative school, class, or program fails to meet any of the conditions, rules, regulations, or requirements of the learning program, the District may, without further obligation, terminate the program for such student after a due process hearing; no due process hearing will be required, however, if waived by the parent or guardian.
- A. Nature of Due Process Hearing. If an expelled student's alternative school, class, or program under this Rule is terminated by the District, the student will be afforded a due process hearing. The hearing will be the same or substantially similar to hearings afforded students expelled from the District. Information regarding such hearing may be obtained from the District's Director of Pupil Services.
- V. **Definitions**
- A. "Alternative Schools, Classes, or Programs" shall mean that special category of schools, classes, or programs required by law to be provided exclusively for expelled students.
- B. "Learning Program" shall mean a general program or plan for all expelled students, or an individualized program adapted from a generally offered program, or an individualized program developed by the school and/or designated staff member to assist an expelled student in achieving credit toward graduation.

**Legal Reference:** Neb. Rev. Stat. § 79-266; Title 92, Nebraska Admin

**Date of Adoption:** May 19, 1997

**Date of Revision:** June 1, 1998; September 25, 2000

Millard Public Schools  
Omaha, NE

**Category: Pupil Services****Policy: Student Discipline****Rule: Standards for Student Conduct****5400.6****I. Introduction.**

- A. **Policy Statement.** Every Millard School District student has the right to an education. The following Standards have been instituted to ensure that right. Each student and their parents are required, on their own, to become familiar with these Standards, and to help provide an atmosphere conducive to learning.
- B. **Grounds for Exclusion.** A student may be excluded from school if there is reasonable evidence that the student has committed a prohibited act listed below while on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, or any other place where the governing law permits the District to discipline students for prohibited conduct.
- C. **Exclusion from School Grounds and Activities.** A student who is excluded from school for a suspension or expulsion shall not enter upon District property, or ride in a vehicle owned, leased, or contracted by the District being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or participate in or attend a school-sponsored activity or athletic event. Expelled students may enter upon District property for the sole purpose of attending alternative education at a location and time designated by the Director of Pupil Services.
- D. **Length of Expulsions.** Unless specified otherwise within these Standards, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year. Neb. Rev. Stat. §79-283(2).
- E. **Contact of Legal Authorities.** The principal of a school or the principal's designee shall notify as soon as possible the appropriate law enforcement authorities, of the county or city in which the school is located, of any act of a student described in Neb. Rev. Stat. §79-267 which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code. Neb. Rev. Stat. §79-293(1).
- F. **Sanction to be Followed.** If minimum and maximum sanctions are not specified for a specific prohibited act, the recommended sanction shall be imposed.
- G. **Students with Disabilities.** Disciplinary procedures for students who have disabilities as defined by the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 shall be subject to the disciplinary procedures set forth in District Rules 5400.2 and 5400.3 and applicable federal and state law.
- H. **Mandatory Compliance.** Students and their parent(s) or guardian(s) are hereby notified that compliance with the District's Standards for Student Conduct is mandatory. It is the responsibility of all students and their parent(s) or guardian(s) to become familiar with these Standards.

**II. Violations Against Persons**

- A. **Use of Violence.** Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes.
  - 1. **Pushing, Shoving or Related Noninjurious Behaviors.**
    - a. **Maximum Sanction.** Short-term suspension. Suspension from extracurricular activities during time of suspension.

2. Fighting. Mutual attempt to physically harm another person through mutual combative physical contact.
    - a. First offense.
      - (1) Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension. There is no mandated minimum sanction below grade six (6).
      - (2) Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
      - (3) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.
    - b. Two offenses or more.
      - (1) Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
      - (2) Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
      - (3) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.
  3. Physical Assault. Initiation of a violent act against another person through aggressive physical contact.
    - a. Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension. There is no mandated minimum sanction below grade six (6).
    - b. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
    - c. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.
- B. Physical Injury to District Employees, Volunteers, and Students. Causing or attempting to cause personal injury to an employee, a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this provision. Neb. Rev. Stat. §79-267(3).
1. Sanctions on School Grounds.
    - a. Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
    - b. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(3) and 293.
  2. Sanctions off School Grounds. Citation during academic school year or the student admits that he or she has violated subsection II(B). Suspension from extracurricular activities for remainder of the semester or nineteen (19) school days, whichever is more.
    - a. Second offense (Within one (1) year) Suspension for extracurricular activities for one (1) year. Prior violations of II(B) on or off school grounds within one (1) year will be included as previous offenses.
- C. Use of Threats or Intimidation.
1. Use of Threats (Verbal and Written). All threats, including those alleged to be jokes, will always be taken seriously and are subject to the following disciplinary action.
    - a. Level One Threat. Using a threat as part of a common expression or in a context that the recipient does not feel threatened, frightened, or coerced (e.g., "Oh, I could just kill you for that" or "I will punch you in the nose").
      - (1) Maximum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.

- b. Level Two Threat. Using an expression or an implied or veiled threat with the intent of threatening, frightening, or coercing another and the recipient feels threatened, frightened, or coerced (e.g., "I will kill you."):
    - (1) Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension. There is no mandated minimum sanction below grade four (4).
    - (2) Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
    - (3) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.
  - c. Level Three Threat. Threatening to kill or injure another person or threatening to damage property with potential for personal injury, without possessing a weapon or other object that could kill or injure the threatened or intimidated person, and the student describes how it will be done, including any threats that concern dangerous chemical substances, biochemical attacks, or bioterrorism.
    - (1) Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension. There is no mandated minimum sanction below grade four (4).
    - (2) Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
    - (3) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.
  - d. Threatening with an Object. Threatening with an object which looks like a weapon or an object that could be used to injure someone. To qualify as a look-a-like weapon, the object must closely resemble a real weapon in size, shape, and color even when examined up close.
    - (1) Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of the suspension.
    - (2) Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
    - (3) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.
2. Bomb Threat (Verbal or Written). Threatening to use any type of explosive or incendiary device generally referred to as a bomb to injure a person(s) or destroy property.
- a. Minimum Sanction. Mandatory expulsion. Suspension from extracurricular activities during time of expulsion.
  - b. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §28-1221; Neb. Rev. Stat. §§79-267(1) and 293.
- D. Firearms, Explosives, and Weapons.
- 1. Guns, etc. Knowingly possessing, handling, transmitting, using, intimidating with, or threatening with any object or material that is ordinarily and/or generally considered a firearm, explosive, destructive device, or weapon, including guns, firearms, pipe bombs, stun guns, B.B. guns and pellet guns.
    - a. Sanctions on School Grounds.
      - (1) Minimum Sanction. Mandatory expulsion for one (1) year. Suspension from extracurricular activities during time of expulsion.
      - (2) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§28-1202 to 1204.04, 1215, 1216, 1220, 1242, 1244, and 1250; Neb. Rev. Stat. §§79-267 (5) and 293.

- b. Sanctions off School Grounds.
    - (1) Citation for illegal possession of a weapon during academic school year or the student admits that he or she has violated subsection II(D). Suspension from extracurricular activities for one (1) year.
2. Other Weapons. Using or threatening with a knife, throwing star, brass knuckles, chemical substances (including, but not limited to, mace, pepper guns, and bleach), and any other object that could be used to injure a person.
- a. Sanctions on School Grounds.
    - (1) Minimum Sanction. Mandatory expulsion. Suspension from extracurricular activities during time of expulsion.
    - (2) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§28-1202 to 1204.04, 1215, 1216, 1220, 1242, 1244, and 1250; Neb. Rev. Stat. §§79-267 (5) and 293.
  - b. Sanctions off School Grounds.
    - (1) Citation during academic school year or the student admits that he or she has violated subsection II(D). Suspension from extracurricular activities for one (1) year.
3. Paint Ball Guns. Possessing, handling, transmitting, using or threatening with a paint ball gun.
- a. Mandatory Action. Expulsion. Suspension from extracurricular activities during time of expulsion.
4. Possession of Certain Prohibited Objects. Knowingly possessing, handling, or transmitting knives, throwing stars, brass knuckles, or other objects not enumerated above which could cause injury.
- a. Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension
  - b. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
5. Possession of Look-a-like Weapons. Possessing a look-a-like weapon, the object must closely resemble a real weapon in size, shape, and color even when examined up close.
- a. Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.
  - b. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
6. Exception for Certain Firearms. Subsection II(D) shall not apply to:
- a. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training; or
  - b. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.
  - c. Firearms and guns which may lawfully be possessed and used off school grounds, not at a school function, activity, or event.

- E. Extortion. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
  2. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(4) and 293.
- F. Sexual Assault or Attempted Sexual Assault. Any sexual assault or attempt to sexually assault any person. Sexual assault shall mean sexual assault in the first or second degree as defined in Neb. Rev. Stat. §§28-319 and 320. Neb. Rev. Stat. §79-267(8).
1. Sanctions on School Grounds.
    - a. Minimum Sanction. Mandatory expulsion. Suspension from extracurricular activities for one (1) year.
    - b. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(8) and 293.
  2. Sanctions off School Grounds.
    - a. Minimum Sanction. Suspension from extracurricular activities for one (1) year.
    - b. Maximum Sanction. Expulsion. A complaint must have been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person off school grounds not at a school function, activity, or event, and the student's presence at school has a direct and immediate effect on maintaining discipline, order, or safety in the school. Sexual assault shall mean sexual assault in the first or second degree as defined in Neb. Rev. Stat. §§28-319 and 320. Neb. Rev. Stat. §79-267(8).
- G. Sexual Contact. The intentional touching of another person's sexual or intimate parts or the intentional touching of another person's clothing covering the immediate area of the other person's sexual or intimate parts, without the consent of the other person. Sexual contact also includes the non-consensual touching by the other person of the actor's sexual or intimate parts or the clothing covering the immediate area of the actor's sexual or intimate parts when such touching is intentionally caused by the actor. The sexual contact must be such that it can be reasonably construed as being for the purpose of sexual arousal or gratification of either party. Neb. Rev. Stat. §§28-318 and 320.
1. Sanctions on School Grounds.
    - a. Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.
    - b. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
    - c. Mandatory Action. Legal authorities must be contacted upon the request of the offended party. Neb. Rev. Stat. §79-293.
  2. Sanctions off School Grounds.
    - a. Citation during academic school year or the student admits that he or she has violated subsection II(G). Suspension from extracurricular activities for one (1) year.
- H. Sexual Harassment. Unwanted or unwelcome activity of a sexual nature which materially interferes with or substantially disrupts the educational process. This may include, but is not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, written messages, notes, cartoons or graffiti of a sexual nature, and unwanted body contact.
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.



- I. Harassment. Any intentionally hurtful, demeaning, or disparaging acts, words, symbolic representations, or behavior used by a student or students against another student or students that is disruptive of the educational process. This includes, but is not limited to, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes.
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- J. Bullying. Any intentionally hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student, and that is disruptive of the educational process. This may include, but is not limited to, verbal, graphic, or written activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing, or physical activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing.
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- K. Hazing. Any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with or participation in any group or activity. Such hazing activity shall include, but shall not be limited to the following: whipping; beating; branding; forced and prolonged calisthenics; prolonged exposure to the elements; forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption; prolonged sleep deprivation; harassing by exacting unnecessary or disagreeable work, banter, ridicule, or criticism; or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person. Consent to the hazing by the student(s) shall not be a defense to hazing.
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.

### III. Violations Against Public Health and Safety.

- A. Possession of Drugs or Alcohol. Possession or use of an illegal narcotic drug, controlled substance, mood-altering or behavior-affecting substance, or look-a-like substance, or possession or use of a prescribed medication by a student for whom the prescribed medication was not prescribed; or possession or use of drug paraphernalia. Possession or use of alcohol or an alcohol-containing beverage or liquor capable of human consumption.
1. Sanctions on School Grounds.
    - a. First Offense. Suspension for nineteen (19) school days. Suspension from extracurricular activities while not in school due to the suspension. Parents, at their own expense, may choose to participate in a District approved suspension reduction program. Successful completion of this program may reduce the suspension and curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) days out of school).
    - b. Second Offense. (Within one (1) year) Mandatory expulsion. Suspension from extracurricular activities during time of expulsion. Prior violations of subsection III(A) on or off school grounds within one (1) year will be included as previous offenses.
    - c. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(6) and 293.
  2. Sanctions off School Grounds.
    - a. Citation during academic school year or the student admits that he or she has violated subsection III(A).
    - b. Curtailment of extracurricular activities for nineteen (19) school days.
      - (1) First Offense. Parents, at their own expense, may choose to participate in a District approved suspension reduction program. Successful completion of this program may reduce the curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities). Previous offenses of subsection III(A) on or off school grounds during the current academic school year would not allow participation in this option.

- (2) Second Offense. (Within one (1) year) Suspension from extracurricular activities for one (1) year.
- B. Distribution of Drugs or Alcohol. Distribution or attempted distribution to any other person, of any illegal narcotic drug, controlled substance, look-a-like substance, mood-altering or behavior affecting substance, drug paraphernalia, or alcohol.
1. Sanctions on School Grounds.
    - a. First Offense. Mandatory expulsion. Suspension from extracurricular activities during time of expulsion.
    - b. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(6) and 293.
  2. Sanctions off School Grounds.
    - a. Citation during academic school year or the student admits that he or she has violated subsection III(B). Curtailment of extracurricular activities for one (1) year.
- C. Possession, Use and Transportation of Medications. The possession, use, and transportation of prescribed and non-prescribed medications shall be in accordance with the following rules.
1. Possession of Medications (Preschool and Elementary Levels). Possession of prescribed or non-prescribed medications, or possession of prescribed or non-prescribed medications on school grounds during transportation to and from school, is prohibited. Elementary school students may possess and use inhalers according to the provisions of Rule 5600.2.
    - a. First Offense. Short-term suspension. Suspension from extracurricular activities during time of suspension.
    - b. Second Offense. (Within one (1) year)
      - (1) Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
      - (2) Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
  2. Possession of Medications (Middle School Level). Possession of prescribed or non-prescribed medications, or possession of prescribed medications on school grounds during transportation to and from school, is prohibited. Middle school students may transport non-prescribed medications and glucose tablets to and from school but must turn it into the nurse upon arrival at school. Middle school students may possess and use inhalers according to the provisions of Rule 5600.2.
    - a. First Offense. Short-term suspension. Suspension from extracurricular activities during time of suspension.
    - b. Second Offense. (Within one (1) year)
      - (1) Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
      - (2) Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
  3. Possession of Medications (High School Level). Possession of prescribed medications is prohibited. High school students may possess non-prescribed medications, but they may not possess prescribed medications except in transport to and from school. Prescribed medications must be turned into the nurse upon arrival at school. High school students may possess and use glucose tablets and inhalers according to the provisions of Rule 5600.2.
    - a. First Offense. Short-term suspension. Suspension from extracurricular activities during time of suspension.

- b. Second Offense. (Within one (1) year)
      - (1) Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
      - (2) Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- D. Distribution of Prescribed Medications. Distribution or attempted distribution to any other person, of any prescribed medication.
  - 1. First Offense. Suspension for nineteen (19) school days. Suspension from extracurricular activities while not in school due to the suspension. Parents, at their own expense, may choose to participate in a District approved suspension reduction program that in part must offer instruction on the dangers of abusing medications. Successful completion of this program may reduce the suspension and curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) days out of school).
  - 2. Second Offense. (Within one (1) year) Mandatory expulsion. Suspension from extracurricular activities during time of expulsion.
  - 3. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(6) and 293.
- E. Distribution of Non-Prescribed Medications. Distribution or attempted distribution to any other person, of any non-prescribed medication.
  - 1. First Offense. Short-term suspension. Suspension from extracurricular activities during time of suspension.
  - 2. Second Offense. (Within one (1) year)
    - a. Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
    - b. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- F. Receiving Non-Prescribed Medications. Receiving non-prescription medications by high school students that are distributed by another student at school.
  - 1. Maximum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.
- G. Under the Influence of Drugs or Alcohol. Being intoxicated or under the influence of any illegal narcotic drug, controlled substance, prescribed medication by a student for whom the prescribed medication was not prescribed, mood-altering or behavior-affecting substance, or alcohol.
  - 1. Sanctions on School Grounds.
    - a. First Offense. Suspension for nineteen (19) school days. Suspension from extracurricular activities while not in school due to the suspension. Parents, at their own expense, may choose to participate in a District approved suspension reduction program. Successful completion of this program may reduce the suspension and curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) days out of school).
    - b. Second Offense. (Within one (1) year) Mandatory expulsion. Suspension from extracurricular activities during time of expulsion. Prior violations of subsection III(G) on or off school grounds within one (1) year will be included as previous violations.
    - c. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(6) and 293.

2. Sanctions off School Grounds.

a. Citation during academic school year or the student admits that he or she has violated subsection III(G). Curtailment of extracurricular activities for nineteen (19) school days.

(1) First Offense. Parents, at their own expense, may choose to participate in a District approved suspension reduction program. Successful completion of this program may reduce the curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities). Previous offenses of subsection III(G) on or off school grounds during the current academic school year would not allow participation in this option.

(2) Second Offense. (Within one (1) year) Suspension from extracurricular activities for one (1) year.

H. Exposure to Bodily Fluids. Intentionally spitting, throwing, wiping, or otherwise dispersing bodily fluids on or to another student or staff member for the purpose of infecting, inciting, demeaning, or intimidating that person.

1. Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.

2. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.

I. Tobacco. Possession or use of tobacco or tobacco products.

1. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.

J. Possession of Fireworks.

1. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.

K. Use of Fireworks. Use or lighting of firecrackers or fireworks of any description.

1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.

**IV. Violations Against Public Decency and Good Morals.**

A. Public Indecency. Behavior resulting in public indecency (see definition). This subsection shall apply only to students above grade five (5). Neb. Rev. Stat. §79-267(7).

1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.

B. Profanity and Obscenity. Written or oral language that is reasonably offensive or repulsive to the person hearing the same and which is disruptive of the educational process.

1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.

C. Disparaging Language/Symbolism. Disparaging or demeaning language or symbolic actions of any kind including, but not limited to gestures or language that is intended to disparage, demean, or subject another student or staff member to ridicule.

1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.

## V. Violations Against Property.

- A. **Damage to Property.** Willfully causing or attempting to cause substantial damage to property, or repeated damage to property. This shall include school property lent to the student which the student damages. As to any such damaged property, the student's parent(s) or guardian(s) shall be liable for the damage to the school property. Neb. Rev. Stat. §79-267(2).
1. **Maximum Sanction.** Expulsion. Suspension from extracurricular activities during time of expulsion.
  2. **Mandatory Action.** Legal authorities shall be contacted when the value of the property is five-hundred dollars (\$500.00) or more. Neb. Rev. Stat. §28-519; Neb. Rev. Stat. §§79-267(2) and 293.
- B. **Theft/Larceny.** Stealing or attempting to steal property, or repeated theft of property. This will include school property lent to a student that is not returned upon demand by an authorized staff member and for which there is no reasonable justification for the failure to return the property. Neb. Rev. Stat. §79-267(2).
1. **Maximum Sanction.** Expulsion. Suspension from extracurricular activities during time of expulsion.
  2. **Mandatory Action.** Legal authorities shall be contacted when the value of the property involved is two hundred dollars (\$200.00) or more. Neb. Rev. Stat. §§28-511 and 518; Neb. Rev. Stat. §§79-267(2) and 293.
  3. **Sanctions off School Grounds.** Committing burglary or theft which constitutes a felony provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated subsection V(B). Suspension from extracurricular activities for one (1) year.
- C. **Arson or False Fire Alarm.** Intentionally starting a fire. Use of any fire causing agents to start or attempt to start a fire. Purposely or knowingly causing a false fire alarm. Neb. Rev. Stat. §§28-502 to 504 and 907; Neb. Rev. Stat. §79-267(9).
1. **Minimum Sanction.** Short-term suspension. Suspension from extracurricular activities during time of suspension. There is no mandated minimum sanction below grade six (6).
  2. **Maximum Sanction.** Expulsion. Suspension from extracurricular activities during time of expulsion.
  3. **Mandatory Action.** Legal authorities shall be contacted if it is believed the arson was criminal. Neb. Rev. Stat. §§28-502 to 504 and 907; Neb. Rev. Stat. §§79-267(9) and 293.
- D. **False Alarm or Report.** Purposely making a false alarm or false report, or purposely furnishing false information or making a false communication or statement, whether verbal, written or electronic, concerning the existence of any bomb, explosive device or weapon, dangerous chemical substance, or biochemical or terroristic device, or concerning another's intent or attempt to be made to kill, injure, or intimidate any individual or to use any bomb, explosive device, or weapon, dangerous chemical substance, or biochemical or terroristic device, or concerning the need for medical, police, or emergency services or procedures. Neb. Rev. Stat. §§28-907 and 1221; Neb. Rev. Stat. §79-267(9).
1. **Minimum Sanction.** Short-term suspension. Suspension from extracurricular activities during time of suspension.
  2. **Maximum Sanction.** Expulsion. Suspension from extracurricular activities during time of expulsion.
  3. **Mandatory Action.** Legal authorities shall be contacted . Neb. Rev. Stat. §§28-907 and 1221; Neb. Rev. Stat. §§79-267(9) and 293.
- E. **Computers.** Direct or indirect use of District computers, computer networks, or computer systems, which involves offensive, personal, commercial, and/or religious messages, or any unauthorized access or use of a District computer, computer network, or computer system which violates District policy or state or federal law. Neb. Rev. Stat. §28-1341; Neb. Rev. Stat. §79-267(9).
1. **Maximum Sanction.** Expulsion. Suspension from extracurricular activities during time of expulsion.
  2. **Mandatory Action.** Legal authorities shall be contacted if the action constitutes a felony. Neb. Rev. Stat. §28-1341; Neb. Rev. Stat. §§79-267(9) and 293.

## VI. Violations Against School Administration

- A. Truancy. Unauthorized absence from school. Neb. Rev. Stat. §§79-201 and 209.
1. Maximum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.
- B. Gambling. Playing any game of chance for money or other stakes. Neb. Rev. Stat. §79-267(9).
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- C. Dishonesty. Dishonesty that interferes with the educational process.
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- D. Cheating or Plagiarism. Cheating on examinations including but not limited to ELO examinations. Plagiarism on projects including but not limited to reports, research papers, and portfolios.
1. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
- E. Insubordination. Disrespect for, defying authority of, or refusing to obey requests or directions of teachers, school officials or school employees.
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- F. Disruptive Behavior. Behavior or possession of any item that materially interferes with or substantially disrupts class work, school activities, or the educational process.
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- G. Nuisance Items. Any item in a student's possession that is sufficiently annoying, offensive, unpleasant, or obnoxious that it substantially interferes with or materially interrupts the educational process. These items may include, but are not limited to radios, camera cell phones, beepers, walkie-talkies, tape players, cameras, devices that emit laser light beams, and other electronic devices.
1. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
- H. Unlawful Activity. Engaging in any unlawful activity not specifically covered herein, which constitutes a danger to other students or school personnel, or interferes with school purposes or the educational process. Neb. Rev. Stat. §79-267(9).
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- I. False Complaints. False accusations or complaints against another student or staff member.
1. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
- J. Noncompliance with Code Yellow or Code Red. Intentionally leaving an assigned area already in containment during a Code Yellow or Code Red alert unless specifically given permission to do so by the supervisor of the assigned area.
1. Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
  2. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- K. Student Identification. Failure of a high school student to present the school approved student identification card upon the request of a District staff member while on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

1. Maximum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.

**VII. Repeated Offenses or Series of Prohibited Conduct.**

- A. Two (2) or more violations of prohibited conduct, or violation of two (2) or more of the acts prohibited herein within the academic school year which constitute a substantial interference with school purposes. Neb. Rev. Stat. §79-267(10).
  1. Sanction. Unless otherwise provided herein, prohibited conduct otherwise subject to short-term suspension shall be subject to long-term suspension; conduct otherwise subject to long-term suspension shall be subject to expulsion; prohibited conduct initially subject to expulsion shall be again subject to expulsion.

**VIII. Curtailment of Extracurricular Activities.**

- A. General Statement. When reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process, the District shall curtail a student's participation in District extracurricular activities. Students shall not be permitted to be on District property or participate in or attend District-sponsored extracurricular activities during the time period that the student is excluded from school for disciplinary reasons. In addition, students may be curtailed from extracurricular activities for misconduct taking place off school grounds and not at a school function, activity, or event during the academic school year pursuant to the provisions of this section and Rule 5400.4.
- B. Period of Ineligibility for Conduct on School Grounds.
  1. Period of Ineligibility. During any time period that a student is excluded from school due to short-term suspension, long-term suspension, expulsion, or emergency exclusion for conduct occurring on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, or any other place where the governing law permits the District to discipline students for prohibited conduct, the student so excluded shall also be ineligible for participation in extracurricular activities for the entire period of exclusion, and will also be prohibited from being on District property or attending any District-sponsored extracurricular events during the period of exclusion from school.
  2. Effective Following Semester if Necessary. The ineligibility period shall remain in effect during the following semester (including the following school year) if there are insufficient school days in the semester to complete the ineligibility period.
- C. Period of Ineligibility for Conduct off School Grounds. The following prohibited conduct occurring off school grounds not at a school function, activity, or event during the academic school year shall subject the student to the following periods of ineligibility for extracurricular activities:
  1. Guns, etc. Knowingly possessing, handling, transmitting, using, intimidating with, or threatening with any object or material that is ordinarily and/or generally considered a firearm, explosive, destructive device, or weapon, including guns, firearms, pipe bombs, stun guns, B.B. guns and pellet guns, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated this subsection.
    - a. Suspension from extracurricular activities for one (1) year.
  2. Other Weapons. Using or threatening with a knife, throwing star, brass knuckles, chemical substances (including, but not limited to, mace, pepper guns, and bleach), and any other object that could be used to injure a person, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated this subsection.
    - a. Sanction. Ineligibility period of one (1) year.
  3. Sexual Contact. The intentional touching of another person's sexual or intimate parts or the intentional touching of another person's clothing covering the immediate area of the other person's sexual or intimate parts, without the consent of the other person. Sexual contact also includes the non-consensual touching by the other person of the actor's sexual or intimate parts or the clothing covering the immediate area of the actor's sexual or intimate parts when such touching is intentionally caused by the actor provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated this subsection.

- a. Sanction. Ineligibility period of one (1) year.
4. Possession of Drugs or Alcohol. The use or possession of an illegal narcotic drug, drug paraphernalia, look-a-like substance, controlled substance, mood-altering or behavior-affecting substance, or alcoholic beverage, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated this subsection.
- a. First Offense. Ineligibility period of nineteen (19) school days. Parents, at their own expense, may choose to participate in a District approved suspension reduction program. Successful completion of this program may reduce the curtailment of extracurricular activities a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities).
  - b. Second Offense. (Within one (1) year) Suspension from extracurricular activities for one (1) year. Prior violations of subsection III(A) on or off school grounds within one (1) year will be included as previous offenses.
5. Distribution of Drugs or Alcohol. The dispensing, sale, or the intent to sell or dispense an illegal narcotic drug, look-a-like substance, controlled substance, mood-altering or behavior-affecting substance, or alcoholic beverage, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated this subsection.
- a. Sanction. Ineligibility period of one (1) year.
6. Under the Influence of Drugs or Alcohol. Being intoxicated or under the influence of any illegal narcotic drug, controlled substance, prescribed medication by a student for whom the prescribed medication was not prescribed, mood-altering or behavior-affecting substance, or alcohol, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated this subsection.
- a. First Offense. Ineligibility period of nineteen (19) school days. Parents, at their own expense, may choose to participate in a District approved suspension reduction program. Successful completion of this program may reduce the curtailment of extracurricular activities a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities).
  - b. Second Offense. (Within one (1) year) Suspension from extracurricular activities for one (1) year. Prior violations of subsection III(G) on or off school grounds within one (1) year will be included as previous offenses.
7. Physical Injury to District Employees, Volunteers, and Students. Causing or attempting to cause personal injury to any District employee, school volunteer, or to any student, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated this subsection.
- a. Sanction. Ineligibility period of remainder of the semester or nineteen (19) school days, whichever is more.
  - b. Second Offense. (Within one (1) year) Suspension of extracurricular activities for one (1) year. Prior violations of subsection II (B) on or off school grounds within one (1) year will be included as prior offenses.
8. Sexual Assault or Attempted Sexual Assault. Sexually assaulting or attempting to sexually assault any person, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated this subsection, or a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person.
- a. Sanction. Ineligibility period of one (1) year.



9. Theft/Larceny. Committing a burglary or theft that constitutes a felony, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection or the student admits that he or she has violated this subsection.
  - a. Sanction. Ineligibility period of one (1) year.
10. Repeated Offenses. Two (2) or more offenses of one (1) of the above prohibited actions. Prior offenses of the above prohibited actions which occur on school grounds within one (1) year will be included as previous offenses.
  - a. Sanction. Ineligibility period of one (1) year.
- D. District Events During Ineligibility Period. Students who are ineligible for participation in extracurricular activities will also be prohibited from attending any District-sponsored extracurricular events during the ineligibility period.
- E. Effective Following Semester if Necessary. The ineligibility period shall remain in effect during the following semester (including the following school year) if there are insufficient school days in the semester to complete the ineligibility period.
- F. Commutation. Penalties assigned under this Section may be reduced by the Superintendent or Superintendent's designee upon the successful completion of counseling, community service, or other alternatives to curtailment set by the District. The District shall have the sole discretion in determining whether the student is eligible for commutation, and what form the counseling, community service, or other alternatives to curtailment must be successfully completed before commutation may take place. Any costs associated with counseling, community service, or other alternatives to curtailment shall be borne by the student or the student's parent(s) or guardian(s).
- G. Effective Date. The effective date of the curtailment of extracurricular activities shall be the date that the principal or principal's designee provides the student with the oral or written notice of the charges except the principal shall not issue a letter of curtailment until there is a student admission, court decision or uncontested citation.

#### **IX. Definitions.**

- A. "Alcoholic beverage" shall mean any substance subject to the jurisdiction of the Nebraska Liquor Commission.
- B. "Citation" shall mean a summons to appear in court issued by a law enforcement officer.
- C. "Controlled substance" shall mean opiates, opium derivatives, depressants, stimulants, and the substances and derivatives as defined by Neb. Rev. Stat. §28-401(4) including, but not limited to, "uppers", "downers", barbiturates, amphetamines, LSD, heroin, hashish, hallucinogenics or cocaine, and substances, such as glue, to the extent any such substance is used for the purpose of mood or behavior alteration by a student, and any other substance which alters the mood or behavior and which is not taken for medical purposes (e.g., steroids).
- D. "Curtailment of extracurricular activities" shall mean that the student is ineligible for participation in or attending any extracurricular activities. During any time that a student is excluded from school for conduct occurring while within school jurisdiction, the student is ineligible for participation in or attending any extracurricular activities.
- E. "Destructive device" shall mean (1) any explosive, incendiary or poison gas-bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices described in the proceeding clauses; (2) any type of weapon (other than a shotgun shell which is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (3) any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled.
- F. "Exclusion" shall mean that time period a student is excluded from school during short-term suspension, long-term suspension, emergency exclusion, or expulsion. It may also mean that period that the student is mandatorily reassigned.
- G. "Expulsion" shall mean exclusion from all schools in the District (except the location designated for alternative education).
- H. "Extracurricular activities" shall mean all athletic teams, activities, groups, clubs, homecomings, proms, dances, graduation ceremonies, and all other organizations or events sponsored by or associated with the District which are not part of the District curriculum.

- I. "Firearms" shall mean (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, or by the action of compressed gases or air, or by the action of the frame or receiver; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. Such term does not include an antique firearm or a paint ball gun.
- J. "Illegal narcotic drug" shall mean the illegal substances as defined by Neb. Rev. Stat. §28-401(16).
- K. "Ineligibility period" shall mean that period of time that a District student is prohibited from participating in and/or attending any District extracurricular activities.
- L. "Injury" shall mean damage to a person that results in a specific wound or wounds that requires first aid treatment or a physician's care.
- M. "Long-term suspension" shall mean exclusion from all schools in the District for more than five (5) school days but less than twenty (20) school days.
- N. "Look-a-like substance" (also known as imitation controlled substance) shall mean any substance which is not a controlled substance, but which by its appearance (including, but not limited to, color, shape, size, markings, or packaging) or by representations made, induce or are intended to induce, persons to believe that the substance is a controlled substance. "Look-a-like substance" shall include any beverage containing alcohol or a beverage that is represented to contain alcohol.
- O. "Medication" shall be broadly defined and shall mean all prescribed medications, over the counter and other non-prescribed medications, and all chemical substances, compounds, homeopathic substances, herbs, vitamins, and/or devices, which purport to aid in a person's health or well-being or are intended for use in the diagnoses, cure, mitigation, treatment, or prevention of diseases, or are intended to affect the structure or any function of the body; and any device, instrument, apparatus, implement, machine, contrivance, implant, or other similar or related article, including any component part or accessory, which is prescribed by a physician, physician assistant, or advanced practice registered nurse, and dispensed by a pharmacist or other person authorized by law.
- P. "Non-prescribed medication" shall mean all medications which are available without a prescription or order from a person who is licensed under the laws of Nebraska to prescribe medications.
- Q. "On school grounds" shall mean on District property, in a vehicle owned, leased, or contracted by the District being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event.
- R. "One year" shall mean the three hundred sixty-five (365) days that follow the acts at issue.
- S. "Prescribed medication" shall mean all medications which are available only with a prescription or order from a person who is licensed under the laws of Nebraska to prescribe medications.
- T. "Public indecency" shall mean performing, procuring, or assisting any other person to perform, in a public place and where the conduct may reasonably be expected to be publicly viewed: (1) An act of sexual penetration; (2) An exposure of the genitals, female breasts or buttocks of the body done with intent to affront or alarm any person; or (3) A lewd fondling or caressing of the body of another person of the same or opposite sex.
- U. "School day" shall mean any day that school is in session and students are attending academic courses. It does not include days that practices for extracurricular activities are held during the summer, or weekends and vacations that occur during the academic school year.
- V. "School jurisdiction" shall mean on District property, in a vehicle owned, leased, or contracted by the District being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event, or any other place where the governing law permits the District to discipline students for prohibited conduct.
- W. "Sexual assault" shall mean sexual assault in the first degree and sexual assault in the second degree as defined in Neb. Rev. Stat. §§28-319 and 320.

- X. "Sexual or intimate parts" shall mean the genital area, groin, inner thighs, buttocks or breasts.
- Y. "Short-term suspension" shall mean exclusion from all schools in the District not to exceed five (5) school days.
- Z. "Under the influence" shall mean the manifestation of physical and physiological symptoms or reactions caused by the use of any illegal narcotic drug, controlled substance, mood-altering or behavior-affecting substance, prescribed medication by a student for whom the prescribed medication was not prescribed, or alcohol.
- AA. "Weapon" shall mean any object or material that is ordinarily or generally considered a firearm, explosive, or weapon, including guns, firearms, pipe bombs, stun guns, B.B. guns, and pellet guns.

Legal Reference: Neb. Rev. Stat. §§28-201 and 209

Neb. Rev. Stat. §§28-319 and 320

Neb. Rev. Stat. §28-401

Neb. Rev. Stat. §§28-502 and 504

Neb. Rev. Stat. §§28-511, 518 and 519

Neb. Rev. Stat. §28-907

Neb. Rev. Stat. §28-1202 et seq.

Neb. Rev. Stat. §28-1341

Neb. Rev. Stat. §79-267

Neb. Rev. Stat. §79-293

**Related Rules:** [5400.1](#) , [5400.2](#) , [5400.3](#) , [5400.4](#) , [5400.5](#) , [5410.1](#) , [5420.1](#) , [5470.1](#) , [5480.1](#) , [5490.1](#) , [5600.2](#)

**Date of Adoption:** May 7, 2001

**Date of Revision:** April 15, 2002; May 5, 2003; March 15, 2004, June 5, 2006

Millard Public Schools  
Omaha, NE

# Attachment L

## Forms

**MILLARD PUBLIC SCHOOLS**  
**ATHLETIC PRE-PARTICIPATION SCREENING FORM**  
 NOTE: A valid physical must be given after May 1, 2006

For Office Use Only
Amt. Pd. \$35 <sup>438</sup> \$50
Nurse _____

**Section 1- to be filled out by parent or guardian in regard to student-athlete**

Student Name \_\_\_\_\_ DOB/Age \_\_\_\_\_ / \_\_\_\_\_ Grade \_\_\_\_\_  
 Parent/Guardian Home Address \_\_\_\_\_  
 Parent/Guardian Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

**Circle sports in which athlete will participate:** Baseball, Basketball, Cross Country, Dance/Cheer, Football, Golf, Soccer, Softball, Swim/Diving, Tennis, Track, Volleyball, Wrestling

**MEDICAL HISTORY OF STUDENT-ATHLETE**

Have you ever been hospitalized?	YES NO	Have you ever had high blood pressure?	YES NO
Have you ever had surgery?	YES NO	Have you been told that you have a heart murmur?	YES NO
Are you presently taking any medication or pills?	YES NO	Have you ever had a racing of your heart or skipped heartbeats?	YES NO
Do you have any allergies (medication, bee stings or other stinging insects, etc.)?	YES NO	Has anyone in your family died of heart problems or a sudden death before the age of 50?	YES NO
		Have you ever had chest pain during or after exercise?	YES NO
Have you ever fainted?	YES NO		
Have you ever passed out or been dizzy during or after exercise?	YES NO	Do you have any skin problems (itching, rashes, acne, etc.)?	YES NO
Have you ever had a concussion?	YES NO	Have you ever had a seizure?	YES NO
Have you ever had heat stroke or heat exhaustion?	YES NO	Do you have trouble breathing during activity?	YES NO
Do you get tired more quickly than your friends during exercise?	YES NO	Do you wheeze or cough during or after exercise?	YES NO
Have you ever had a head injury?	YES NO	Do you have a history of asthma?	YES NO
Have you ever been knocked out or unconscious?	YES NO		
		Have you ever had any problems with your eyes or vision?	YES NO
Have you ever had heat or muscle cramps?	YES NO	Do you wear glasses, contacts, or protective eyewear?	YES NO
Have you ever had a stinger, burner, or pinched nerve?	YES NO	Have you ever had any problems with your hearing?	YES NO
Have you ever had any abnormal bleeding or bruising?	YES NO	Any injuries since last exam?	YES NO
Have you ever sprained, strained, dislocated, fractured, broken, had swelling of, or any other injuries of any bones or joints?	YES NO	Have you had any other medical problems (infectious mononucleosis, diabetes, etc.)?	YES NO
		Do you have any other significant medical conditions or history?	YES NO

**If you answered "YES" to any of the above questions, please attach explanations to this sheet.**

**Section 2- to be filled out by the Medical Professional:**

Height \_\_\_\_\_ Weight \_\_\_\_\_ B.P. \_\_\_\_\_ / \_\_\_\_\_ Pulse \_\_\_\_\_ Eyes: R \_\_\_\_\_ L \_\_\_\_\_  
 Orthopedic Findings \_\_\_\_\_ Scoliosis \_\_\_\_\_ Heart \_\_\_\_\_ Lungs \_\_\_\_\_ Hernia \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SIGNATURE SIGNIFIES THAT ATHLETE IS CLEARED TO PARTICIPATE IN SPORTS**

Attending Physician (print): \_\_\_\_\_ Office Phone: \_\_\_\_\_  
 Physician's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**THIS FORM IS TO BE FILLED OUT COMPLETELY, FILED IN THE OFFICE OF THE ACTIVITIES DIRECTOR OF MILLARD \_\_\_\_\_ HIGH SCHOOL, AND THAT A NON-REFUNDABLE FEE OF \$50.00 IS PAID TO THE SCHOOL BEFORE THE STUDENT IS ALLOWED TO TRYOUT, PRACTICE AND/OR COMPETE.**

**CURTAILMENT OF EXTRACURRICULAR ACTIVITIES**

A student who is being disciplined pursuant to District Policy or Rule may be restricted or curtailed from extracurricular activities during the suspension/expulsion or mandatory reassignment. In addition, a student who is disciplined for a violation of District Rule 5400.4, Students Curtailment of Extracurricular Activities (as detailed in the Student Handbook) may also be restricted or curtailed from extracurricular activities for conduct occurring off-school grounds and not during school hours if the violation occurs during the academic school year. I have read and understand the above statement.

**ATHLETICS/ACTIVITIES INSURANCE VERIFICATION**

Millard School Board Policy and rule 5600.3 requires all students who participate in extracurricular programs to be covered by medical insurance. In order for your son/daughter to be eligible to participate, he/she must have proof of insurance. Please indicate the name of the insurance company and policy number for medical coverage for your son/daughter.

I/We understand that the school and district carries no insurance of any kind to cover medical expenses that may occur from participation in athletics/activities and that the school and district themselves will not be responsible for any such expenses. We agree that we have adequate insurance to cover our son/daughter for any medical expenses incurred while participating in extracurricular athletics/activities or we will assume all such expenses ourselves personally.

Students who do not have family insurance may be eligible to apply for health insurance coverage. Kid's Connection, Nebraska Children's Health Insurance Program, is an insurance program made available through the Nebraska Health and Human Services System. Kid's Connection is a health insurance program developed by the State of Nebraska as an extension of Medicaid and provides health coverage to uninsured children across the state of Nebraska. Applications can be obtained by calling the Pupil Services Office (895-8300) at the Don Stroh Administration Center, or from your school office.

NAME OF INSURANCE COMPANY (REQUIRED): \_\_\_\_\_

INSURANCE POLICY NUMBER (REQUIRED): \_\_\_\_\_

**TRANSPORTATION**

Before students can participate in our program, we ask parents to fill out the following information that is kept on file in the activities office. **Please circle YES or NO for each:** My student may

- |                                       |     |    |
|---------------------------------------|-----|----|
| 1. Drive the family car to events*    | YES | NO |
| 2. Drive other students to events*    | YES | NO |
| 3. Ride with other students to events | YES | NO |

\*car used to transport students to events must have minimum vehicle liability insurance coverage and minimum uninsured motorist insurance coverage required by the state of Nebraska. **PROPER TRANSPORTATION FORMS MUST BE ON FILE IN THE ACTIVITIES OFFICE.**

I/We understand and agree that participation in NSAA-sponsored activities is voluntary on the part of the Student and is a privilege. I/We understand and agree that by this Consent Form the NSAA has provided notification to the Parent and Student of the existence of potential dangers associated with athletic/activity participation. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons or muscles to catastrophic injuries to the head, neck and spinal cord and on rare occasions, injuries so severe as to result in total disability, paralysis, or death; even with the best coaching, use of the best protective equipment and strict observances of rules, injuries are still a possibility.

I/We consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA-sponsored activities, and the activities rules of the NSAA member school for which the Student is participating.

I/We consent and agree to the Student being photographed, video taped, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

PLEASE NOTE: If you do not wish to have health information shared with staff members other than the school nurse and principal, you must notify the school in writing.

I/We authorize the school to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of such athletics/activities or such travel. I also agree not to hold the school or anyone acting in its behalf responsible for any injury to my student in the course of such athletics/activities or such travel.

I/We understand that if an Inhaler/Epi-pen needs to be accessible, it will be my responsibility to provide a separate Inhaler/Epi-pen that will be kept with the coach's first aid supplies until the end of that sport's season.

I/We do not know of any existing physical condition or health reason that would preclude participation in athletics/activities. I/We certify that the answers to the questions and statements on this document are true and accurate.

I/We acknowledge that I/we read the above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletics/activities. Having read the warning above and understanding the potential risk of injury to my Student, I/we hereby give my/our permission for our student to practice and compete for the above named high school in athletics/activities approved by the NSAA.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**MILLARD PUBLIC SCHOOLS  
 INTERSCHOLASTIC EMERGENCY INFORMATION CARD**

(please print)

Year \_\_\_\_\_

Student's Name \_\_\_\_\_ School \_\_\_\_\_

Age \_\_\_\_\_ Birth Date \_\_\_\_\_

Student's Home Address \_\_\_\_\_ City \_\_\_\_\_

Zip Code \_\_\_\_\_

Father's/Guardian's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mother's/Guardian's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_ Home Phone \_\_\_\_\_  
 (if parents/guardians cannot be reached)

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Medical Insurance Company \_\_\_\_\_

Medical Insurance Policy Number \_\_\_\_\_

Preferred Hospital \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone \_\_\_\_\_

If student is now under medical treatment, why and the doctor's name \_\_\_\_\_

- 
- We give our consent for school officials or coaches to use their own judgment in securing aid and/or treatment, transportation, EMT, and/or ambulance service in case the parents cannot be reached.
  - We give our consent for the trainer, and/or coach to apply emergency treatment until the parents can be contacted.
  - We give our consent to emergency medical treatment, hospitalization, or other medical treatment as may be necessary for the welfare of the above named child, by a physician or qualified nurse or doctor, in the event of injury or illness during all periods of time in which the student is away from his/her legal residence as a member of an interscholastic activity, team or group, and hereby waive on behalf of ourselves and the above named student any liability of the Millard Public Schools, any of its agents or employees, arising out of such medical treatment.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Parent and Student Notification/Agreement Form Illegal Steroid Use

Nebraska state law prohibits possessing, selling, dispensing, or administering a steroid in a manner not allowed by state law.

Nebraska state law also provides that the increase of muscle mass, strength, or weight; or the improvement of physical appearance or performance in any form of sport through use of a steroid is not a valid medical purpose.

Nebraska state law requires that only a medical doctor may prescribe a steroid for a person.

Any violation of state law concerning steroids is punishable by long-term suspension, exclusion, or mandatory reassignment.

### HEALTH CONSEQUENCES ASSOCIATED WITH ANABOLIC STEROID ABUSE (Source: National Institute on Drug Abuse)

- *In boys and men*, reduced sperm production, shrinking of the testicles, impotence, difficulty or pain in urinating, baldness, and irreversible breast enlargement (gynecomastia).
- *In girls and women*, development of more masculine characteristics, such as decreased breast size, deepening of the voice, excessive growth of body hair, and loss of scalp hair.
- *In adolescents of both genders*, premature termination of the adolescent growth spurt, so that for the rest of their lives abusers remain shorter than they would have been without the drugs.
- *In males and females of all ages*, potentially fatal liver cysts and liver cancer; blood clotting; cholesterol changes, and hypertension, each of which can promote heart attack and stroke; and acne. Although not all scientists agree, some interpret available evidence to show that anabolic steroid abuse- particularly in high doses- promotes aggression that can manifest itself as fighting, physical and sexual abuse, armed robbery, property crimes such as burglary and vandalism. Upon stopping anabolic steroids, some abusers may experience symptoms of depressed mood, fatigue, restlessness, loss of appetite, insomnia, headache, muscle and joint pain, and the desire to take more anabolic steroids.
- *In injectors*, infections resulting from the use of shared needles or non-sterile equipment, including HIV/AIDS, hepatitis B and C, and infective endocarditis, a potentially fatal inflammation of the inner lining of the heart. Bacterial infections can develop at the injection site, causing pain and abscess.

#### Student Certification

I have read the above information and agree that a prerequisite of my participation in Millard Public School athletic activities is that I refrain from illegal steroid use. As a prerequisite to participation, I agree that I will not use illegal steroids. I understand that failure to provide accurate and truthful information could subject me to penalties as determined by Millard Public Schools.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

#### Parent/Guardian Certification

I have read the above information and agree that a prerequisite of my student's participation in Millard Public School athletic activities is that my student refrains from illegal steroid use. I understand that failure to provide accurate and truthful information could subject the participant to penalties as determined by Millard Public Schools.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**MILLARD PUBLIC SCHOOLS**  
**FIELD TRIP AND INTERSCHOLASTIC ACTIVITIES TRANSPORTATION GUIDELINES**

Please ✓ the appropriate box and complete the form below.

**PARENT TRANSPORTATION OF CHILD – YEAR  
(PARENT TRANSPORTING OWN CHILD ONLY)**

I/We, \_\_\_\_\_ and \_\_\_\_\_, parent(s)/legal guardian(s) of \_\_\_\_\_, shall provide transportation for our daughter/son to/and/or from the field trip, game, contest, or event for the current school year, provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to/and/or from the field trip, game, contest, or event.

**PARENT TRANSPORTATION OF CHILD – EVENT  
(PARENT TRANSPORTING OWN CHILD ONLY)**

I/We, \_\_\_\_\_ and \_\_\_\_\_, parent(s)/legal guardian(s) of \_\_\_\_\_, shall provide transportation for our daughter/son to/and/or from the field trip, game, contest, or event for the field trip, game, contest, or event to be held at (site) \_\_\_\_\_ on (date) \_\_\_\_\_ provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to/and/or from the field trip, game, contest, or event.

I/We acknowledge that the vehicle used for alternate transportation is insured with a minimum of \$25,000/\$50,000/\$25,000 liability coverage and \$25,000/\$30,000 uninsured motorist coverage. I/We acknowledge that the school does not verify the licensure, driving records, or the insurance coverage of parents, students and/or vehicles used for alternative transportation of other students to and/or from off-campus activities.

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature)                      (Date)

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature)                      (Date)

Accepted by: \_\_\_\_\_ (School Administrator)                      (Date)

If student is 19 years or older, student must also sign.

\_\_\_\_\_  
(Student if over age 19)                      (Date)

**MILLARD PUBLIC SCHOOLS**  
**FIELD TRIP AND INTERSCHOLASTIC ACTIVITIES TRANSPORTATION GUIDELINES**

Please ✓ the appropriate box and complete the form below.

**PARTICIPANT TRANSPORTATION – SEASON  
(STUDENT TRANSPORTED BY HIMSELF/HERSELF ONLY)**

I/We, \_\_\_\_\_ and \_\_\_\_\_, parent(s)/legal guardian(s) of \_\_\_\_\_, consent and approve of the use of alternate transportation provided by our daughter/son to/and/or from the game, contest, or event for the current school year, provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to/and/or from the game, contest, or event.

**PARTICIPANT TRANSPORTATION – GAME  
(STUDENT TRANSPORTED BY HIMSELF/HERSELF ONLY)**

I/We, \_\_\_\_\_ and \_\_\_\_\_, parent(s)/legal guardian(s) of \_\_\_\_\_, consent and approve of the use of alternate transportation provided by our daughter/son to/and/or from the game, contest, or event for the game to be held at (site) \_\_\_\_\_ on (date) \_\_\_\_\_ provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to/and/or from the game, contest, or event.

I/We acknowledge that the vehicle used for alternate transportation is insured with a minimum of \$25,000/\$50,000/\$25,000 liability coverage and \$25,000/\$30,000 uninsured motorist coverage. I/We acknowledge that the school does not verify the licensure, driving records, or the insurance coverage of parents, students and/or vehicles used for alternative transportation of other students to and/or from off-campus activities.

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature)                      (Date)

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature)                      (Date)

Accepted by: \_\_\_\_\_ (School Administrator)                      (Date)

If student is 19 or older, student must also sign.

\_\_\_\_\_  
(Student's Signature)                      (Date)

**MILLARD PUBLIC SCHOOLS**  
**FIELD TRIP AND INTERSCHOLASTIC ACTIVITIES TRANSPORTATION GUIDELINES**

Please ✓ the appropriate box and complete the form below.

**PARTICIPANT TRANSPORTATION – YEAR**  
**(STUDENT TRANSPORTED BY ANOTHER PARENT OR STUDENT)**

I/We, \_\_\_\_\_ and \_\_\_\_\_, parent(s)/legal guardian(s) of \_\_\_\_\_, consent and approve of the use of alternate transportation by our daughter/son to/and/or from the field trip, game, contest, or event for the current school year, provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to/and/or from the field trip, game, contest, or event.

**PARTICIPANT TRANSPORTATION – EVENT**  
**(STUDENT TRANSPORTED BY ANOTHER PARENT OR STUDENT)**

I/We, \_\_\_\_\_ and \_\_\_\_\_, parent(s)/legal guardian(s) of \_\_\_\_\_, consent and approve of the use of alternate transportation by our daughter/son to/and/or from the field trip, game, contest, or event for the field trip, game, contest, or event to be held at (site) \_\_\_\_\_ on (date) \_\_\_\_\_ provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to/and/or from the field trip, game, contest, or event.

I/We acknowledge that the school does not verify the licensure, driving records, or the insurance coverage of parents, students and/or vehicles used for alternative transportation of other students to and/or from off-campus activities.

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature)                      (Date)

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature)                      (Date)

Accepted by: \_\_\_\_\_ (School Administrator)                      (Date)

If student is 19 years or older, student must also sign.

\_\_\_\_\_  
(Student if over age 19)                      (Date)



**MILLARD PUBLIC SCHOOLS**  
**FIELD TRIP AND INTERSCHOLASTIC ACTIVITIES TRANSPORTATION GUIDELINES**

Please ✓ the appropriate box and complete the form below.

**PARTICIPANT TRANSPORTATION – YEAR**  
**(STUDENT TRANSPORTED BY DISTRICT EMPLOYEE FOR SCHOOL RELATED BUSINESS)**

I/We, \_\_\_\_\_ and \_\_\_\_\_, parent(s)/legal guardian(s) of \_\_\_\_\_, consent and approve of the use of alternate transportation by our daughter/son to/and/or from the field trip, game, contest, or event for the current school year, provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to/and/or from the field trip, game, contest, or event.

**PARTICIPANT TRANSPORTATION – EVENT**  
**(STUDENT TRANSPORTED BY DISTRICT EMPLOYEE FOR SCHOOL RELATED BUSINESS)**

I/We, \_\_\_\_\_ and \_\_\_\_\_, parent(s)/legal guardian(s) of \_\_\_\_\_, consent and approve of the use of alternate transportation by our daughter/son to/and/or from the field trip, game, contest, or event for the field trip, game, contest, or event to be held at (site) \_\_\_\_\_ on (date) \_\_\_\_\_ provided that the use of alternative transportation is approved by the school administration. I/We acknowledge that by signing this document that I/we are voluntarily releasing the District of any responsibility, duty or obligation to provide the transportation to/and/or from the field trip, game, contest, or event.

I/We acknowledge that the school does not verify the licensure, driving records, or the insurance coverage of parents, students and/or vehicles used for alternative transportation of other students to and/or from off-campus activities.

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature)                      \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature)                      \_\_\_\_\_  
(Date)

Accepted by: \_\_\_\_\_ (School Administrator)                      \_\_\_\_\_  
(Date)

If student is 19 years or older, student must also sign.

\_\_\_\_\_  
(Student if over age 19)                      \_\_\_\_\_  
(Date)

**EXTRACURRICULAR CLUBS, ACTIVITIES, AND INTERSCHOLASTIC ATHLETICS AND ACTIVITIES  
OVERNIGHT TRIP REQUEST FORM**

This form is designed to provide the basis for school and district consideration for your request and should be submitted to the site activities office at least two weeks prior to deadline periods established by the site. Additional information regarding this trip should be provided to the assistant principal for activities according to procedures established by his/her office.

SCHOOL \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_

NAME OF GROUP \_\_\_\_\_ SPONSOR \_\_\_\_\_

PURPOSE OF TRIP (be specific) \_\_\_\_\_

DEPARTURE DATE & TIME \_\_\_\_\_ ESTIMATED TIME OF ARRIVAL \_\_\_\_\_

RETURN DEPARTURE DATE & TIME \_\_\_\_\_ ESTIMATED TIME OF RETURN \_\_\_\_\_

PRELIMINARY ROOM ASSIGNMENTS FOR STUDENTS, COACHES, AND CHAPERONES  
**(attach a separate list detailing room assignments)**

TRIP PROTOCOLS INCLUDING DINING PLANS, BED CHECKS, CURFEW TIMES, AND OTHER PERTINENT  
SUPERVISORY PROCEDURES  
**(attach a separate page(s) detailing these items)**

NAMES OF CERTIFICATED DISTRICT EMPLOYEES SERVING AS CHAPERONES  
(attach a separate list if necessary)

\_\_\_\_\_  
\_\_\_\_\_

NAMES OF NON-CERTIFICATED DISTRICT EMPLOYEES SERVING AS CHAPERONES  
(attach a separate list if necessary)

\_\_\_\_\_  
\_\_\_\_\_

NAMES OF NON-DISTRICT PEOPLE SERVING AS CHAPERONES  
(attach a separate list if necessary)

\_\_\_\_\_  
\_\_\_\_\_

NAME AND PHONE NUMBER OF HOSPITAL NEAREST TO LODGING \_\_\_\_\_

\_\_\_\_\_

COST PAID BY EACH STUDENT FOR TRIP \_\_\_\_\_

OTHER SOURCES OF MONEY AND AMOUNT PROVIDED BY THESE SOURCES \_\_\_\_\_

\_\_\_\_\_

TRANSPORTATION: (check all that apply)

\_\_\_\_\_ School or District Provided Bus

\_\_\_\_\_ Private Vehicle

\_\_\_\_\_ School or District Provided Van

\_\_\_\_\_ Other (please explain below)

\_\_\_\_\_ Charter Bus

\_\_\_\_\_

\_\_\_\_\_ Commercial Airline

\_\_\_\_\_

EMERGENCY CONTACTS:

(list name of contact, contact number during trip, lodging location(s), as well as cell phone numbers if available)

1. \_\_\_\_\_ Phone \_\_\_\_\_

2. \_\_\_\_\_ Phone \_\_\_\_\_

3. \_\_\_\_\_ Phone \_\_\_\_\_

4. \_\_\_\_\_ Phone \_\_\_\_\_

**ATTACH TRIP ITINERARY TO INCLUDE DEPARTURE TIMES AND SCHEDULE OF EVENTS FOR EACH DAY OF THE ACTIVITY. BE SPECIFIC ABOUT LODGING AND THE LOCATION OF MEALS AS WELL AS DUTIES OF CHAPERONES AND SUPERVISION SCHEDULE OF CHAPERONES. IT IS RECOGNIZED THAT SOME DETAILS FO THE ITINERARY MAY CHANGE AND THAT THOSE CHANGES WILL BE SUBMITTED IN WRITING FOR APPROVAL BY THE ASSISTANT PRINCIPAL FOR ACTIVITIES PRIOR TO YOUR DEPARTURE. YOU MUST ADHERE TO THE FINAL ITINERARY SUBMITTED (EXCEPTIONS MUST BE EXPLAINED IF QUESTIONED.**

COACH OR SPONSOR MAKING REQUEST \_\_\_\_\_  
(signature)

DATE SUBMITTED \_\_\_\_\_

APPROVAL OF ASSISTANT PRINCIPAL FOR ACTIVITIES \_\_\_\_\_  
(signature)

DATE SIGNED \_\_\_\_\_

APPROVAL OF PRINCIPAL \_\_\_\_\_  
(signature)

DATE SIGNED \_\_\_\_\_

**COACHING ASSESSMENT PRE-SEASON FORM**  
**(To be completed and approved prior to first practice)**

---

Head Coach's Name/Sport

---

School Year

1. How are you and your coaching staff working with players, teachers, counselors, etc., to improve the academic progress of your players?
  
  
  
  
  
  
  
  
  
  
2. How are you and your coaching staff monitoring the classroom behavior, class attendance, and academic performance of all participants in your program?
  
  
  
  
  
  
  
  
  
  
3. Do you plan to send home a description of your training rules, team rules and expectations, lettering policies, and MPS code of conduct to all participants? When? How?
  
  
  
  
  
  
  
  
  
  
4. What is your plan to supervise participants in practice areas, locker rooms, and during away trips?
  
  
  
  
  
  
  
  
  
  
5. What type of information have you given the participants which will help them in abstaining from the use of tobacco, illegal drugs, steroids, and alcohol while on campus, or at any time when representing their school and team?
  
  
  
  
  
  
  
  
  
  
6. Being in charge of your program, how do you plan on working with your assistant and volunteer coaches in providing assistance to make them better qualified coaches?
  
  
  
  
  
  
  
  
  
  
7. What plans do you have to continue your professional development as a coach?



8. Being that you are responsible for the entire program, list areas that you want to improve on during the season, both on your team and that of all levels in your program.
9. Communication and contact with your feeder schools is very important; what do you have in mind in working with your feeder schools?
10. Will you be encouraging parent participation during the season, and if so, how?
11. As the head coach you are responsible for evaluating your assistant coaches. What methods will you be using to evaluate both your assistant coaches and your volunteer coaches?

\_\_\_\_\_  
Signature of Head Coach

\_\_\_\_\_  
Date Given to Activities Director

\_\_\_\_\_  
Signature of Activities Director

\_\_\_\_\_  
Date Accepted by Activities Director

Once approved by the Activities Director, a copy will be sent to head coach and a copy will be retained by the Activities Director.

**MILLARD PUBLIC SCHOOLS  
HEAD COACHING ASSESSMENT AND EVALUATION**

<b>Name:</b>	<b>Evaluator:</b>
<b>Assignment:</b>	<b>School:</b>
<b>School Year:</b>	

**CODE:**

N/O- Not observed N/A- Not Applicable 1- Definite Weakness 2- Improvement Needed 3- Satisfactory 4- Good 5- Outstanding

**PROFESSIONAL AND PERSONAL RELATIONSHIPS**

**CHECK ONE**

1. Cooperates with athletic office staff in submitting eligibility lists, equipment needs, and program information in a timely manner.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
2. Cooperates with athletic office staff in submitting equipment inventories and budget information.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
3. Keeps the Activity Director and Principal informed of the conditions of practice and playing fields. Cooperates with maintenance personnel in the care of practice and playing fields.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
4. Promotes good sportsmanship and fosters good character with assistant coaches, parents, administrators, and opponent's coaching staff.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
5. Works with all assistant and volunteer coaches during and after the coaching season for program development and evaluation.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
6. Demonstrates sportsmanlike conduct towards players, officials, and opposing team members.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
7. Keeps up with the National Collegiate Athletic Association on athletic requirements to enter and play in college. Works with colleges by sending letters and tapes of athletes and checking on SAT and ACT testing materials.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
8. Has a good rapport with the members of the other sports' coaching staffs; cooperates with other site coaches and personnel in planning/conducting practices and use of facilities.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
9. Adheres to the NSAA, district, and school athletic policies and procedures.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
10. Accepts and implements the decisions of the school and district athletic departments.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
11. Maturely accepts criticism and/or recognition.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
12. Has appropriate conduct outside the school where students are involved.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
13. Encourages students to participate in the athletic and activity program. Does not promote specialization of students.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
14. Follows school and district finance policies and procedures for the expenditure of funds.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
15. Keeps Activity Director and Principal informed of:							
a. Program needs	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
b. Problems or issues	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
c. Program successes	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
16. Ensures that coaching staff and athletes are appropriately dressed for home and away games.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
17. Monitors the classroom behavior, attendance, and academic performance of student-athletes.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
18. Participates in parents' night, banquets, awards nights, pep assemblies, booster club meetings, etc.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
19. Conducts pre-season parents' meeting.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>

**Comments on the above items:****Item #****Item #****Item #****COACHING PERFORMANCE****CHECK ONE**

1. Sets an appropriate example at all times while with athletes.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
2. Supervises athletes and staff in locker rooms, practice areas, and training rooms.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
3. Ensures the safety and welfare of each athlete during practice and contest situations.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
4. Supervises athletes at all times.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
5. Demonstrates knowledge of fundamentals, conditioning, and the prevention and care of injuries.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
6. Provides written rules of coach's expectations for student participants in sports. Maintains team discipline and is equitable and consistent in applying rules.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
7. Is innovative- uses new techniques, ideas, etc., along with established procedures for coaching.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
8. Does not allow coaching to interfere with classroom responsibilities.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
9. Demonstrates good judgment in fulfilling coaching responsibilities and making decisions.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
10. Demonstrates respect (verbal, physical, psychological) and models good leadership qualities.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
11. Promotes good sportsmanship and fosters good character with assistant coaches, parents, administrators, and opponent's coaching staff.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
12. Continually works with athletes without interfering with other sports.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
13. Instills in athletes:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
a. A competitive spirit for individual and team growth.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
b. A desire for individual growth and development .	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
14. Provides the best possible coaching relative to the abilities of team members.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
15. Demonstrates on-going professional development in their sport.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>

**Comments on the above items:****Item #****Item #****Item #****RELATED RESPONSIBILITIES****CHECK ONE**

1. Complies with meeting deadlines.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
2. Provides for the care, maintenance, and inventory of all uniforms and equipment. Submits an accurate inventory list to the Activity Director within established deadlines.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
3. Complies with the pre-season format established by the Activity Director.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
4. Takes care of the appropriate storage of uniforms and equipment.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
5. Takes care of issues related to the sport.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
6. Provides accurate and timely information to the Activity Director regarding purchasing and re-ordering for the sport.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>

7. Works closely with the Athletic Trainers on the status of injured players. Notifies parents regarding injuries and does follow-up on injured players.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	4/5 N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
8. Provides necessary information to appropriate site staff for the requisition of transportation, entry fees, etc.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
9. Works with community, parents, and student-athletes to support their program.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>

Comments on the above items:

Item #

Item #

Item #

**AREAS OF STRENGTH:**

**AREAS IN NEED OF IMPROVEMENT:**

**COMMENTS/RECOMMENDATIONS:**

- |                          |                           |  |
|--------------------------|---------------------------|--|
| <input type="checkbox"/> | <b>Successful:</b>        | <b>To be recommended for continued assignment</b>  |
| <input type="checkbox"/> | <b>Needs Improvement:</b> | <b>To be recommended for reassignment, provided an understanding can be reached in areas where improvement is suggested.</b> |
| <input type="checkbox"/> | <b>Unsatisfactory:</b>    | <b>Not recommended for continued assignment.</b>   |

**These signatures indicate that all parties have read the appraisal; they do not necessarily indicate agreement.**

**Comments:**

\_\_\_\_\_  
**Activity Director's Signature**

\_\_\_\_\_  
**Date**

**Comments:**

\_\_\_\_\_  
**Coach's Signature**

**Date** \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
**Principal's Signature**

**Date** \_\_\_\_\_

**ORIGINAL-COACH**

**COPY-DIRECTOR OF ACTIVITIES**

**COPY-ACTIVITY DIRECTOR**

**COPY- HUMAN ESOURCES**

(See Attachment ?- 2100.13. 3; 2100.54. C.)

**MILLARD PUBLIC SCHOOLS  
ASSISTANT COACHING ASSESSMENT AND EVALUATION**

<b>Name</b>	<b>Evaluator</b>
<b>Assignment</b>	<b>School</b>
<b>School Year</b>	

**CODE:**

N/O- Not observed N/A- Not Applicable 1- Definite Weakness 2- Improvement Needed 3- Satisfactory 4- Good 5- Outstanding

**PROFESSIONAL AND PERSONAL RELATIONSHIPS**

**CHECK ONE**

1. Dresses appropriately for practice and games.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
2. Participates in in-service meetings and other activities to improve coaching.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
3. Participates in parents' night, banquets, awards night, pep assemblies, etc.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
4. Maintains suitable sideline conduct at games towards players, officials and other workers.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
5. Promotes good sportsmanship and fosters good character by teaching, enforcing, advocating and modeling good sportsmanship and character with other coaches, teachers and administrators.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
6. Cooperates and communicates with parents.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
7. Works cooperatively and supports the head coach.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
8. Accepts duties assigned by the head coach.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
9. Adheres to the NSAA, district, and school athletic policies and procedures.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
10. Conducts pre-season parents' meeting.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
11. Encourages students to participate in the athletic and activity program. Does not promote specialization of students.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
12. Appropriate Relationship with:							
a. Participants	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
b. Student Body	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
c. Faculty	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
d. Game Officials	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
e. News Media	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
f. Opponents	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>

**Comments on the above items:**

Item #

Item #

Item #

1. Provides appropriate and quality instruction.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
2. Provides proper supervision of athletes.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
3. Handles athletic injuries professionally.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
4. Provides team discipline.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
5. Demonstrates adequate knowledge of fundamentals and conditioning.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
6. Organizes effective practice sessions.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
7. Plans appropriately for the season.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
8. Provides leadership and attitudes that produce positive efforts by participants.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
9. Demonstrates on-going professional development in their sport.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
10. Follows:							
a. School and District policies and procedures.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
b. Conference and NSAA policies and procedures.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
11. Provides the best possible coaching relative to the abilities of team members.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
12. Ability to motivate players toward desired goals	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>

**Comments on the above items:**

**Item #**  
**Item #**  
**Item #**

**RELATED RESPONSIBILITIES**

1. Complies with meeting deadlines.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
2. Handles uniforms and equipment efficiently, including the issue, collection, inventory and storage of uniforms and equipment.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
3. Demonstrates self-control and poise in areas related to coaching responsibilities.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
4. Works closely with the Athletic Trainers on the status of injured players. Notifies parents regarding injuries and does follow-up on injured players.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>
5. Works with head coach, community, parents, and student-athletes to support their program.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>	N/O <input type="checkbox"/>

**Comments on the above items:**

**Item #**  
**Item #**  
**Item #**

**AREAS OF STRENGTH:**

**AREAS IN NEED OF IMPROVEMENT:**

**COMMENTS/RECOMMENDATIONS:**

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**Activity Director: Check One**

- Successful:** To be recommended for continued assignment
  - Needs Improvement:** To be recommended for reassignment, provided an understanding can be reached in areas where improvement is suggested.
  - Unsatisfactory:** Not recommended for continued assignment.
- 
- 

**These signatures indicate that all parties have read the appraisal; they do not necessarily indicate agreement.**

Comments:

\_\_\_\_\_  
Head Coach's Signature

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
Assistant Coach's Signature

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
Activity Director's Signature

\_\_\_\_\_  
Date

ORIGINAL-COACH

COPY-DIRECTOR OF ACTIVITIES

COPY-ACTIVITY DIRECTOR

COPY- HUMAN ESOURCES

(See Attachment ?- 2100.13. 3; 2100.54. C.)



# PLAYERS EVALUATION OF HEAD COACHES FORM

Coach's Name \_\_\_\_\_

Sport Coached \_\_\_\_\_

The "Player Evaluation of Coaches Form" is to be filled out by student-athletes and returned to the Director of Athletics. The purpose of this evaluation is to help the athletic department improve essential competencies of our athletic coaches. Players should not identify themselves by name, ID number, or uniform number (this is an anonymous survey).

**RATING SCALE:**

**1- Definite Weakness 2- Needs Improvement 3- Satisfactory 4- Very Good 5- Excellent**

	<b>CHECK ONE</b>				
	1	2	3	4	5
1. Makes participation in this sport fun, interesting, and exciting for student-athletes.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
2. Fosters and develops positive relationships with student-athletes.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
3. Helps student-athletes develop a positive self-concept.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
4. Is more concerned with participant outcomes than with wins and losses.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
5. Works with and motivates individual athletes in a way that helps to improve performance.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
6. Works with team and individual athletes to develop appropriate goals.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
7. Effectively builds team spirit, unity, and morale.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
8. Provides team rules, expectations, and training regulations to team members in writing at the beginning of the season and enforces them.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
9. Took a personal interest in me and made me feel a part of the team.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
10. Shows a high interest in coaching this sport.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
11. Is a good role model for students.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
12. Is a good teacher of the sport and a good communicator.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
13. Has the confidence and respect of the student-athletes.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
14. Continually works with the athletes without interfering in other sports.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
15. Encourages student-athletes to participate in other sports throughout the school year.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
16. Is available to advise student-athletes in decision making about choosing a college that is best suited for those student-athletes.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
17. Allows opportunities for me to communicate my concerns or problems, both as an athlete and as a student.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
18. Is on time for team meetings and practices.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
19. Deals with discipline problems in a fair and consistent manner.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
20. Respects and support the other coaches and athletes during the other seasons.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

21. Describe what you like most about your coach.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

22. Describe what you like least about your coach.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

23. Please describe the feelings you have about your assistant coaches. It is fine to use their names.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

24. Other comments that will help us understand your feelings about this program.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



Comments on the above items:

Item #

Item #

Item #

**AREAS OF STRENGTH:**

**AREAS IN NEED OF IMPROVEMENT:**

**COMMENTS/RECOMMENDATIONS:**

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**Activity Director: Check One**

- Successful:** To be recommended for continued assignment
- Needs Improvement:** To be recommended for reassignment, provided an understanding can be reached in areas where improvement is suggested.
- Unsatisfactory:** Not recommended for continued assignment.

---

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**These signatures indicate that all parties have read the appraisal; they do not necessarily indicate agreement.**

Comments:

\_\_\_\_\_  
Activity Director's Signature

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
Principal's Signature  
ORIGINAL-SPONSOR

COPY-DIRECTOR OF ACTIVITIES

\_\_\_\_\_  
Date

COPY-ACTIVITY DIRECTOR

COPY- HUMAN ESOURCES

## AGENDA SUMMARY SHEET

AGENDA ITEM: Subdivision Assignments for Elementary Schools #24 and #25

Meeting Date: 7/10/06

**Department:** Planning, Evaluation & Information Services

Title and Brief Description: The attached sheets have subdivision assignments for elementary #24 and #25. Elementary #24 will open in Fall, 2007 and #25 will open in Fall, 2008.

Action Desired: Approval  Discussion  Information Only

Background: Subdivision Assignments are recommended for the two new elementary schools, taking effect in 2007-08 and in 2008-09. In addition, to avoid overcrowding at Rohwer we are recommending that Stonecrest be immediately reassigned to Rockwell (and Andersen), and remain there until #25 opens in 2008-09. The one 2005-06 student from Stonecrest currently attending Rohwer can finish the elementary grades at Rohwer. One student attending Beadle can finish at Beadle.

**Options/Alternatives Considered:** Other simulations were analyzed.

Recommendations: Adopt the proposed assignments for #24 and #25 elementary schools; re-assign Stonecrest from Rohwer to Rockwell, with busing.

Strategic Plan Reference: Strategy #2.

Implications of **Adoption/Rejection:** If these assignments are not adopted, others could be proposed.

Timeline: Assignments for #24 take effect in August, 2007; for #25 in August, 2008; Stonecrest re-assignment takes effect immediately.

Responsible Persons: John Crawford

Superintendent's Signature: \_\_\_\_\_

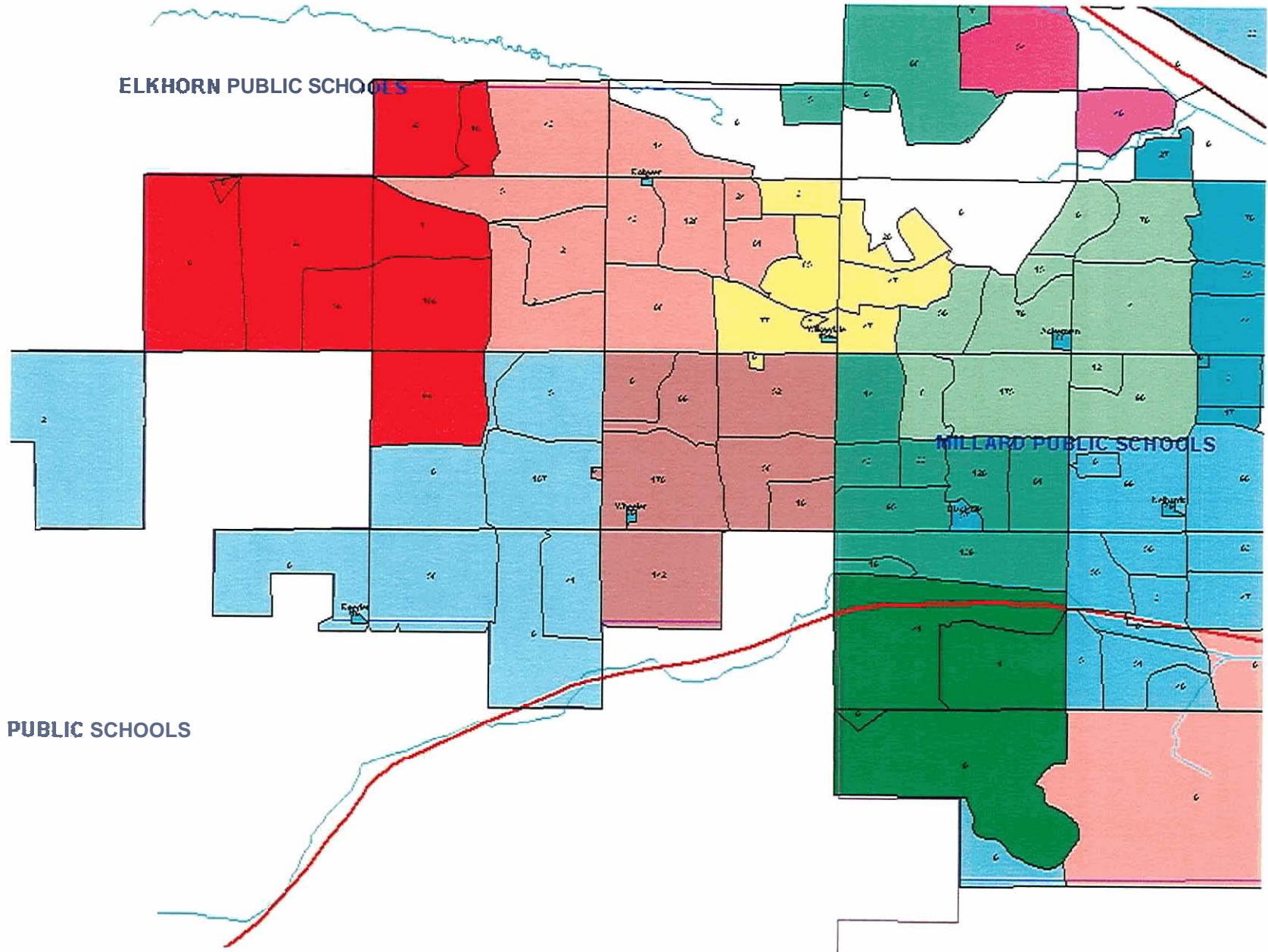
Assign north of Q & Coyote Run to #24; Subdivisions near or contiguous to #25

	# of students currently attending		Middle School Assignments	High School Assignments
<b>#24</b>			Beadle	West
West Bay Springs (from Reeder)	17			
Oakmont (from Reeder)	26			
Cattail Creek (from Reeder)	105			
Coyote Run (from Reeder)	67			
The Woodlands (from Reeder)	53			
Whitehawk (from Reeder)	16			
TOTAL students	284			
<b>Lots</b>	<b>Potential # of Students</b>	<b># of Undeveloped Lots</b>		
Canterberry Crossing	48	120 lots		
Cattail Creek	41	102 lots		
Coyote Run	5	12 lots		
Whitehawk	136	340 lots		
Oakmont	59	148 lots		
West Bay Springs	31	77 lots		
Coventry	54	135 lots		
potential students from lots	374			
<b>TOTAL #24 - attending and potential</b>	<b>658</b>			
	<b># of students currently attending</b>			
<b>Reeder</b>	253		Beadle	West
<b>Lots</b>	<b>Potential # of Students</b>	<b># of Undeveloped Lots</b>		
Sugar Creek	48	120 lots		
<b>Sunridge</b>	41	103 lots		
Falcon Ridge	26	64 lots		
Cottonwood Creek	37	92 lots		
Harrison Park	205	513 lots		
Millard portion of Bellbrook	167	419 lots		
potential students from lots	524			
<b>TOTAL Reeder - attending and potential</b>	<b>777</b>			
	<b># of students currently attending</b>			
<b>#25</b>				
Springhill (from Holling Heights)	75		Andersen	South
Millard Park South (from Rockwell)	75		Andersen	West
Stonecrest	7		Andersen	West
TOTAL students	157			

#25 Continued

Lots	Potential# of Students	# of Undeveloped Lots'	
Springhill	57	143 lots	464
Millard Park South	100	249 lots	
Stonecrest	206	513 lots	
total students from lots	363		
(for 2006-07 and 2007-08, assign Stonecrest to Rockwell, with busing)			
<b>TOTAL #25</b> - attending and potential	520		

	<b>1</b> # of students currently attending			
<b>Rohwer without Stonecrest</b>	420			
Lots	Potential# of Students	# of Undeveloped Lots'	Russell (except west of 180th)	West
Hawthorne	12	30 lots		
West Bay Woods	26	65 lots		
total students from lots	38			
<b>TOTAL Rohwer</b> - attending and potential	458			
<b>Rockwell</b> without Millard Park South	302		Andersen	South
	Stonecrest (until 2008-09)			
<b>Holling Heights</b> without <b>Springhill</b>	367		Central	South





**AGENDA SUMMARY SHEET**

**Agenda Item:** Approval of Professional/Technical Salary Schedule

**Meeting Date:** July 10, 2006

**Department:** Human Resources

**Title & Brief  
Description:**

The Professional/Technical Salary Schedule applies to a wide variety of positions and approximately 200 employees of the Millard Schools. This group of employees is due for a wage/salary increase for the 2006-07 school year.

Each qualified employee, employed during the 2005-06 school year, will be given a 3.5% wage increase. The attached salary schedule reflects a 2.5% increase in the minimum rate and 4.5% increase in the maximum rate each position. Wages increases are effective with the first payroll in September (the 12<sup>th</sup> for bi-weekly and the 10<sup>th</sup> for monthly).

We will continue to provide additional increases for eligible employees who satisfactorily complete training programs specifically prescribed for each individual's position and pay level. The number of work days will increase by 1.

**Action Desired:** Approval of 2006-07 Professional/Technical Salary Schedule wage & benefit package equivalent to the raises given to other groups of Millard employees.

**Responsible Person:** Steve Moore

**Approval:** \_\_\_\_\_



**SALARIES AND BENEFITS**

**FOR**

**PROFESSIONAL / TECHNICAL EMPLOYEES**

**2006 - 07**

**Professional/Technical Wage Scale  
Non-Exempt Employees**

468

Level	Position Non-Exempt Hourly	Benefit Schedule	Days	2006-07 Hourly	
				Minimum	Maximum
A	Swim Instructors	A	189	\$10.42	\$13.70
B	TAP Intern	A	95	\$11.23	\$14.80
	Van Driver Student Transportation	B	189	\$11.23	\$14.80
	Warehouse Assistant (part-time)	B	261	\$11.23	\$14.80
	High School Hall Security Guard	B	189	\$11.23	\$14.80
	Census Specialist	B	214	\$11.23	\$14.80
	Research Assistant	A	261	\$11.23	\$14.80
	Support Services Ten-Month Secretary	B	209	\$11.23	\$14.80
	Middle School Ten-Month Secretary	B	209	\$11.23	\$14.80
	High School Ten-Month Secretary	B	214	\$11.23	\$14.80
C	Elementary Principal's Secretary	B	220	\$11.69	\$15.38
D	Accompanist	A	189	\$12.36	\$16.26
	Cataloger	D	261	\$12.36	\$16.26
	High School Accounting Clerk	D	261	\$12.36	\$16.26
	Payroll Assistant	D	261	\$12.36	\$16.26
	Accounts Payable Assistant	D	261	\$12.36	\$16.26
	Research Assistant Twelve-Month	D	261	\$12.36	\$16.26
	Middle School Twelve-Month Secretary	D	261	\$12.36	\$16.26
	High School Twelve-Month Secretary	D	261	\$12.36	\$16.26
	Program Secretary	D	261	\$12.36	\$16.26
	Coordinator's Secretary	D	261	\$12.36	\$16.26
	District Receptionist	D	261	\$12.36	\$16.26
	District Duplication Clerk	D	261	\$12.36	\$16.26
E	Tech Support Help Desk	D	261	\$13.37	\$17.89
	Employee Relations/Benefits Specialist	D	261	\$13.37	\$17.89
	HR Specialist for Classified Staff	D	261	\$13.37	\$17.89
	Executive Secretary to Associate Superintendent	D	261	\$13.37	\$17.89
	Director's & Executive Director's Secretary	D	261	\$13.37	\$17.89
	Payroll Specialist	D	261	\$13.37	\$17.89
	District Accounting Specialist	D	261	\$13.37	\$17.89
	Secretary to Exec Dir for Research	D	261	\$13.37	\$17.89
	HR Specialist for Certified Staff	D	261	\$13.37	\$17.89
	HR Specialist for Substitute Teachers	D	261	\$13.37	\$17.89
F	School Technology Specialist	C	220	\$14.97	\$19.69
	Executive Secretary to the Superintendent	D	261	\$14.97	\$19.69

**Professional/Technical Salary Schedule  
Exempt Employees**

Level	Position Exempt - Salaried	Benefit Schedule	Days	2006-07	
				Minimum	Maximum
G	Grant & Volunteer Coordinator	C	230	\$30,001	\$39,480
	Catering Manager	D	261	\$30,001	\$39,480
H	Food Service Supervisor	D	261	\$37,776	\$49,700
	Warehouse Manager	D	261	\$37,776	\$49,700
I	Human Resource Recruiter	D	261	\$41,566	\$54,657
	Purchasing Agent	D	261	\$41,566	\$54,657
J	Network Support Specialist	D	261	\$45,687	\$60,131
	Telecommunications Specialist	D	261	\$45,687	\$60,131
	Transportation Manager	D	261	\$45,687	\$60,131
K	School Technology Facilitator 1	C	220	\$42,010	\$55,290
L	Occupational/Physical Therapist (BS & MS)	C	192	\$40,063	\$52,721
	Community Counselor	C	209	\$43,667	\$57,462
	School Social Worker	C	209	\$43,667	\$57,462
	School Technology Facilitator 2	C	220	\$46,210	\$60,810
	Internal Auditor/Special Projects	C	230	\$48,329	\$63,599
	District Accountant	D	261	\$52,658	\$66,670
M	Occupational/Physical Therapist (OTD/DPT)	C	192	\$44,074	\$58,001
	Project Manager (SSC)	D	261	\$60,862	\$80,097
N	Research Associate	C	230	\$58,453	\$76,917
O	District Systems Analyst	D	261	\$73,603	\$96,876
	General Manager for Support Services	D	261	\$73,603	\$96,876
	Accounting Manager	D	261	\$73,603	\$96,876

**Professional/Technical  
Benefits**

**Benefit schedules listed below for full-time employees employed 40 hrs/week or more.**

- 1-Employees employed less than 17.5 hrs/wk are not eligible for insurance benefits.
- 2-Paid leave may be used for personal illness, family illness, business & emergency leave, and family death. The rules and limitations on these leaves are defined in Board Policy.
- 3-Part-time employees employed less than 40 hrs/week are eligible to receive leave and holiday pay at a rate proportionate to their full-time equivalence.
- 4-Each new employee must work 20 days prior to being eligible for paid holidays.
- 5-Must be at least age 55 to qualify for paid leave at retirement.

	Full-time Employees		Part-time Employees	
	Paid by District	Paid by Employee	Paid by District	Paid by Employee
<b>Benefit Schedule A</b> Paid leave (1 day per month, accumulated to 92 days) Buyback for unused accumulated leave over the max @ \$60/day (7.50/hr) 6 paid holidays for hourly employees				
<b>Benefit Schedule B</b> Paid leave (1 day per month, accumulated to 92 days maximum) Single Health Insurance (no cash option) Family Health Insurance (no cash option) Dental Insurance Long-term disability insurance \$50,000 term life insurance Annual buyback of unused accumulated leave over the max @ \$60/day (7.50/hr) Buyback of all unused accumulated leave at retirement @ \$60/day (7.50/hr) 7 paid holidays for hourly employees	100%	0%	60%	40%
	60%	40%	60%	40%
	100% SGL	remainder	60% SGL	remainder
	100%	0%	100%	0%
	100%	0%	100%	0%
<b>Benefit Schedule C</b> Paid leave (1 day per month, accumulated to 92 days maximum) Single Health Insurance Family Health Insurance (no cash option) Dental Insurance (per month) Long-term disability insurance \$50,000 term life insurance Cash-option Health Insurance for those continuously eligible since July 1, 1997 Annual buyback of unused accumulated leave over the max @ \$60/day (7.50/hr) Buyback of all unused accumulated leave at retirement @ \$60/day (7.50/hr) 7 paid holidays for hourly employees	100%	0%	60%	40%
	100%	0%	60%	40%
	100% SGL	remainder	60% SGL	remainder
	100%	0%	100%	0%
	100%	0%	100%	0%
<b>Benefit Schedule D</b> Paid leave (1 day per month, accumulated to 92 days) Single Health Insurance Family Health Insurance (no cash option) Dental Insurance (per month) Long-term disability insurance \$50,000 term life insurance Cash-option Health Insurance for those continuously eligible since July 1, 1997 10 (ten) paid holidays Paid Vacation Schedule (rate earned) First 4 years .83 days/month (=10 days/yr) Fifth through ninth year 1.25 days/month (=15 days/yr) Tenth and subsequent years 1.67 days/month (=20 days/yr) Annual buyback of unused accumulated leave over the max @ \$60/day (7.50/hr) Buyback of all unused accumulated leave at retirement @ \$60/day (7.50/hr)	100%	0%	60%	40%
	100%	0%	60%	40%
	100% SGL	remainder	60% SGL	remainder
	100%	0%	100%	0%
	100%	0%	100%	0%

## AGENDA SUMMARY SHEET

**Agenda Item:** Food Service Wages

**Meeting Date:** July 10, 2006

**Department:** Human Resources

**Title & Brief Description:** Food Service Wages and Benefits

**Action Desired:** Approval

**Background:** Food Service employees are not represented by an employee organization. Steve Moore and Jim Stillwell have reviewed pay rates for these employees in other districts, the food service budget, and rates of pay for other Millard employee groups.

**Recommendation:** Recommend the following changes to the Food Service wage and benefit package:

- (a) Wage increases from \$0.28 to \$0.63 per hour (see attached wage schedule) for those employed during 2005-06. The average increase will be \$0.43 per hour. New pay rates are effective with the August 30, 2006 payroll.
- (b) Increase district contribution towards the purchase of health and dental insurance from 50% to 60%.
- (c) Wages for beginning food service helpers remain at \$9.20.
- (d) Total package increase is 5%.

**Implications Of Adoption/Rejection:** The total package is in line with other district employee groups.

**Responsible Person:** Steve Moore

**Approval:** \_\_\_\_\_



**WAGES AND BENEFITS**

**FOR**

**FOOD SERVICE EMPLOYEES**

**2006 - 07**

**MILLARD PUBLIC SCHOOLS  
EMPLOYMENT PROVISIONS  
Food Service 2006-07**

**WAGES**

<u>Group</u>		<u>Hourly Rate</u>
Manager	A high school	\$15.53
	A1 middle school	\$14.55
	A2 elementary full-prep	\$13.57
<u>Extra \$.15 per hour for managers responsible for over 8-hour programs</u>		
Dept. Head	B	\$12.01
Cook	B1	\$11.87
Baker	B2	\$11.79
Helper	C 1 <sup>st</sup> year	\$9.20
	C1 years 2-5	\$10.06
	C2 after 5 years	\$11.06

Each employee who has successfully completed the Nebraska food service certification program will receive an additional \$.10 per hour.

Each High School and Middle School Helper who is assigned specialized responsibilities will receive an additional \$.10 per hour. Qualified responsibilities will be determined by the Food Service Supervisor.

Longevity Pay: After 10 years, 10 cents per hour;  
after 15 years, additional 15 cents per hour;  
after 20 years, additional 20 cents per hour;  
after 25 years, additional 25 cents per hour

Substitute Food Service Employees are paid the rate of \$9.10 per hour.

Uniform Allowance: 4 shirts and 1 pair of shoes.

**PAID LEAVE**

Each employee shall earn paid leave equal to 5% of the hours normally scheduled in the bi-weekly pay period, and further be allowed any unused and accumulated leave from the previous year to a maximum total of 336 hours of leave with pay. Paid leave will be credited at the end of each of eighteen (18) bi-weekly pay periods in Sept through May. The maximum number of hours of paid leave which may be earned by each employee during a school year is eighteen times the number of hours earned in a single bi-weekly pay period (90% of the hours normally scheduled in a normal bi-weekly pay period). Example: An employee normally scheduled for 8 hours per day (80 hours per bi-weekly pay period) shall earn 4 hours of paid leave with each bi-weekly pay period and may earn up to a maximum of 72 hours in one school year.

Paid leave may be used for personal illness, illness or death of a member of the employee's immediate family, and business and emergency leave. The rule's for use of paid and unpaid leave are established in Board Policy and Rule.

Upon termination of employment, the District shall pay to any employee covered by this agreement \$7.50 for half of the employee's unused paid leave hours in excess of 40 hours. No payment shall be made for the first 40 hours of unused paid leave.

On the first bi-weekly pay in November, each employee who is actively employed by the district and who, as of the beginning of said pay period, has unused paid leave in excess of two hundred fifty (250) hours shall be reimbursed for those hours in excess of two hundred fifty (250) hours at the rate of \$7.50/hr. The employee's leave accumulation shall then be reduced to 250 hours at the beginning of this first bi-weekly pay period in November.



The first bi-weekly pay record shall reflect a leave balance equal to 250 hours plus any leave earned during the pay period minus any leave used during the pay period. The procedures for payment of the reimbursement shall be established by the District.

### **HOLIDAYS**

Each cook, baker, and helper shall be granted time off with pay for the following holidays subject to the conditions specified below:

- Labor Day
- Thanksgiving
- Friday following Thanksgiving
- One day during spring break (actual date determined annually by the Superintendent)
- Memorial Day

Each Manager shall be granted time off with pay for the following holidays subject to the conditions specified below:

- Labor Day
- Thanksgiving
- Friday following Thanksgiving
- December 25
- New Years Day
- One day during spring break (actual date determined annually by the Superintendent)
- Memorial Day

The employee will be given the same amount of time off with pay as equal to the hours scheduled to be worked had the day not been a holiday.

An employee must work twenty (20) days immediately prior to the holiday to be eligible for holiday pay; provided, however, employees shall be entitled to time off with pay for Labor Day if the employee was employed during the last twenty (20) days of the previous school year.

### **HOURS OF WORK**

Each employee shall be paid for each hour or fraction thereof the employee works. The normal work-day shall not be more than eight (8) hours. The normal work-week for a full-time employee shall not be more than forty (40) hours. Each employee required to work more than forty (40) hours in one week shall be compensated for such additional time at the rate of one and one-half his or her normal hourly rate. Hours worked per week shall include paid holidays, and approved paid vacation. Each employee is to work those hours as requested by his or her supervisor as approved by the Personnel Office. Hours worked are to be recorded accurately on time cards issued by the payroll office.

A lunch period without pay of at least one-half (0.5) hour will be given to each employee working 5 or more hours per day and the employee shall be free to leave the premises during such period.

Each employee will receive one (1) fifteen (15) minute break per four (4) hours worked as scheduled by the employee's direct supervisor. Breaks may not be taken within one (1) hour of the beginning or end of the shift but may be used to extend the lunch period.

### **RETIREMENT SYSTEM**

Each school employee who works 516 or more hours between July 1 and June 30 (approximately 3 hours per day for an employee who is employed during an entire school year) in a position other than on-call substitute is required to be a member of the Nebraska School Employees Retirement System. Members of the NSERS automatically make a contribution (approximately 7.3%) to their retirement account from each paycheck. Information booklets are available from the District Personnel Office or the Nebraska School Retirement System, 301 Centennial Mall South, P.O. Box 94816, Lincoln, NE 68509 (1-800-245-5712).

### **INSURANCE**

Each employee is covered by the district's liability insurance.

Each food service employee who is employed at least 17.5 hours per week or more shall be eligible to participate in the Health, Dental, and Life insurance plans provided by the District subject to the following conditions: the District shall pay 60% of the premium for single health coverage or 60% the premium for family health coverage, provided the eligible employee elects participation and agrees to pay, and does pay, the remaining premium for the elected single or family coverage. The District shall contribute 60% of the single premium towards either single or family dental coverage, provided the eligible employee elects participation and agrees to pay, and does pay, the remaining premium for the elected single or family coverage. The District will pay the full premium for basic \$50,000 term life coverage.

#### **RESIGNATION**

An employee who is resigning should submit a two-week notice to the Personnel Office (see policy 4165, 4165.1, and 4165.2). A notice of resignation form is available from the supervisor, building secretary or the personnel office secretary.

#### **SUBSTITUTES and ABSENCE REPORTING**

Substitutes **will** be placed as needed by the Food Service Managers. Each Employee is to notify his or her manager of his or her impending absence as soon as possible. An employee is not to arrange for his or her own substitute.

#### **DRESS AND GROOMING**

The Millard School employees are major role models for our students. Employees are expected to present a positive image to students. Employees may be required to wear a designated uniform.

#### **EVALUATION**

Each employee is to be evaluated in accordance with Board Policy and state law. The evaluation will be reviewed with the employee prior to the end of the school year. Appropriate evaluation forms are available for supervisors to use.

**AGENDA SUMMARY SHEET**

MEETING DATE: July 10, 2006

DEPARTMENT: Human Resources

ACTION DESIRED: Approval

BACKGROUND: Personnel items: (1) Hires, (2) Amended Contract, (3) Leave of Absence, (4) Resignations.

OPTIONS & ALTERNATIVES: NA

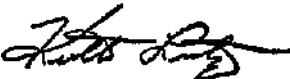
RECOMMENDATION: Approval

STRATEGIC PLAN REFERENCE: N/A

IMPLICATIONS OF ADOPTION OR REJECTION: N/A

TIMELINE: N/A

RESPONSIBLE PERSON: Dr. Kirby Eltiste

SUPERINTENDENT APPROVAL: 

July 10, 2006

### **LEAVE OF ABSENCE REQUESTS**

**Recommend: the following extended leave without pay requests be approved:**

1. Christin Stalder – Kindergarten teacher at Neihardt Elementary School. She is requesting a Leave of Absence for the 2006/07 school year for family reasons.

July 10, 2006

## **RESIGNATIONS**

### **Recommend: the following resignations be accepted:**

1. Laura Thoreen – Language Arts teacher at Kiewit Middle School. She is resigning for family reasons. Resignation is effective at the end of the 2005/06 school year.
2. Tracy Harrington – Science teacher at Andersen Middle School. She is resigning for employment outside education. Resignation is effective at the end of the 2005/06 school year.
3. Linda Kolbusz – MEP Facilitator for Millard Public Schools. She is resigning due to relocation. Resignation is effective at the end of the 2005/06 school year.

July 10, 2006

## **AMENDMENT TO CONTINUING CONTRACTS**

### **Recommend: amendment to the following contracts:**

1. Rebecca Jones – Foreign Language teacher at Andersen Middle School. Amend contract from 50% to 100%.
2. Elizabeth Schmidt – Vocal Music teacher at Central Middle School. Amend contract from 57% to 75%.

July 10, 2006

### **TEACHERS RECOMMENDED FOR HIRE**

**Recommend: the following teachers be hired for the 2006/07 school year:**

1. Jacqueline Gruber – BA+12 – University of Wisconsin. Fourth grade teacher at Abbott Elementary School. Previous Exp: Janesville, WI (1997/2005).
2. Joann Lutz – BA+24 – Dickinson State, ND. New Staff Induction Support teacher (53%) for Millard Public Schools. Previous Exp: Richardton, ND (1970/1972); Taylor Public Schools (1972/1976); Elgin School District (1977/1985); Commerce, TX (1986/1988); Westside (1989/1991); Omaha Public Schools (1992/2006).
3. Jaclyn Stewart – BA – Missouri Western State University. Math teacher at South High School.
4. Nicholas Kintzle – BA – University of Nebraska at Lincoln. Social Studies teacher (50%) at South High School.
5. Kelli Krause – MA – University of Nebraska at Omaha. Speech pathologist at Montclair Elementary School. Previous Exp: Bellevue Public Schools (1999/2006).
6. Kimberly Denton – Ed Specialist – University of Nebraska at Kearney. School Psychologist South High School and Norris Elementary School. Previous Exp: Valley, NE (2001/2004); Glenwood, IA (2004/2005); Overland Park, KS (2005/2006).
7. Cynthia Murcek – BA – College of St. Mary. Sixth grade teacher (short-term) at Andersen Middle School.
8. Brooke Morton – BA – University of Southern Florida. Fifth grade teacher at Wheeler Elementary School. Previous Exp: Tampa, FL (2001/2006).
9. Karen Marble – MA – University of Nebraska at Omaha. Vocal music teacher (40%) at Neihardt Elementary School. Previous Exp: Omaha, NE (1989/2003).
10. Nichole Christie – BA+27 – University of Nebraska at Omaha. Preschool teacher at Norris Elementary School. Previous Exp: Omaha, NE (2004/2006)
11. Jodi Stroburg – BA+29 – Northwest Missouri State University. Sixth grade teacher at Beadle Middle School (short-term). Previous Exp: College Springs, IA (1999/2006)
12. Katie Lathrop – BA – University of Nebraska at Lincoln. Language Arts teacher at South High School.
13. Paula Wenberg – MA+6 – University of Nebraska at Omaha. Special Ed Behavior Disorder teacher at Central Middle School. Previous Exp: Omaha Public Schools (2003/2006)
14. Cheris Harrington – BA – Northwest Missouri State University. Kindergarten teacher at Neihardt Elementary School (short-term). Previous Exp: Schuyler, NE 2004/2006)
15. Laurie Stackhouse – MA – University of Nebraska at Omaha. Counselor at North High School. Previous Exp: Omaha Public Schools (1993/2000)

16. Holly Baumert – BA – University of Nebraska at Lincoln. Science teacher at North High School. Previous Ex: Thailand (2005/2006)
17. Sarah Menghini – BA – University of Nebraska at Omaha. Language arts teacher at North Middle School.



## AGENDA SUMMARY SHEET

**AGENDA ITEM:** Construction Report

**MEETING DATE:** July 10, 2006

**DEPARTMENT:** General Administration

**TITLE & BRIEF DESCRIPTION:** Construction Report – A report from the District’s construction management firm with regard to the progress on projects related to the 2005 bond issue.

**ACTION DESIRED:** Approval  Discussion  Information Only

**BACKGROUND:** The District has engaged the services of Magnum Resources, Inc. (MRI) to act as the construction manager for the District’s construction/renovation projects related to the 2005 bond issue.

Don Mohlman (MRI) will be present at the meeting to present the construction update (see attached) and to answer questions.

**OPTIONS AND ALTERNATIVES:** n/a


**RECOMMENDATION:** n/a

**STRATEGIC PLAN REFERENCE:** n/a

**IMPLICATIONS OF ADOPTION/REJECTION:** n/a

**TIMELINE:** n/a

**RESPONSIBLE PERSON:** Don Mohlman (MRI) and Ken Fossen, Associate Superintendent (General Administration)

**SUPERINTENDENT’S APPROVAL:** 



# MILLARD PUBLIC SCHOOLS



## *CONSTRUCTION PROGRESS REPORT*

**July 2006**  
Vol. 13





***Millard Public Schools  
Construction Progress Report No. 13  
July 2006***

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***Millard Public Schools  
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**Executive Summary**

**Administrative Overview**

- Continuation of weekly meetings with the Bond Committee consisting of Ken Fossen, Mark Feldhausen, Ed Rockwell, Kim Thompson, Bob Snowden, Don Mohlman, Randy Schroeder, and Ron Hager.
- Construction is underway at all 2006 projects to include North HS, South HS, West HS, Beadle MS, Elem #24, and Ackerman Elem.
- With the award of Beadle MS, the project contingency remains at approximately \$4.9 million; less adjustments (approximately \$600,000) for land procurement and development costs for Elementary #24; less Chemistry Labs at North HS (approximately \$255,000).
- Sixty-nine percent (69%) of the bond issue projects have been successfully bid and awarded “under budget”.



***Millard Public Schools  
Construction Progress Report No. 13  
July 2006***

**Project Status Report**

**HIGH SCHOOLS**

- ***Buell Stadium – DLR Group / Nemaha Landscaping / Dactronics / CYC***
  - Held preconstruction conference on June 19, 2006.
  - Summer work for upper field grading started June 22, 2006
  
- ***South High School – DLR Group / Lueder Construction***
  - Construction started April 1, 2006
  - East parking lot on schedule.
  - Summer interior renovations on schedule.
  - Masonry construction in final stages at new addition.



***South High School – East Parking Lot (July 5, 2006)***





***South High School – Building Addition (July 5, 2006)***

- ***North High School – Schemmer Associates / W. Boyd Jones Construction***
  - Phase I interior renovations on schedule.
  - Masonry construction in final stages at new addition.
  - Phase I Northwest parking concrete completed.



***North High School – Building Addition (July 5, 2006)***

- **West High School – Prochaska Associates / Meco-Henne Construction**
  - Construction started on April 3, 2006.
  - Demolition of existing entry complete.
  - Masonry walls continue at West addition.



*West High School – Building Addition (July 5, 2006)*

- **Alternative High School - BCDM**
  - Tentative schedule for project implementation is 4<sup>th</sup> quarter 2006



## MIDDLE SCHOOL

- ***Beadle Middle School – BCDM / Meco-Henne Construction***
  - Construction started June 19, 2006
  - Installation of grading silt fence completed.
  - Commenced rough grading operations.
  - Interior demolition work started.
  - Anticipated occupancy in fall of 2007.



***Beadle Middle School – Southwest Addition (July 5, 2006)***



## **ELEMENTARY SCHOOLS**

- ***Elementary #24 – Schemmer Associates / Heimes Excavating / ConStruct, Inc.***
  - MUD water installation completed.
  - Footing and Foundation wall work completed.
  - Well field and storage tank installation work completed.
  - Masonry wall installation progressing at upper level.
  - Structural steel installation at lower level in progress.



***Elementary #24 – Steel Erection at Classrooms (July 5, 2006)***

- ***Elementary #25 – DLR Group***
  - Contract documents completed and ready to release for bids late this fall.

- **Ackerman Elementary – Schemmer Associates / Lueder Construction**
  - Construction started on June 2, 2006.
  - Summer 2006 work on schedule with installation of finishes in progress.
  - Anticipated Phase I complete August 1, 2006.



*Ackerman Elementary – Exterior Masonry (July 5, 2006)*



*Ackerman Elementary – Interior Demolition and New Construction (July 5, 2006)*



**Millard Public Schools**  
07.10.06

	Original Budget	With Addit'l Funding	Current Budget	Total Variance
<b>2005 Bond Issue Funding</b>				
Land				
Land Cost	3,750,270	3,750,270	3,750,270	-
Feasibility Study	25,500	25,500	25,500	-
Technology	20,000,000	20,000,000	20,000,000	-
Construction				
Contractor				
General	42,707,291	44,357,291	41,574,877	2,782,414
Hazardous Material	472,500	472,500	442,500	30,000
District Procured				-
Metal drs and frms			27,916	(27,916)
Casework			69,340	(69,340)
RTU			54,623	(54,623)
Buell Timing System			73,180	(73,180)
Buell Field Grading			35,920	(35,920)
Consultant				
Project Mgr	854,146	886,646	973,600	(86,954)
Architect	3,278,173	3,398,477	3,170,769	227,708
Environmental	-	-	30,000	(30,000)
Survey	300,333	300,333	300,333	-
Soils				-
Testing				-
Spcl Insp				-
Conductivity				-
Commissioning				-
HVAC	107,396	107,396	107,396	-
Roofing				-
Support Costs				
Builders Risk	-	-	-	-
Printing	125,534	125,534	125,534	-
Software Platform	-	-	85,000	(85,000)
Reimbursable	-	-	-	-
Constructware			10,000	(10,000)
Advertising for bids	-	-	-	-
Buell Stadium Equip	-	-	25,000	(25,000)
Contingency	2,328,588	2,328,588	2,328,588	-
PM Award			(86,954)	
Addit'l Services			-	
AE Award			268,061	
Addit'l Services			(40,353)	
Constructware			(85,000)	
Reimbursable			(10,000)	
<b>Buell</b>				
Award			253,899	
<b>Addit'l Funding</b>		74,471	74,471	74,471
Equipment			(25,000)	
Timing System			(73,180)	
Field Grading			(35,920)	
Prev Change Orders			(72,420)	
<b>South HS: Ph1</b>				
Prev Change Orders			(168)	
<b>South HS: Ph2</b>				
Award			213,002	
Prev Change Orders			(26,856)	
<b>Elem 24</b>				
Award			113,247	
Prev Change Orders			(26,669)	
<b>North HS</b>				
Award			1,336,595	
Prev Change Orders			(4,987)	
<b>West HS</b>				
Award			767,075	
Prev Change Orders			(4,080)	
Burnished block			(16,452)	
<b>Ackerman Elem</b>				
Award			6,254	
<b>Beadle</b>				
Award			92,965	
Prev Change Orders				
Relocate security drs			(870)	
Furniture / Fixture / Equipment				
Moveable Furnishings	1,311,307	1,311,307	1,311,307	-
Moveable Equipment	219,291	219,291	219,291	-
Comp; Phones; Copiers; Fax	2,192,015	2,192,015	2,192,015	-
Regulatory Fees / Assessments	327,656	327,656	327,656	-
	<b>78,000,000</b>	<b>79,877,275</b>	<b>79,877,275</b>	<b>2,616,660</b>

**Additional Funding**  
 Buell Stadium Grants 74,471 (Cont'ly) Original Conty 2,328,588  
 HVAC at South High School 1,802,804 (Constr - 1,650,000 + PM - 32,500 + Arch - 102,304) Current Conty 4,945,248

**79,877,275**

Millard Public Schools  
07.10.06

	Original Budget	With Addit'l Funding											Current Budget	Total Variance		
			Ackerman 07.150.05.01	Elementary 24 07.162.05.01	Elementary 25 07.163.05.01	Beadle MS 07.250.05.01	North HS 07.342.05.01	South HS Phase 2 07.340.05.02	South HS Phase 1 07.340.05.01	West HS 07.344.05.01	Alt HS 07.333.05.01	Buell Stadium 07.300.05.01			Future HS 07.346.05.01	
<b>2005 Bond Issue Funding</b>																
Land																
Land Cost	3,750,270	3,750,270		441,300	441,300							661,770		2,205,900	3,750,270	-
Feasibility Study	25,500	25,500		4,500	4,500							6,500		10,000	25,500	-
Technology	20,000,000	20,000,000													20,000,000	-
Construction																
Contractor																
General	42,707,291	44,357,291	2,268,700	6,497,169	6,474,000	2,429,270	4,268,587	6,791,656	80,168	4,727,532	6,900,000	1,137,795	-	41,574,877	2,782,414	
Hazardous Material	472,500	472,500	35,000				25,000	289,284	93,216					442,500	30,000	
District Procured																
Metal drs and frms				24,718					3,198					27,916	(27,916)	
Casework				69,340										69,340	(69,340)	
RTU				54,623										54,623	(54,623)	
Buell Timing System												73,180		73,180	(73,180)	
Buell Field Grading												35,920		35,920	(35,920)	
Consultant																
Project Mgr	854,146	886,646	89,000	90,000	108,700	107,800	128,200	160,700		128,200	123,000	38,000	-	973,600	(86,954)	
Architect	3,278,173	3,398,477	201,889	290,343	420,353	187,000	466,497	595,304		425,883	518,000	65,500		3,170,769	227,708	
Environmental									30,000					30,000	(30,000)	
Survey	300,333	300,333	19,416	50,350	49,202	19,162	35,000	35,000		39,763	52,440			300,333	-	
Soils																
Testing																
Spcl Insp																
Conductivity																
Commissioning																
HVAC	107,396	107,396	7,766	20,140	20,069	7,816	8,548	4,697		16,970	21,390	-		107,396	-	
Roofing																
Support Costs																
Builders Risk	-	-												-	-	-
Printing	125,534	125,534	15,000	15,000	17,000	12,000	15,000	15,000		16,500	17,000	3,034	-	125,534	-	
Software Platform	-	-												85,000	(85,000)	
Reimbursable	-	-												-	-	-
Constructware														10,000	(10,000)	
Advertising for bids																
Buell Stadium Equip												25,000		25,000	(25,000)	
Contingency	2,328,588	2,328,588												2,328,588	-	
PM Award																
Addit'l Services																
AE Award														268,061	-	
Addit'l Services														(40,353)	-	
Constructware														(85,000)	-	
Reimbursable														(10,000)	-	
Buell																
Award														253,899	-	
Addit'l Funding		74,471												74,471	74,471	
Equipment														(25,000)	-	
Timing System														(73,180)	-	
Field Grading														(35,920)	-	
Prev Change Orders														(72,420)	-	
South HS: Ph1																
Prev Change Orders															(168)	-
South HS: Ph2																
Award														213,002	-	
Prev Change Orders														(26,856)	-	
Elem 24																
Award														113,247	-	
Prev Change Orders														(26,669)	-	
North HS																
Award														1,336,595	-	
Prev Change Orders														(4,987)	-	
West HS																
Award														767,075	-	
Prev Change Orders														(4,080)	-	
Burnished block														(16,452)	-	
Ackerman Elem																
Award														6,254	-	
Beadle																
Award														92,965	-	
Prev Change Orders																
Relocate security drs															(870)	-
Furniture / Fixture / Equipment																
Moveable Furnishings	1,311,307	1,311,307		269,933	265,434	103,376	113,037	62,115		214,512	282,900			1,311,307	-	
Moveable Equipment	219,291	219,291	14,621	37,917	37,549	14,624	15,991	26,819		31,750	40,020			219,291	-	
Comp: Phones; Copiers; Fax	2,192,015	2,192,015	85,020	384,000	375,492	199,188	193,025	106,050		366,240	483,000			2,192,015	-	
Regulatory Fees / Assessments	327,656	327,656	24,033	62,324	61,503	23,953	26,196	14,393		49,704	65,550			327,656	-	
	<b>78,000,000</b>	<b>79,877,275</b>	<b>2,909,126</b>	<b>8,162,976</b>	<b>8,275,102</b>	<b>3,104,189</b>	<b>5,295,081</b>	<b>8,101,018</b>	<b>206,582</b>	<b>6,017,054</b>	<b>9,171,570</b>	<b>1,378,429</b>	<b>2,215,900</b>	<b>79,877,275</b>	<b>2,616,660</b>	

Additional Funding

Buell Stadium Grants 74,471 (Contg'y)  
 HVAC at South High School 1,802,804 (Constr - 1,650,000 + PM - 32,500 + Arch - 102,304)

Original Contgy 2,328,588  
 Current Contgy 4,945,248

79,877,275



		<u>July</u>			<u>August</u>					
<b>Bond Committee Meetings</b>		6, 13, 20, 27			3, 10, 17, 24, 31					
<b>Board Committee of the Whole Meetings</b>		17			14					
<b>Board Meetings</b>		<b>10</b>			<b>7, 21</b>					
Project	Project Commencement	Program / Schematic Design Bond Committee	Design Development		Contract Documents		Receive Bids	Contract Award		Project Completion
			Bond Committee	School Board	Bond Committee	School Board		Bond Committee	School Board	
<b>Elem Schools</b>										
Ackerman Elementary #24	3-Aug-05	16-Nov-05	12-Jan-06	16-Jan-06	23-Feb-06	20-Mar-06	18-Apr-06	20-Apr-06	01-May-06	01-Aug-07
Overlot Grading					08-Sep-05	12-Sep-05	14-Sep-05	15-Sep-05	19-Sep-05	15-Feb-06
Public Improv. Building					08-Sep-05	12-Sep-05	25-Oct-05	27-Oct-05	07-Nov-05	08-Jun-06
Elementary #25	19-Aug-05	17-Nov-05	15-Dec-05	16-Jan-06	23-Mar-06	03-Apr-06	05-Dec-06	07-Dec-06	18-Dec-06	01-Jun-08
<b>Middle Schools</b>										
Beadle MS	12-Dec-05		09-Mar-06	06-Mar-06	06-Apr-06	17-Apr-06	23-May-06	25-May-06	05-Jun-06	01-Jun-07
<b>High Schools</b>										
Buell Stadium										28-Aug-05
North HS		21-Jul-05	01-Sep-05	12-Sep-05	01-Dec-05	19-Dec-05	07-Feb-06	09-Feb-05	20-Mar-06	01-Jul-07
South HS										
Phase I 2005					26-May-05	06-Jun-05	07-Jun-05	09-Jun-05	14-Jun-05	05-Aug-05
Phase II - 2006		14-Jul-05	11-Aug-05	15-Aug-05	20-Oct-05	21-Nov-05	24-Jan-06	26-Jan-06	13-Feb-06	01-Jul-07
West HS		11-Aug-05	06-Oct-05	17-Oct-05	29-Dec-05	16-Jan-06	02-Mar-06	09-Mar-06	20-Mar-06	01-Jul-07
Alternative HS	1-Aug-06									01-Jun-08

NOTE: Dates shown in light blue/italics are tentative projections to be confirmed; dates shown in dark blue/italics are Board action dates

## AGENDA SUMMARY SHEET

**AGENDA ITEM:** Quarterly Construction Report (Not Bond Issue Related)

**MEETING DATE:** July 10, 2006

**DEPARTMENT:** General Administration

**TITLE & BRIEF DESCRIPTION:** Quarterly Construction Report – A report of the on-going progress on significant construction projects (other than bond issue projects) in the District.

**ACTION DESIRED:** Approval  Discussion  Information Only

**BACKGROUND:** n/a

**OPTIONS AND ALTERNATIVES:** n/a


**RECOMMENDATION:** n/a

**STRATEGIC PLAN REFERENCE:** n/a

**IMPLICATIONS OF ADOPTION/REJECTION:** n/a

**TIMELINE:** n/a

**RESPONSIBLE PERSON:** Ken Fossen, Associate Superintendent (General Administration) and Ed Rockwell (Gen. Mgr. for Support Services)

**SUPERINTENDENT'S APPROVAL:** 



# Millard Public Schools Project Management Construction Report to the Board of Education

496

Board meeting date: **July 10, 2006**

For quarter ending: **June 30, 2006**

Location: **Beadle Middle School**  
Project Title: **Running Track Renovation**  
Architect / Engineer: **BCDM Architects**  
General Contractor: **Landscapes Unlimited**

Project Manager: **Ed Rockwell**  
Bid Award: **\$39,950**  
Change Orders: **0** **\$ 0,000** (0.0%)  
Amended Contract: **\$39,950**

### Description of work:

The resilient surfacing is being removed, the asphalt base will be prepped and coated and new striping will be applied. The drainage system is also being extended and improved. The work will align this track to the same standard specifications as all other middle school tracks in the District.

### Status of progress:

The old surfacing has been removed with unusual difficulty. The extra work has delayed the schedule approximately two weeks. Installation of surface drainage system improvements is underway. The asphalt track base has been repaired and will be re-coated with two applications of sealer. New striping will be applied soon.





*Location:* **Buell Stadium**  
*Project Title:* **Storage Building**  
*Architect / Engineer:* **DLR Group**  
*General Contractor:* **CYC / RemCon**

*Project Manager:* **Kim Thompson<sup>497</sup>**  
*Bid Award:* **\$195,077**  
*Change Orders:* **2** **\$ 23,247 (11.9%)**  
*Amended Contract:* **\$218,324**

Description of work:

**A new 2,016 SF building is being constructed to provide storage for SHS track & field equipment, and the specialized equipment and materials needed to maintain the new artificial surface. The building has been designed to compliment the appearance and finishes of the existing buildings at the facility.**

Status of progress:

**The contractor is substantially complete with the construction on schedule, currently working off a list of minor punch list items. The District has already moved equipment into the building.**





Location: **All High Schools**  
 Project Title: **Irrigation Monitoring System**  
 Architect / Engineer: **none**  
 General Contractor: **Midwest Turf & Irrigation**

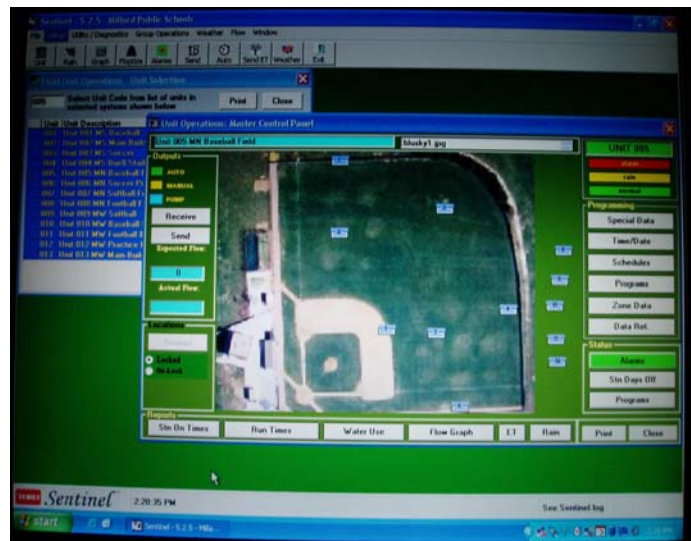
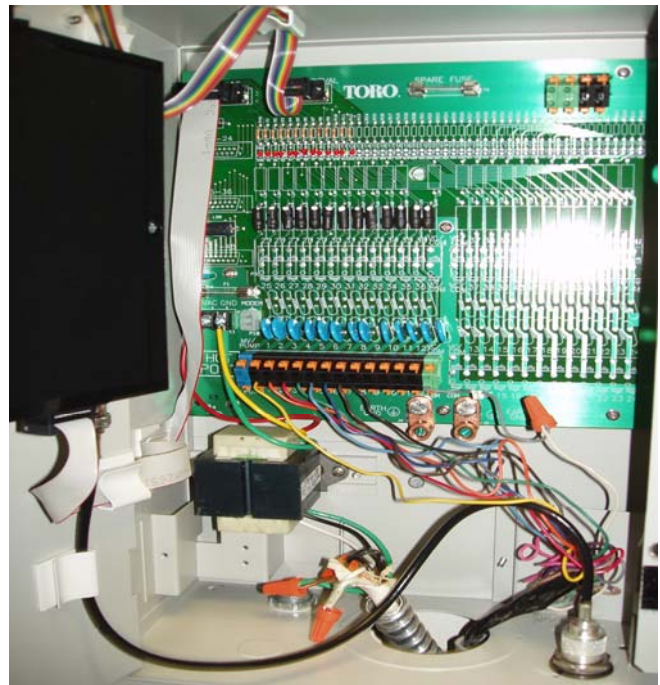
Project Manager: **Kim Thompson<sup>498</sup>**  
 Bid Award: **\$ 42,157**  
 Change Orders: **1 \$ 641 (1.5%)**  
 Amended Contract: **\$ 42,798**

Description of work:

An irrigation management system has been installed at all three high schools. The system provides remote monitoring and control capabilities for maintenance managers, through data communications linked to Support Services from each site.

Status of progress:

The contractor is fully completed with all work. The new system is currently in use at all three sites.



Location: **Rohwer Elementary**  
Project Title: **Paving Replacements**  
Architect / Engineer: **Schemmer Associates**  
General Contractor: **CYC / Remcon**

Project Manager: **Ed Rockwell 499**  
Bid Award: **\$ 24,415**  
Change Orders: 1 **\$ 27,509 (112.6%)**  
Amended Contract: **\$ 51,923**

Description of work:

Significant areas of 7" concrete paving in the drives and parking lot are being replaced due to structural soil failure and surface corrosion. Large areas of 4" sidewalks are also being replaced, primarily near the front entrance to the building. Competitive unit pricing was established within the bidding, which was then used as predetermined change order pricing to expand the scope of work.

Status of progress:

All demolition, structural soil improvements and replacement paving have been completed ahead of schedule. Joint sealing has been completed throughout all areas. Work remaining is minor irrigation and landscape renovation. The project is substantially completed ahead of schedule.





Location: **Sandoz Elementary**  
Project Title: **Paving Improvements**  
Architect / Engineer: **Lamp-Rynearson Associates**  
General Contractor: **US Asphalt**

Project Manager: **Ed Rockwell 500**  
Bid Award: **\$ 179,631**  
Change Orders: **0 \$\_\_\_\_\_ (0.0%)**  
Amended Contract: **\$ 179,631**

Description of work:

All of the existing hard-surfaced asphalt playground and approximately 70% of the existing asphalt drives and parking areas are being replaced with 7" concrete paving. Major underground and surface drainage systems are being provided for the first time on this site. 30 Additional parking stalls are being constructed to accommodate staff and visitor parking needs.

Status of progress:

All demolition of existing surfaces and the majority of the underground storm drainage installation are complete. Structural soil improvements and grading are nearly completed, with concrete forming and paving well underway. The project is on or ahead of schedule for late July completion.



*Location:* **West High School**  
*Project Title:* **Sidewalk Improvements**  
*Architect / Engineer:* **BCDM Architects**  
*General Contractor:* **Navarro Enterprises**

*Project Manager:* **Ed Rockwell 501**  
*Bid Award:* **\$ 82,900**  
*Change Orders:* **0 \$ \_\_\_\_\_ (0.0%)**  
*Amended Contract:* **\$ 82,900**

Description of work:

Sidewalks are being constructed for the first time along 176<sup>th</sup> Avenue, and along 180<sup>th</sup> Street. The 180<sup>th</sup> Street portion will meet the City-County trail standard at 7' wide and 5" thick. The extra cost associated with the additional width and thickness is being paid by Douglas County.

Status of progress:

The contractor mobilized June 22<sup>nd</sup> and has begun striping sod and soils, forming and pouring sidewalks. The project was started late, but the contractor is expected to finish on schedule in late July.





*Location:* **Multiple Locations**  
*Project Title:* **Hollow Metal Replacements**  
*Architect / Engineer:* **Schemmer Associates**  
*General Contractor:* **Rife Construction**

*Project Manager:* **Kim Thompson<sup>602</sup>**  
*Bid Award:* **\$123,466**  
*Change Orders:* **0** **\$\_\_\_\_\_ (0.0%)**  
*Amended Contract:* **\$123,466**

Description of work:

**Exterior hollow metal doors, door frames and window frames in worst condition are being replaced at Ezra, Harvey Oaks, Holling Heights, Andersen Middle and North High.**

Status of progress:

**The contractor is taking advantage of an early start and has made good progress at all sites except Andersen MS. Andersen has been staged last, as it ties in well with other work at the site. The project is currently on schedule.**



**Ezra**



**Harvey Oaks**



**Ezra**



**North High**

*Location:* **Ezra Elementary**  
*Project Title:* **Carpet Replacement**  
*Architect / Engineer:* **BCDM Architects**  
*General Contractor:* **Commercial Flooring**

*Project Manager:* **Kim Thompson<sup>603</sup>**  
*Bid Award:* **\$ 78,313**  
*Change Orders:* **0** **\$\_\_\_\_\_ (0.0%)**  
*Amended Contract:* **\$ 78,313**

Description of work:

All carpet throughout the building is being replaced. Wet areas under and near water fountains and wash fountains will feature ceramic floors for the first time.

Status of progress:

All existing flooring has been removed, floor prep is completed and new carpet is being installed. Early demolition and prep took longer than expected, but the contractor has made good progress toward catching up with original schedule. Project is about 70% complete, overall.





*Location:* **Neihardt Elementary**  
*Project Title:* **Carpet Replacement**  
*Architect / Engineer:* **BCDM Architects**  
*General Contractor:* **Commercial Flooring**

*Project Manager:* **Kim Thompson<sup>604</sup>**  
*Bid Award:* **\$100,437**  
*Change Orders: 1* **\$ 782 (0.8%)**  
*Amended Contract:* **\$101,169**

Description of work:

**All carpet throughout the building is being replaced. Wet areas under and near water fountains and wash fountains will feature ceramic floors for the first time.**

Status of progress:

**All existing flooring has been removed, floor prep is completed and new carpet is being installed. Project is on or ahead of schedule, approximately 80% completed.**



*Location:* Willowdale Elementary  
*Project Title:* **Carpet Replacement**  
*Architect / Engineer:* BCDM Architects  
*General Contractor:* Floors, Inc.

*Project Manager:* **Kim Thompson<sup>605</sup>**  
*Bid Award:* **\$ 83,686**  
*Change Orders:* **0** \$ \_\_\_\_\_ (0.0%)  
*Amended Contract:* **\$ 83,686**

Description of work:

All carpet throughout the building is being replaced. Wet areas under and near water fountains and wash fountains will feature ceramic floors for the first time.

Status of progress:

All existing flooring has been removed, floor prep is completed and new carpet is being installed. Project is significantly ahead of schedule, currently at 85% completion.





*Location:* **Kiewit Middle School**  
*Project Title:* **Flooring Replacements**  
*Architect / Engineer:* **BCDM Architects**  
*General Contractor:* **Midwest Flooring**

*Project Manager:* **Kim Thompson<sup>606</sup>**  
*Bid Award:* **\$ 90,700**  
*Change Orders:* **0** **\$ \_\_\_\_\_ (0.0%)**  
*Amended Contract:* **\$ 90,700**

Description of work:

Carpet is being installed in academic area corridors, ramps and locker bays, over the existing floor tile. Wet areas under and near water fountains and wash fountains will continue to feature ceramic floors. The vinyl tile in the cafeteria and adjacent corridors is being replaced, along with extensive removal and upgraded replacement of the substrate under the tile.

Status of progress:

All existing flooring demolition is complete, floor prep under carpet is completed and new carpet is being installed. Floor substrate improvements in the cafeteria are in progress and nearly completed. The project is currently on schedule, approximately 50% complete, overall.



*Location:* **Bryan & Cather**  
*Project Title:* **Gym Painting**  
*Architect / Engineer:* **BCDM Architects**  
*General Contractor:* **Darden-Gloeb-Reeder**

*Project Manager:* **Kim Thompson<sup>607</sup>**  
*Combined Bid Award:* **\$ 8,339**  
*Change Orders:* **0** **\$ \_\_\_\_\_ (0.0%)**  
*Amended Contract:* **\$ 8,339**

Description of work:

**Interior walls and door frames in both gyms are being repainted. Older graphics are being painted over (by request from the buildings), not to be replaced. Colors and coatings will match our current interior specifications.**

Status of progress:

**Contractor is fully completed at both sites.**



**Bryan**



**Bryan**



**Cather**



**Cather**



*Location:* **Bryan Elementary**  
*Project Title:* **Re-roof Phase I-06**  
*Roof Consultant:* **Roofing Solutions, Inc.**  
*Architect / Engineer:* **BVH Architects**  
*General Contractor:* **Scott Enterprises**

*Project Manager:* **Ed Rockwell 508**  
*Bid Award:* **\$ 80,169**  
*Change Orders:* **0 \$ \_\_\_\_\_ (0.0%)**  
*Amended Contract:* **\$ 80,169**

Description of work:

The north roof area over the media center, computer lab and several classrooms is being replaced. The affected roof area is approximately 12,000 SF.

Status of progress:

This project was added to the list very late in the process, as the result of a major snow event in late March. As such, the schedule for the project is behind others, but is scheduled to finish well before start of school in August. The contractor expects to mobilize not later than July 10.



*Location:* **Central Middle School**  
*Project Title:* **Re-roof Phase I-06**  
*Roof Consultant:* **Roofing Solutions, Inc.**  
*Architect / Engineer:* **BVH Architects**  
*General Contractor:* **Scott Enterprises**

*Project Manager:* **Ed Rockwell 509**  
*Bid Award:* **\$443,580**  
*Change Orders:* **0 \$\_\_\_\_\_ (0.0%)**  
*Amended Contract:* **\$443,580**

Description of work:

A large area of existing roof over the 100, 200 and 300 wings, along with the roof area over the main corridor which connects the three wings is being replaced.

Status of progress:

The contractor started early and took an aggressive approach to mobilization and early demolition. The 200 and 300 wings have been completely removed, prep work completed and base sheets have been applied. Demolition and prep is currently in progress at the 100 wing roof. The project is on or ahead of schedule.





*Location:* **North Middle School**  
*Project Title:* **Re-roof Phase III of III**  
*Roof Consultant:* **Roofing Solutions, Inc.**  
*Architect / Engineer:* **BVH Architects**  
*General Contractor:* **Weathercraft**

*Project Manager:* **Ed Rockwell 510**  
*Bid Award:* **\$227,000**  
*Change Orders:* **0 \$\_\_\_\_\_ (0.0%)**  
*Amended Contract:* **\$227,000**

Description of work:

**In this final phase of a 3-phase project to replace the entire roof, the north areas over the main office, kitchen, cafeteria, music, stage, gym and locker rooms is affected.**

Status of progress:

**Demolition and prep is significantly complete in all areas. Installation of base sheets is currently underway. The project is on schedule.**



*Location:* **Andersen Middle School**  
*Project Title:* **Wash Fountain Replacements**  
*Architect / Engineer:* **Morrissey Engineering**  
*General Contractor:* **Prairie Construction**

*Project Manager:* **Kim Thompson<sup>f11</sup>**  
*Bid Award:* **\$ 22,700**  
*Change Orders:* **0** **\$ 1,855 (8.2%)**  
*Amended Contract:* **\$ 24,555**

Description of work:

The wash fountains at all major student restrooms are being replaced with modern, solid-surface wash fountains. The existing ceramic flooring under these wet areas is being upgraded and extended in certain corridor locations.

Status of progress:

Demolition and prep work is completed. Installation of the tile flooring is completed. Installation of the new wash fountains is underway. The project is currently on schedule.



<i>Location:</i>	<b>Andersen Middle School</b>	<i>Project Manager:</i>	<b>Kim Thompson<sup>f12</sup></b>
<i>Project Title:</i>	<b><u>HVAC Improvements Phase I</u></b>	<i>Total Awards:</i>	<b>\$</b>
<i>HVAC Consultant:</i>	<b>Siemens Technologies</b>	<i>Change Orders:</i>	<b>\$_____ (0.0%)</b>
<i>Architect / Engineer:</i>	<b>Morrissey Engineering</b>	<i>Amended Awards:</i>	<b>\$</b>
<i>Contractors:</i>	<b>Prairie Mechanical, BalCon, Control Masters</b>		

Description of work:

**This first phase of the project will address the existing HVAC equipment, DDC controls and HVAC balancing, in an effort to improve indoor air quality and comfort. Once the performance of the existing equipment has been proven against original design specifications, a thorough evaluation of effectiveness will be undertaken. The evaluation will determine if a second phase of work is required for 2007, which would provide replacement of and/or improvements to, original HVAC equipment.**

Status of progress:

**Starting at spring break in April, maintenance, repairs and modifications to equipment is underway. DDC control work has started and HVAC balancing is set to begin soon. The evaluation will take place over the upcoming school year, to be completed in time for a summer 2007 start for the second phase, if needed. The project is slightly behind schedule, currently.**





*Location:* **Cottonwood Elementary**  
*Project Title:* **DDC Control Improvements**  
*Architect / Engineer:* **N/A**  
*Contractor:* **Control Masters**

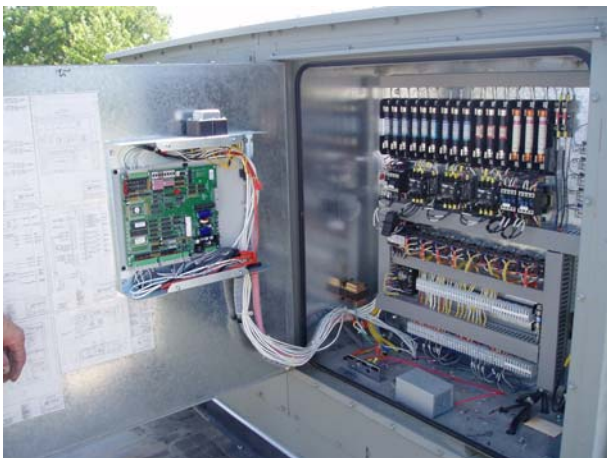
*Project Manager:* **Kim Thompson<sup>613</sup>**  
*Bid Award:* **\$ 24,332**  
*Change Orders:* **0** **\$ \_\_\_\_\_ (0.0%)**  
*Amended Contract:* **\$ 24,332**

Description of work:

**Direct Digital Controls (DDC) are being installed on the HVAC roof-top units to replace the original pneumatic controls. The DDC controls enable on-line remote monitoring of HVAC system settings and performance, allowing improvements to indoor air quality, comfort and energy use.**

Status of progress:

**The contractor has completed all work and the system is currently in use.**





*Location:* **Rockwell Elementary**  
*Project Title:* **HVAC Improvements Phase II**  
*HVAC Consultant:* **Building Commissioning**  
*Architect / Engineer:* **Morrissey Engineering**  
*General Contractor:* **Ray Martin Mechanical**

*Project Manager:* **Kim Thompson<sup>614</sup>**  
*Bid Award:* **\$142,300**  
*Change Orders:* **0** \$\_\_\_\_\_ (0.0%)  
*Amended Contract:* **\$142,300**

Description of work:

**In this final phase of a two-phase project to improve indoor air quality and comfort, the media center, kindergartens, music, main office, kitchen and gymnasium are affected. Plastic hydronic piping serving the cooling and heating water loop system is being replaced, along with all of the original heat pumps. The HVAC system is also undergoing a complete re-balance and re-commissioning.**

Status of progress:

**Most mechanical and sheet metal duct issues have been resolved, with minor issues remaining. As soon as all systems are operable, the balancing and control contractors will perform their work.**



*Location:* **Morton Elementary**  
*Project Title:* **Fire Alarm System Replacement**  
*Architect / Engineer:* **Schemmer Associates**  
*Contractor:* **Rosenbaum Electric**

*Project Manager:* **Kim Thompson<sup>615</sup>**  
*Bid Award:* **\$ 27,825**  
*Change Orders:* **0** **\$\_\_\_\_\_ (0.0%)**  
*Amended Contract:* **\$ 27,825**

Description of work:

The original fire alarm system is being completely replaced with a modern, digital system. The scope of work includes all detection and A.V. warning devices, along with replacement of the main and annunciator fire-control panels.

Status of progress:

The contractor is currently in progress with the demolition of the existing system. The project is currently on schedule.



# Capital Improvement Projects 2006

## Current Control Budget

516

Location	Project Description	A-E Firm	Sub-total Soft Costs (A-E, Survey, Soils, Geotech, Testing)	Contractor Awarded	Original Contract Award	Net Change Orders	Current Construction Contract	Current Project Cost Sub Total	Amount Originally Budgeted (incl all fees & costs)	Budget Variance
Beadle M S	Running track: Remove & recondition remaining asphalt surface, re-stripe	BCDM	9,355	Landscapes Unlimited	39,950		39,950	49,305	21,645	-27,660
Buell Stadium	Construct storage building for turf maintenance and SHS track equipment	DLR	35,500	CYC / RemCon	195,077	18,913.40	213,990	249,490	252,646	3,156
High Schools (all)	Irrigation systems: Remote monitoring and management	na	0	Midwest Turf & Irrigation	42,157	641.00	42,798	42,798	50,310	7,512
Rohwer	Replace 3,690 SF paving & curb at main drive, rout and seal all joints	TSA	7,445	CYC Construction	24,415	27,508.50	51,923	59,368	49,916	-9,452
Sandoz	Remove and replace paving at HS playground, dock & west drive/parking	LRA	26,100	US Asphalt	179,631		179,631	205,731	315,353	109,622
West H S	Construct 4,240 LF of sidewalk along 176th Ave., Y St. & 180th St.	BCDM	18,265	Navarro Enterprises	82,900		82,900	101,165	136,130	34,965
Multiple Locations	Replace rusted window frames, door frames and doors	TSA	19,000	Rife Construction	123,466		123,466	142,466	150,000	7,534
Ezra	Carpeting: Replace throughout building	BCDM	13,200	Commercial Flooring	78,313		78,313	91,513	107,402	15,889
Kiewit M S	Vinyl floor tile: Replace w/carpet in all corridors, repair tile in cafeteria			Midwest Flooring	90,700	630.00	91,330	91,330	120,590	29,260
Neihardt	Carpeting: Replace throughout building			Commercial Flooring	100,387	782.00	101,169	101,169	154,131	52,962
Willowdale	Carpeting: Replace throughout building			Floors Inc.	83,686		83,686	83,686	103,497	19,811
Bryan	Repaint CMU walls in gym floor to ceiling, block graphics	BCDM	3,300						5,265	5,265
Cather	Repaint CMU walls in gym floor to ceiling, block graphics									5,265
Central M S	Re-roof: Phase I-06 of multiple	BVH	39,250	Scott Enterprises	443,580		443,580	482,830	538,200	55,370
North M S	Re-roof: Phase III of III		35,450	Weathercraft of Lincoln	227,000		227,000	262,450	319,900	57,450
Andersen M S	Wash fountains (6): Replace with solid-surface at all student restrooms	MEI	2,000	Prairie Construction	22,700	1,855.00	24,555	26,555	25,740	-815
Andersen M S	HVAC Improvements & Re-commissioning Phase I of II	MEI	55,800	Engineered Controls	140,313		140,313	196,113	250,000	53,887
Cottonwood	Convert roof top units from pneumatic to DDC	na	na	Control Masters (CSI)	24,332		24,332	24,332	29,250	4,918
Rockwell	Heat pumps, controls and piping improvements Phase II of II	MEI	21,316	Ray Martin	142,300		142,300	163,616	159,237	-4,379
Morton	Replace all fire detection and notification devices throughout building	TSA	6,200	Rosenbaum Electric	27,825		27,825	34,025	28,665	-5,360
			<b>292,351</b>		<b>2,068,731</b>	<b>50,330</b>	<b>2,119,061</b>	<b>2,407,942</b>	<b>2,823,142</b>	<b>415,200</b>

**Change Order Summary:** Of the total change orders shown at \$50,330, two were most significant; 1) Buell Storage Building Project (\$18,913.40) was built on a site where many underground utilities were buried, serving original 1970 buildings and more recent buildings. The change order covered costs to demolish and/or relocate water, sanitary sewer, electrical and storm drains. 2) Rohwer Paving Replacements (\$27,508.50) were needed due to structural soil failure and water erosion under concrete, and surface deterioration at tooled joints. Between October 2005 when the project was first estimated and June 2006 when work began, the extent of repairs needed due to deterioration had increased significantly. Unit pricing obtained within the bids provided efficient costs to address the additional scope.

**Overall Budget Summary:** On November 14, 2005 the Board approved construction projects totaling \$3,114,677 + 10% contingency = total approved \$3,426,145. Since that meeting, significant reductions in projects included: Russell MS sidewalks delayed until 2007 to become a joint project with the City, and Andersen MS HVAC Improvements were split into the current Phase I and potential future Phase II, for 2007. Accounting for total current change orders of \$50,330, our current overall budget balance is + \$415,200.

## AGENDA SUMMARY SHEET

**AGENDA ITEM:** Educational Services End of Year Report

**MEETING DATE:** July 10, 2006

**DEPARTMENT:** Educational Services

**TITLE AND BRIEF DESCRIPTION:** This information summarizes the work of Educational Services in the following areas: early childhood programs, special education programs, elementary programs, secondary programs, staff development programs, English Language Learners program, information/technology department, volunteer efforts, and grant activities.

**ACTION DESIRED:** APPROVAL  DISCUSSION  INFORMATION ONLY

**BACKGROUND:** The Educational Services Department annually presents a written summary of work.

**OPTIONS AND ALTERNATIVES CONSIDERED:** None.

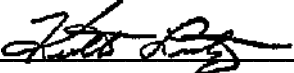
**RECOMMENDATIONS:** Accept the report.

**STRATEGIC PLAN REFERENCE:**

**IMPLICATIONS OF ADOPTION OR REJECTION:** None.

**TIMELINE:** N/A

**RESPONSIBLE PERSON(S):** Martha Bruckner, Judy Porter, Carol Newton, Charlene Snyder, Kim Saum-Mills, Donna Helvering and others.

**SUPERINTENDENT'S APPROVAL:**  \_\_\_\_\_

**BOARD ACTION:**

# EDUCATIONAL SERVICES DIVISION

## END OF YEAR REPORTS

JULY 10, 2006

Submitted by:

Dr. Martha Bruckner  
Associate Superintendent for  
Educational Services

## Educational Services End of Year Report, 2005-2006

July 10, 2006

This booklet summarizes the work of the educators in the Educational Services Division as we continually strive to support the efforts of the principals and teachers in our schools. We are proud of the work that we do and we remain dedicated to guiding the development and delivery of a meaningful curriculum – in a safe learning environment.

We see that our work mirrors the mission of the Millard Schools as we make efforts to ensure that all students learn the academic and life skills necessary for personal success and responsible living. We encourage a partnership of students, home, staff, and community. We work to provide diverse opportunities and effective teaching to challenge each of our students. We consistently work to implement clearly defined and measured standards for students and staff.

This report includes details about:

- Career and Technical Curriculum and Instruction
- Community/School Volunteers
- Curriculum Cycle
- Early Childhood Services
- English Language Learners Program
- Grants Report
- High Ability Learner Program
- Information Technology
- Millard Public Schools Foundation Classroom Grants
- Special Education
- Staff Development

I have been energized this year by the opportunity to work with the following persons, who created these reports:

Dr. Carol Newton, Director of Early Childhood and Elementary Education

Dr. Judy Porter, Director of Secondary Education

Dr. Kim Saum-Mills, Director of Staff Development

Ms. Charlene Snyder, Director of Special Education

Ms. Donna Helvering, Department Head, Information Center

Ms. Susan McAdam, Coordinator of Grants and Volunteers

Ms Deb Ady, Coordinator of Special Projects.

Ms. Jennifer Reid, Department Head, English Language Learners Program

We look forward to continuing our efforts throughout the summer and into the next school year.

Martha Bruckner, Ph. D.

Associate Superintendent for Educational Services

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## **Career & Technical Education Report 2005-2006**

Career and Technical Education in the Millard Public Schools continues to be a strong, student-centered program grounded in the offerings of the Industrial Technology, Business & Marketing Education, Family & Consumer Sciences departments and Technology Mini-magnet. These programs are supported by the MEP process, Carl Perkins funds, articulation agreements with Metropolitan Community College, School-to-Career opportunities, and the district strategic plan. Each discipline provides the opportunity for students to participate in a Career & Technical Education Student Organization (CTSO). The CTSOs, such as DECA, VICA and FCCLA provide extensions to classroom curriculum, and opportunities to apply life skills and develop leadership skills. Students from each high school participated in district and state competitive events. Activities of note during the 2005-06 academic year include:

**Millard Educational Program (MEP) Curriculum Support:** During the 2005-06 school year Industrial Technology was in Phase IV (Monitor and Adjust) of the MEP Curriculum Cycle. Business & Marketing was in Phase III (Implementation) of the MEP Curriculum Cycle. Family & Consumer Science was in Phase II (Preparation for Implementation) of the MEP Curriculum Cycle. The Technology Mini-magnet was in Phase IV (Monitor and Adjust).

**Carl Perkins Funding:** During the 2006 fiscal year Millard received \$124,975 in Perkins' funds. Plans for Perkins funds were made in collaboration with Educational Services and the Technology Division to capitalize on support provided by technology bond funds. Grant funds were used to support upgrades of software and equipment for Industrial Technology at all three high schools and the Graphics Communication lab at South High, the purchase of software and computer peripherals for Business Education and computer assisted sewing machines for Family & Consumer Science. In addition, funds were used to support staff development in the form of attending special conferences (e.g., Nebraska Career Conference, formerly Invest), to provide training related to work-based learning and to support training on new equipment/software. The district has not been notified of the amount of funding for Fiscal Year 2007. The new year will be funded under new legislation and a reduced grant amount is anticipated.

**School-to-Career Opportunities:** The Millard Public Schools continues to participate in the Heating, Ventilation, and Cooling Apprenticeship program and the Omaha Community Playhouse sponsored Theatre Technology Apprenticeship program. In addition, the district has partnered with Metropolitan Community College to provide the following technical academies:

### Metropolitan Community College Technical Academy Offerings and Enrollment

		2002-03				2003-04				2004-2005				2005-2006				2006-2007				
		N	S	W	Total	N	S	W	Total	N	S	W	Total	N	S	W	Total	N	S	W	Total	
835	Theater Tech		6		6		1		1	2	4		6	2	2	0	4		3	3	6	
836	Air Conditioning, Refrigeration & Heating Technology		4		4	1			1	2	6		8				0				0	
837	Auto Collision Technology										11	3	14		1	1	2		3	2	5	
838	Automotive Technology										8	3	11	2	1	0	3		3	4	7	
841	Horticulture and Landscaping																0		1	1	2	
842	Criminal Justice														1	1	2		1	1	2	
843	Electrical Technology														1		1				0	
844	Legal Assistant																0				0	
842	Diesel Service Technology																				0	
846	Microcomputer Information Technology																				0	
847	Small Engines/Machining Year 1																				0	
848	Small Engines/Machine Year 2																				0	
849	Graphic Communication Arts																				0	
852	Welding I																				0	
853	Welding Technology																		1	1	2	
854	Visual Media Arts																		1		1	(cancelled)
	Total		10		10	1	1	0	2	2	25	6	39	4	6	2	12	0	13	12	25	
	*shaded area represents the years each academy was available for Millard students.																					

The district continues to seek appropriate school-to-career programs that will enhance the school and work-based learning opportunities available for students.

**Metropolitan Community College & Tech-Prep Programs:** The Career & Technical Educational departments continue to establish and/or revise articulation agreements with Metropolitan Community College (MCC) that allow students to earn advanced status college placement for 39 high school programs. Students who complete a two-year program of study at MCC can transfer the degree to most area four-year institutions. In addition to the identified courses, we are pursuing dual credit opportunities in multiple disciplines.

<b>Millard Courses</b>	<b>Metropolitan Community College</b>
504 Computer Keyboarding	INFO 1005 Keyboarding
505 Computer Word Processing	INFO 1013 Keyboarding Skill building
506 Computer Technology Applications	INFO 1001 Microcomputer Fundamentals
983 A+ Hardware, Software Troubleshooting	ELEC 1100 PC Troubleshooting
502 Accounting I	ACCT 1050 Bookkeeping
503 Accounting II	ACCT 1050 Bookkeeping <b>and/or</b> ACCT 1100 Accounting I
512 Marketing I/513 Marketing II	BSAD 1100 Principles of Marketing
527 Child Development	ECED 1150 Introduction to Early Childhood Education
981 CISCO Networking Academy I – Semester 1	ELEC 1200 CISCO Networking Fundamentals
981 CISCO Networking Academy I – Semester 2	ELEC 1210 CISCO Routing Fundamentals
982 CISCO Networking Academy II – Semester 1	ELEC 2220 CISCO Switching and LAN Design
982 CISCO Networking Academy II – Semester 2	ELEC 2230 CISCO Wide Area Networking
525 Culinary Skills	CHRM 1000 CHRM Orientation CHRM 1110 Vegetables & Starch Basics
601 Construction Technology	CNST 1050 Introduction to Carpentry
622 Welding/623 Advanced Welding	WELD 1300 Oxyacetylene Welding (OAW)
640 Engineering Drafting & Design	ARCH 1100 Beginning AutoCAD
641 Residential Architectural Drafting & Design	ARCH 1110 Intermediate AutoCAD or ARCH 1200 Wood frame Architecture
651 Foundations of Computer Graphics	GCAD 1010 Creativity: Concept Development
655 Foundations of Visual Graphics/ 656 Advanced Visual Graphics	PHOT 1110 Basic Photography
835 Theater Technology Apprenticeship Program I	RDLS 1400 Employability Skills THEA 1110 Theater Technology I THEA 2010 Script Analysis THEA 1120 Theater Technology II THEA 1130 Theater Technology III THEA 2982 Coop Study I THEA 2982 Coop Study II
835 Theater Technology Apprenticeship Program II	RDLS 1400 Employability Skills THEA 2110 Theater History I THEA 2120 Theater History II THEA 2160 Principles of Stage Lighting THEA 2150 Stage Rigging THEA 2983 Cooperative Study III THEA 2984 Cooperative Study IV THEA 2985 Cooperative Study V
836 HVAC Program I	RDLS 1400 Employability Skills HVAC 1000 Refrigeration Electrical Theory & Application HVAC 1010 Refrigeration Service Principles & Basic Automatic Controls HVAC 1020 Refrigeration Shop Practices HVAC 1210 Gas Heat RDLS Entrepreneurship
837 Auto Collision Technology – Year 1	RDLS 1400 Employability Skills AUTB 1000 Automotive Welding AUTB 1200 Non-Structural Repair I AUTB 1010 Automotive Welding II AUTB 0981 Technical Academy Internship RDLS Entrepreneurship

838 Automotive Technology – Year 1	RDLS 1400 Employability Skills AUTT 1000 AUTT 1010 Intro to Auto Service & Minor Repair AUTT 1510 Brakes System RDLS Entrepreneurship
838 Automotive Technology – Year 2	AUTT 0981 Internship AUTT 2310 Suspension Systems AUTT 1210 Automotive Electricity and Electronics
841 Career Based Horticulture and Landscaping -	RDLS 1400 Employability Skills HORT 1100 Introduction to Horticulture HORT 1211 Evergreen & Groundcovers: Culture & Identification HORT 1215 Interiorscaping & Houseplants HORT 1112 Annuals: Culture & Identification HORT 1113 Turf Grass Management RDLS Entrepreneurship
842 Criminal Justice	RDLS 1400 Employability Skills CRIM 1010 Introduction to Criminal Justice CRIM 2000 Criminal Law CRIM 2030 Police and Society RDLS Entrepreneurship
843 Electrical Technology	RDLS 1400 Employability Skills ELTR 1200 Basic Electricity ELTR 1210 Residential Wiring I ELTR 2220 Residential Wiring II ELTR 1230 Low Voltage Wiring ELTR 1220 Commercial Wiring RDLS Entrepreneurship
844 Legal Assistant	RDLS 1400 Employability Skills LAWS 1100 Legal Assistant LAWS 1101 Introduction to Law POLS 2060 The Constitution RDLS Entrepreneurship
845 Diesel Service Technology	DESL 0100 Introduction to Diesel Mechanics RDLS 1400 Employability Skills DESL 1100 Diesel Engine Fundamentals DESL 1000 Introduction to Service DESL 2100 Fundamentals of Diesel Transmissions & Torque Converters RDLS Entrepreneurship
846 Microcomputer Information Technology	RDLS 1400 Employability Skills INFO 1002 Intro to Information Technology INFO 1311 HTML/XHTML INFO 1321 Preparing Web Graphics and Multi-media INFO 1316 Dreamweaver I RDLS Entrepreneurship
847 Small Engines/Machining - Year I	RDLS 1400 Employability INCT 1400 Intro to Precision Machine Technology INCT 1304 Small Engine Repair INCT 1410 Precision Lay-Out and Finishing INCT 1420 Basic Engine Lathe INCT 1421 Basic Milling Machine RDLS Entrepreneurship
848 Small Engines/Machining - Year II	RDLS 1400 Employability INCT 1422 Basic Grinding and Machine Setup INCT 2420 Intermediate Lathing INCT 2422 Intermediate Grinding Machines INCT 2421 Intermediate Milling Machines INCT 2410 C.N.C. Milling INCT 2440 Advanced Machining Process RDLS Entrepreneurship
849 Graphic Communication Arts	RDLS 1400 Employability Skills ARTS 1010 Drawing and 2-D Design GCAD 1010 Creativity: Concept Development GCAD 1020 Intro to Computer Methods

	RDLS      Entrepreneurship
852 Welding Technology – Year I	RDLS 1400 Employability Skills WELD 1010 Print Reading & Layout for Welders I WELD 1200 GMAW (MIG) Steel I WELD 2200 GMAW (MIG) Steel II DRAF 110a AutoCAD Fundamentals I WELD 2240 Flux-cored Arc Welding RDLS      Entrepreneurship-
853 Welding Technology-Year II	WELD 2241 Flux-cored Arc Welding II WELD 1020 Print Reading & Layout for Welders II WELD 2220 GMAW (MIG) Stainless WELD 2230 GMAW (MIG) Aluminum DRAF 110b AutoCAD Fundamentals II WELD 1700 Introductory Fabrication



## **Community and School Volunteer Report 2005-2006**

### **Student Volunteerism**

In Millard, all U.S. Government & Economics students are required to complete a minimum of 10 hours of community service by working with one or more non-profit organizations with a 501(c)(3) status from the federal government, government agencies, or schools (with a maximum of 5 hours at any one or more schools). They are encouraged to find experiences that reflect their personal interests or use the opportunity to explore career options.

Eighty students completed U.S. Government and Economics during 2005 Summer School and 1,351 completed the course during the regular school year. Eighty six percent of them completed the required 10 hours of community service. This is the same percentage of students (including Summer School students) who completed the requirement last year. The 201 students who chose not to complete the requirement had their grade lowered by one level. Of those whose grade was lowered, seven (3%) failed the course as a direct result.

While most students performed the minimum number of hours required, some volunteered many more hours than required for the class and some continued their service work after completing the course. Students volunteered in various Millard schools and a variety of non-profit organizations with 501(c)(3) status and government agencies.

Members of student organizations in the district, including National Honor Society, Student Council, and DECA, participated in various community service activities in the metropolitan area. In addition to volunteering on behalf of their school organizations, many of these students volunteered independently for a variety of non-profit organizations on a regular, on-going basis.

For several years Big Brothers/Big Sisters of the Midlands has sponsored the Big Buddies school-based program in Millard and other area school districts. The program pairs high school volunteers with elementary students. Approximately 150 students were served this year at Ackerman, Bryan, Cottonwood, Harvey Oaks, Hitchcock, Holling Heights, Morton, Sandoz, Reeder, Rohwer, and Willowdale.

### **Volunteer Recognition**

Various non-profit organizations throughout the metropolitan area honor their outstanding volunteers each year. A few Millard high school students are usually among those honored. This year three Millard West students were nominated for United Way volunteer awards. Ankita Agarwal was nominated for an award, Alex McKamy won in the Youth Helping Youth category, and Kelsey Weigel won in the Cultural Youth category. In addition to the student nominee and winners, adult volunteer Karl Knoepfler, nominated by Eric Chaussee, principal of Abbott Elementary School, won the Education award.

### **Adult Programs**

An estimated 3,900 individuals volunteered to work one or more hours this year in the schools. Most were parents who volunteered at the school their child attends. Some of them volunteered on an ongoing basis, but most volunteered on a one-time-only basis for a specific project, field trip, or classroom. Millard's volunteers performed an estimated 14,040 hours of service during the year, or the equivalent of 6.75 full-time employees. *The Independent Sector's* most recent estimated dollar value of \$13.91 per hour for volunteer labor in Nebraska (based on Department of Labor statistics), the volunteers contributed the equivalent of \$195,296 to the district this year.





**Millard Educational Program  
Seven Year Curriculum/Program Cycle - PreK-12**

	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-2011
<b>Language Arts</b>	K-5: Phase III 6-12: Phase IV	K-12: Phase IV	K-12: Phase IV	K-12: Phase I/II-R 9-12: Phase I-E	K-12: Phase III-R 9-12: Phase II-E	K-12: Phase IV-R 9-12: Phase III-E	K-12: Phase IV
<b>Math (Proposed)</b>	K-5: Phase I 6-12: Phase IV	K-5: Phase II 6-12: Phase IV	K-5: Phase II 6-12: Phase I/II	K-12: Phase III-R 9-12: Phase II-E	K-12: Phase IV-R 9-12: Phase III-E	K-12: Phase IV	K-12: Phase IV
<b>Science</b>	K-5: Phase I 6-12: Phase III-M Phase II-H	K-5: Phase II 6-8: Phase IV 9-12: Phase III	K-5: Phase III 6-12: Phase IV	K-12: Phase IV	K-12: Phase IV	K-12: Phase IV	K-12: Phase I-II
<b>Social Studies</b>	K-5: Phase IV 6-12: Phase III-E Phase II-R	K-5: Phase IV 6-12: Phase IV-E Phase-III-R	K-12: Phase IV	K-12: Phase IV	K-12: Phase I-R 9-12: Phase IV-E	K-12: Phase II-R 9-12: Phase I/II-E	K-12: Phase III
<b>Art</b>	K-12: Phase IV	K-12: Phase IV	K-12: Phase IV	K-12: Phase IV	K-12: Phase I	K-12: Phase II	K-12: Phase III
<b>Music – (4-12) Instrumental</b>	Phase IV	Phase IV	Phase IV	Phase IV	Phase I	Phase II	Phase III
<b>Music – Vocal</b>	K-5: Phase II 6-12: Phase III	K-12: Phase III	K-12: Phase IV	K-12: Phase IV	K-12: Phase IV	K-12: Phase IV	K-12: Phase I
<b>Industrial Technology (6-12)</b>	6-8: Phase IV 9-12: Phase III/IV	6-12: Phase IV	6-12: Phase IV	6-12: Phase IV	6-12: Phase IV	6-8: Phase I 9-12: Phase IV	6-8: Phase II 9-12: Phase I
<b>Family Consumer Science</b>	6-12: Phase I	6-12: Phase II	6-12: Phase III	6-12: Phase IV	6-12: Phase IV	6-12: Phase IV	6-12: Phase IV
<b>Business</b>	6-12: Phase II	6-12: Phase III	6-12: Phase IV	6-12: Phase IV	6-12: Phase IV	6-12: Phase IV	6-12: Phase I
<b>World Language</b>	6-12: Phase I	6-12: Phase II	K-5: Phase I 6-12: Phase III	K-5: Phase I/II 6-12: Phase IV	K-5: Phase III 6-12: Phase IV	K-5: Phase IV 6-12: Phase IV	K-12: Phase IV
<b>Physical Education</b>	K-12: Phase IV	K-12: Phase IV	K-12: Phase IV	K-12: Phase IV	K-12: Phase I/II	K-12: Phase II	K-12: Phase III
<b>Health</b>	6-12: Phase IV	6-12: Phase IV	K-12: Phase I/II	K-12: Phase III	K-12: Phase IV	K-12: Phase IV	K-12: Phase IV
<b>Computer Science (9-12)</b>	Phase II	Phase III	Phase IV	Phase IV	Phase IV	Phase IV	Phase I
<b>Computer Applications (6-8)</b>	Phase II	Phase III	Phase IV	Phase IV	Phase IV	Phase IV	Phase I
<b>Counseling (K-12)</b>	Phase IV	Phase IV	Phase I	Phase II	Phase III	Phase IV	Phase IV
<b>Life Skills (K-12)</b>	NA	Phase I	Phase I/II	Phase III	Phase IV	Phase IV	Phase IV
<b>ELL (K-12)</b>	Phase I	Phase I/II	Phase II/III	Phase III/IV	Phase IV	Phase IV	Phase IV
<b>HAL</b>			Phase I/II	Phase II/III	Phase IV	Phase IV	Phase IV
<b>Information Literacy Media</b>		Phase I/II	Phase II/III	Phase IV	Phase IV	Phase IV	Phase IV

E = Elective

R = Required

## **MILLARD PUBLIC SCHOOLS CURRICULUM MODEL**

### **PHASE I - PREPARATION AND RESEARCH**

1. Determine composition of committee and various subcommittees
2. Develop leadership training for members of committees and subcommittees and plan for communication with all constituencies
3. Review the district Strategic Plan, Essential Learner Outcomes, and the Millard Educational Program
4. Research and synthesize trends regarding curriculum/instruction/assessment, subject area trends, national and state standards, and state law and NDE guidelines.
5. Conduct Needs Analysis: examine district assessment results, program evaluations and ask what should be.
6. Develop K-12 Philosophy (Mission) Statement and Belief Statements (K-12, K-5, 6-12)

### **PHASE II - DEVELOPMENT**

Utilize Philosophy, Beliefs, Best Practices Information, and Needs Analysis to:

1. Develop scope and sequence of K-12 level and course outcomes
2. Develop scope and sequence of K-12 enablers for each level/course.
3. Develop assessments for level/course outcomes
4. Identify instructional materials and resources
5. Conduct necessary field tests; recommendations/decisions rendered
6. Appropriate resource decisions made and materials list finalized
7. Approval of Curriculum Frameworks
8. Curriculum guides developed
9. Staff Development plans for implementation developed
10. Communicate with appropriate constituents

### **PHASE III - IMPLEMENTATION**

1. District provides staff development experiences
2. District resources allocated
3. Program is implemented utilizing curriculum guides and Frameworks

### **PHASE IV – CURRICULUM MANAGEMENT**

1. Monitor alignment between/among outcomes, enablers, and assessments as it relates to Best Practices.
2. Use student and program assessment data to determine additional program needs.
3. Allocate resources for identified instructional strategies and materials needed to refine program.
4. Communicate with teachers and administrators.
5. Conduct cost-benefit analysis to establish and maintain program budgets in order to improve learning or terminate ineffective programs.

## Language Arts

### K-5

#### Phase IV

- Continue support for the Harcourt Trophies Program
- Develop Table of Specifications for grades 1 & 4 Reading ELO Assessment
- Pre-pilot, pilot the 1st & 4th ELO Reading Assessments
- Conduct standard setting through Buros for both assessments
- Harcourt online Assessment system was implemented using building trainers in each building for grades 1-5
- Implementation of revised Kindergarten literacy assessments during fall workshop
- Conduct AWA scoring workshops throughout the district
- Score grades 1 & 2 AWA papers within the district
- Educational Service Unit provided scores for the grades 3-4-5 AWA scoring
- Selection of the 5th grade handwriting program

### 6-12

#### Phase IV

##### English

- Training in 6-Traits for teachers new to Language Arts.
- STAR grant training in 6-Traits writing process for non Language Arts teachers new to MPS
- Four new assessment prompts were developed for Grade 10 AWA, which included teacher review panels, pre-pilots, pilots, and standard setting
- Middle Level and High School Language Arts Differentiation Phase II completed; Lesson plans shared with English Dept.
- Curriculum for AP Language and Composition class developed; texts selected
- The first meeting of AP English vertical team was held.

##### Reading

- Refresher training for reading teachers using Zaner Bloser materials
- 7th grade Reading ELO test revised, which included teacher review panels, pre-pilots, pilots, and standard setting.

## **Math**

### **K-5**

#### **Phase II**

- Staff Development for Field Study Participants – August 8, 2005
- Field Study Update – October 20, 2005
- Review K-5 Articulation by Program
- Teacher usability
- Student usability
- Evaluation responses
- Analyze student assessment data
- Field Study Update – February 20, 2006
- Review Programs compare/contrast grade levels
- Other Data Reviewed – August 2005 – March 2006
- Alignment to grade 6
- Vendor staff development plans
- Software applications and feasibility
- Cost projections
- Responsiveness of vendors
- Staff Development for implementation
- Selection of Program – April 3, 2006
- Math Task Force extended the field study for an additional year, 2 programs were discontinued from the field study – Everyday Math & Macmillan McGraw-Hill
- ELO Assessments: 2nd and 4th given
- Analysis of results math assessment data and Terra Nova grades 3 & 4
- Inservice on guided math in select buildings

### **6-12**

#### **Phase IV**

- The first meeting of the AP math vertical team was held.
- Benchmark assessments for sixth and eighth grade math were implemented.
- Meeting with each middle school's math teachers to ensure their familiarity with the online curriculum guides and course assessments.
- Sent several middle school math teachers to an ESU workshop on instructional strategies for teaching middle school math.

## Science

### **K-5 (includes Health)**

#### **Phase II**

- Community Focus Group
- Staff Development for Field Study Participants – October 20, 2005
- Field Study Update – Small group meetings through out December.
- Review K-5 Articulation and 5-6 transition by Program
- Student usability (including differentiation of instruction and materials, accommodations for special populations)
- Teacher usability (including support in content and effective practices)
- Evaluation responses
- Analyze student assessment data
- Field Study Update – January 3, 2006
- Review Programs compare/contrast grade levels, alignment
- Other Data Reviewed – October 2005 - February 2006
- Alignment to grade 6
- Vendor staff development plans
- Software applications and feasibility
- Cost projections
- Responsiveness of vendors
- Staff Development for implementation
- Selection of Program – February 2006.
- Submit Science Framework to Board of Education for Approval – March 2006
- Develop curriculum guides
- Present teachers initial staff development
- Present teachers with manuals and program overview
- Order materials, work with Special Education Division for self-contained classrooms
- Summer staff development institutes
- Identification of Building Science Staff Development Task Force for 2006-07
- Summer training the trainers
- Analysis of results science Terra Nova grades 3 & 4
- ELO Assessment 5th grade, analysis of results

**Science** (continued)**6-12****Phase III/IV**

- High school science resources were implemented in the fall. Additional resources were identified and purchased throughout the year.
- Provided follow-up training for PSA, Biology and Chemistry teachers in use of textbooks and ancillaries, as well as PSA teachers in the use of CPO equipment.
- Curriculum guides and course assessments for all high school science courses were developed and posted on the Intranet.
- Course assessments for PSA, Biology and Chemistry will be reviewed and, if necessary, revised in June.
- AP Biology, AP Chemistry and AP Physics course assessments are based on, and include, questions from released AP exams.
- Assisted MLC staff in the decision to offer another science elective – Zoology. Purchased Zoology resources for MLC.
- Meeting with each middle school science teachers to ensure their familiarity with online curriculum guides and course assessments.
- Middle school science teachers met to discuss instructional strategies and the use of adopted resources.
- Analyzed the use of Vernier Probeware in middle school science. Developed plans to help teachers better integrate this technology.
- A draft Table of Specifications has been created for a new eighth grade science ELO assessment. A team of teachers will work with the item writer during the summer so the new assessment can be piloted in September.
- Developed a plan to purchase additional middle school science textbooks for use in fall 2006. In most schools the Short Course books have been shared among teams; however, three factors made clear the need to provide one copy of each textbook per student. The new ELO assessment will include the first quarter of eighth grade science. A greater emphasis on PLCs and teacher collaboration has resulted in the need to establish common instructional sequence. Additionally, having a common sequence will better accommodate the needs of within-district transfers.
- Middle school science teachers developed a common instructional sequence for each grade. These sequences have been posted on the Intranet.

## Social Studies

### **K-5**

#### **Phase IV**

- Analysis of results social studies assessment data and Terra Nova grades 3 & 4
- ELO Assessment 5th grade and analysis of data
- New teacher meetings
- Teacher participation in MENTAH
- Teacher participation in Social Studies Alive workshops
- Teacher participation in grades K-12 American History alignment
- Grant????

### **6-12**

#### **Phase IV**

Full implementation took place for all 6-12 Social Studies courses.

- All 6-12 course/level curriculum guides were revised.
- AP Vertical Teams for United States History were developed and a training day was held for a team of 5-12th grade US History teachers.
- The 8th Grade Social Studies ELO Assessment was re-written, piloted and cut scores were developed in collaboration with Buros.
- The collaboration between UNO and our AP Dual Enrollment Social Studies courses continued to expand. As part of this collaboration, the UNO History Department provided funds for enrichment experiences for teacher and their students.
- Staff development focused on best practices.
- History Alive I and II sessions were held to continue the focus on differentiated instruction in the area of social studies.
- The Millard/MOEC Teaching American History Grant's second year focus was 20th century US presidents. 15 of the 25 participants were 6-12 SS MPS staff. The grant provided funds to support teaching, instruction, enrichment and curriculum for 6-12 staff that have a teaching focus on American History.
- We continued our collaboration with OPS on the O.M.A.H.A. grant that also provides staff development along with graduate credit in the area of American History. This was the final year for our collaborative grant.
- We had three secondary staff members participate in the Brown University 'Teaching American History Choices' grant. This was the final year for our collaborative grant.
- Several staff members participated in staff development opportunities that focused on diversity and global education.

## **Technology**

### **Technology**

#### **K-5**

##### **Phase II/III/IV**

- Developed Type to Learn 3 to implement in 06-07
- Trophies – Harcourt Online Assessments were implemented at grades 1-5.
- Phonics Express – grades 1-3
- Mission Comprehension – grades 4-5
- Began designing the elementary gradebook to be implemented in 2006-07
- Elementary report card was redesigned within Infinite Campus and implemented in second semester
- Continue updating and adding to intranet
- Monthly MEP and Technology MEP meetings

### **Computer Applications**

#### **6-8**

##### **Phase III**

- The new Framework was implemented. This included new courses, hardware and software.
- Teachers participated in software training during fall workshop.
- New unit plans and course outcome assessments were reviewed for alignment with the Framework.
- Revisions in the course timeline were made in preparation for the 6-week courses in 2006-07
- A plan is ready to support integration of technology in general classrooms. This plan involves technology instructors, media specialists and classroom teachers.
- Educational Services, Technology Division and bond funds supported the installation of new labs in all middle schools.

### **Computer Science**

#### **9-12**

##### **Phase II/III**

- Computer Science Framework was approved by Board on October 3.
- Worked closely with technology division to make sure appropriate student and teacher resources were provided.
- Resources were recommended.
- All curriculum guides were revised and posted on the Intranet.
- Course assessments were developed for all courses. They will be reviewed and posted on the Intranet in early fall.

### **Industrial Technology**

#### **6-12**

##### **Phase IV**

- Full 6-12 implementation took place fall of 2005.
- Staff development was provided on updated technology and software and best practices.
- Course assessments and grading criteria were reviewed
- School to career programs and connections were expanded with community members.



## **Physical Education**

### **K-5**

#### **Phase IV**

- All K-12 staff was trained on health-related PE technology and software with on-going support throughout the school year.
- All 6-12 staff participated in level or course best practice days.
- K-5 staff began work on a monthly PE PLC
- K-12 staff continued to develop and upload developmentally appropriate lessons plans to the MPS PE Website
- All 4-12 students enrolled in PE classes received printed and individualized Fitnessgram assessments. Copies were sent to parents.
- Those students receiving Adaptive Physical Education services took the Brockport Fitness Assessment.
- Collaborations with UNO Health, Physical Education, and Recreation department were expanded for pre-service and PE majors at all three levels.

### **6-12**

#### **Phase IV**

- All K-12 staff was trained on health-related PE technology and software with on-going support throughout the school year.
- All 6-12 staff participated in level or course best practice days.
- K-5 staff began work on a monthly PE PLC
- K-12 staff continued to develop and upload developmentally appropriate lessons plans to the MPS PE Website
- All 4-12 students enrolled in PE classes received printed and individualized Fitnessgram assessments. Copies were sent to parents.
- Those students receiving Adaptive Physical Education services took the Brockport Fitness Assessment.
- Collaborations with UNO Health, Physical Education, and Recreation department were expanded for pre-service and PE majors at all three levels.

## **Business Education**

### **9-12**

#### **Phase III**

- The new Framework was implemented. This included new courses, textbooks, hardware and software.
- New unit plans and course outcome assessments were reviewed for alignment with the Framework.
- Teachers participated in software training and textbook orientation sessions during fall workshop.
- Educational Services, Technology Division, bond funds and Perkins grant funds supported the installation of new business labs in all high schools and MLC schools.

## **Music**

### **K-5**

#### **Phase III**

- This was the first year of implementation for Macmillan Spotlight on Music
- Music technology carts were developed and placed in each music classroom per building.
- Vocal music teachers participated in staff development related to the program and the use of the technology support equipment.
- Teachers participated in workshops to integrate Garage Band into their classroom instruction
- Teachers formed PLC groups and met once each month for 1/5 hours. Their goal was the development of common assessments at each grade level to be used across the district
- Monthly music meetings continued

### **4-12**

#### **Phase IV**

- Provided staff development for curriculum applications of adopted music technology and software.
- Established District Vocal Music Library.
- Explored Middle level scheduling alternatives. Approved Chorus 6 and Chorus 7 to offset the reduced class time from 18 week equivalent to 6 week equivalent.
- Adjusted curriculum to reflect the revised middle level schedule of hextors (6 week classes).
- Completed course outcome assessments for 22 courses.
- Identified Career Pathways for the Specialty Diploma Path.

## **Art**

### **K-5**

#### **Phase IV**

- Continued update of Art Smart tech site for teacher support
- Planning for PK-12 alignment is planned for next year
- All 2nd quarter K-5 grade level meetings focused on art integration across curriculum, and review of artsmart website, sharing of information about artists in residence and other community art opportunities
- Collection of district elem artwork, displays at DSAC Jan. and Feb.
- New teacher October PPD included session presentation focused on art integration, management, and art production activities

### **6-12**

#### **Phase IV**

- Provided staff development for curriculum applications of Adobe Creative Suite and PhotoShop Elements (software)
- Explored and finalized middle level scheduling alternatives.
- Adjusted curriculum to reflect the revised middle level schedule of hextors (6 week classes).
- Completed Course outcome assessments for 16 art courses.
- Created uniform curriculum handbook to assure consistency among all schools in course offerings. Provided support for 8th grade Printmaking/Fiber teacher with workshop and resources.
- Identified career pathways for the Specialty Diploma Path.

## ELL

### K-12

#### Phase I

- Directed tasks to needs and recommendations made in Strategic Planning Action Teams
- Developed leadership training for department and committee members
- Planned for communication with all constituents
- Reviewed needs analysis information regarding assessments (district and exit), program review/evaluation K-12
- Reviewed and revised the K-12 ELL Philosophy (Mission) and Belief Statements
- Developed a scope and sequence of K-12 goals and outcomes and enablers
- Reviewed and adopted level and exit assessments
- Identified instructional materials and resources
- Appropriate resource decisions were made and materials lists finalized for K-12
- Goals/Outcome Document (framework) was approved by K-12 department
- An 18-month Staff Development calendar was developed to meet needs for all constituents working with ELL students
- Updated records/ELL database
- Reviewing and revising processes (i.e. intake and exit), including forms for documentation
- Revised program framework and model of delivery, including time allocation for students
- Hired bilingual liaison
- Arranged for staff development opportunities for ELL and mainstream staff
- Assisted with implementation of new intake testing procedures
- Implemented and began scoring first writing sample (K-12)
- Reviewed requirements for monitoring students who have waived services (more to come on this)
- Reviewed requirements for assessing ELL students and reporting scores to STARS and AYP
- Met with Special Education personnel to review procedures for ELL
- Provided support to mainstream teachers at all levels, and discussed various needs for staff development
- Reviewed and revised Parent Notification form through TransAct

## **Family & Consumer Science**

### **6-12**

#### **Phase II**

- The Family & Consumer Science framework is complete and approved. Course outcome assessments, unit plans and resource selections are complete. New materials will be used the fall of 2006. Courses in the new Framework are written for the 6-week courses that will begin in fall 2006.

## **Health**

### **6-12**

#### **Phase IV**

- Building teams continue to facilitate 6th grade Health instruction. Russell, Central and Kiewit Middle Schools hosted parent meetings for the Human Growth & Development Unit. Kiewit, Central, Andersen and North Middle Schools hosted Know Your Self parent meetings. Adjustments are made in preparation for 6-week courses in 06-07.

## **World Language**

### **6-12**

#### **Phase II**

- Resources were recommended.
- Focus group was held.
- Core Committee completed its work.
- Framework was approved by the Board on February 20.
- Course assessments were developed for all courses and will be posted on the Intranet in June.
- AP French, AP German, AP Latin and AP Spanish course assessments are based on, and include, questions from released AP exams.
- Worked with high school department heads and middle level teachers and administrators to develop plans for purchasing new resources.
- Consulted with technology division on technology needs.
- Purchase order requests are being developed for new resources to be implemented in the fall.
- After-school sessions were held for middle level teachers to discuss instructional implications of new curriculum.
- Planned June 1 training for French, German and Spanish teachers in the use of new resources.

## **Counseling**

### **K-12**

#### **Phase IV**

- All K-12 counselors attended the Nebraska Counselor Academy to meet their Diff II requirement. The 2-day Academy focused on results data to evaluate the effectiveness of counselor activities on student achievement.
- Elementary counselors established a PLC, and met monthly to create a common assessment, collect and analyze data related to goal setting lessons for 5th graders. They also continued to monitor and adjust curriculum, identifying student outcomes of greatest need (utilizing a PPD day).
- Middle level counselors monitored and adjusted curriculum by identifying critical issues that impact implementation of the counseling curriculum (utilizing a PPD day).
- Both middle and high school counselors assisted in the implementation of several strategic plan action steps, most notably transition, goal setting (Personal Learning Plans), ACT/SAT, and offsetting at-risk behaviors.
- Infinite Campus credit tracking report was created to provide electronic means of counting credits and registering students for appropriate course work.
- Action Plans 5.1, 5.2 and 5.3 (ACT/SAT) were implemented.

## **Life Skills**

### **K-12**

#### **Phase I**

- Core committee convened on two PPD days to continue formulating the Life Skills Framework draft.
- Researched best practices in character education programs.
- All 6-12 students completed Life Skills self-assessment instrument.
- Collective school results were discussed in site based planning teams. Individual assessments results were reviewed with students and their parents at student-led conferences and advisement conferences.

## **ELO Reteaching Courses**

### **9-12**

#### **Phase III**

- ELO reteaching courses for Math, Science and Social Studies have been implemented. Revisions to Math, Science, and Social Studies curriculum are complete and alternate demonstration of proficiency quizzes will be ready for fall 2005.

## **Technology Mini-Magnet**

### **9-12**

#### **Phase IV**

- The courses in the mini-magnet have continued to function in Phase IV of the MEP cycle. District funds have been used to maintain the Smart-net agreement for the Cisco networking courses. Perkins grant funds will be used to update the Graphics lab in the fall of 2005.



## **Early Childhood Report 2005/06 School Year**

### **FAMILY RESOURCE CENTER**

The Millard Family Resource Center is located in one of the cottages at Echo Hills. The center is funded by the Below Age Five Special Needs Preschool Flex Funding. The center provides materials for family with children between the ages of birth to age 8 years. The materials include a toy lending library, parent education library, children's library, materials for day care homes or home school activities, Good Beginnings materials, and a family specialist, who also supports the Early Start Preschool Program at Cody. The center is open 20 hours per week with 4 hours every Saturday morning.

The center currently has 325 active members. Membership fee is \$15.00 for six month. Exceptions are made for families who are unable to purchase a membership. Families can check out three toys and up to six books or parent education materials. The membership fees support the center for replacement and day to day items.

The family specialist is a social worker who provides support for families seeking assistance through other agencies. Mary also worked with the families in the Early Start Preschool Program at Cody and the ELL Preschool at Sandoz. Licensed Day Care Home providers may participate in CEU hours through courses offered through a collaborative effort of the center and Family Services.

### **PARTNER WITH PROVIDERS**

This is the fourth year of operation for this program and is funded by the below age 5 Early Childhood Special Education flex funds. Partner with Providers is the daycare component of Parents as Teacher Program out of Missouri. The early childhood specialist, a certified Parents as Teacher instructor, provides literacy and language information to be used by the providers and parents to prepare the children to be ready for a successful school experience. The daycare homes are visited every three weeks. The teacher models literacy/language skills for the provider while working with the children in the home. The group of children is analyzed by the teacher as to needs and interests and she develops plans based on those needs. The plans are to improve the skills of the provider and they receive CEU hours for state certification as a licensed daycare home based on these visits. Toys, books, and other materials are rotated in and out at each visit. Twenty daycare home providers and 153 children were served this year. Next year we will be able to expand this program by adding an additional .5 FTE through the below age 5 ECSE flex funds.

### **PRESCHOOL PROGRAMS**

A goal for the preschool programs this year was to make sure they aligned with Rule 11 and Special Education Results Matters criteria. We selected the Creative Curriculum model to begin implementing next fall. This framework allows for these preschool program and the district ECSE programs to operate within the same process. The programs align with Rule 11, of which we have been very involved in the draft of that rule. The district received notice that we were found to be in compliance with Rule 11 and in line to receive state aid funding for specific populations of preschool students in two to three years as set forth by LB 577.

- **Title I/Parent Pay Preschools** were located at Bryan, Disney, Holling Heights, Morton, Neihardt, Norris, and Rockwell Elementary Schools. The program serves 4-year olds who will enter kindergarten the following year. There were 251 students enrolled this year. The partnership with the Millard Public Schools Foundation allows the parent-pay portion to operate through the Foundation and not impact the general fund budget. The Morton site has been dropped for the 2006-07 school year due to lack of space.
- **Montessori Preschool Day Care Program** is located at Montclair and Norris Elementary Schools. This program serves 3- and 4-year olds as part of the Montessori age 3-6 program. The Montclair program continues to be self-supporting with 54 children and Norris with 30 children. The majority of these students continue in the school-age Montessori Program. The before and after school program is now operated by the Millard Public Schools Foundation. The school day parent-program flows through the Millard Public Schools Foundation.
- **Early Start Preschool Program** is located at Cody Elementary. It continues to be a successful program for Head Start eligible students. This program operates five days a week from 9:00 a.m. to 2:15 p.m. The students are provided breakfast and lunch each day. The program follows the same format as the parent pay program, but is operated by a Nebraska Department of Education Early Childhood grant which allows students to attend the program for free. Due to the needs of these children, there is a teacher and two paraprofessionals. The teaching team works collaboratively with both the parent pay preschool teacher and the special education preschool staff. The grant amount was reduced to \$40,000 per year by the State Department of Education. The additional funds need to operate the program come from Title I and Early Childhood Special Education (ECSE). A portion of the students served in the program are ECSE students. The program is licensed by Health and Human Services Department and is accredited by National Association for Education of Young Children (NAEYC).
- **English Language Learner (ELL) Preschool Program** is located at Sandoz Elementary and is funded by a second Nebraska Department of Education Early Childhood Grant that was received in October of 2005. This program serves up to 20 children of which  $\frac{3}{4}$  of the children are ELL. Children attend from 8:45 a.m. to 3:15 p.m. First priority is to those ELL children who will attend Sandoz as their ELL school for K-5. The program incorporates a parent education program that the parents attend two preschool sessions per month. During these sessions parents learn about the Millard Public Schools education system, activities to do with their children at home so they will be successful in school, services in the community/Metro, observe their child in the classroom, participate in parent/child activities, go on field trips with their child, and have lunch at school with their child. An outgrowth of the parent component is the offering of Metro Community College non-credit ELL Adult program in the district. We anticipated 10-12 adults attending the class and were thrilled when 42 adults registered. The Metro program operates out of Sandoz and Millard South High School.
- **Early Entrance to Kindergarten:** The majority of children being tested are October birthdays. Eight children were tested this spring, none of which qualified. There will be one more testing date in August for interested parents. The assessments and cutscores are an extension of the district Acceleration Procedures used for grade acceleration at the elementary level. Four kindergarten teachers have been trained as testers.





## **English Language Learner Program 2005-2006**

The English Language Learner (ELL) Program has maintained steady growth in 2005-2006. Student enrollment reached 200, an increase of approximately 40 students since 2004-2005. Students were served in five elementary buildings (Harvey Oaks, Holling Heights, Montclair, Sandoz, Willowdale), two middle schools (Andersen, Central) and two high schools (Millard North, Millard South). The hours of service per student varied depending on English language proficiency and building program.

There are 27 different languages spoken among the ELL population, including English. Fifty-nine percent of students speak Spanish and twelve percent speak Vietnamese.

Eight students received consultative ELL services. These students are assigned to self-contained classrooms at Cody, Morton, Rockwell, Central and Beadle.

Sixteen students completed the requirements of the ELL Program this year. These students are determined to be proficient in English and will no longer receive services.

Students who tested out of the program or waived services continue to be monitored for academic success. There were 159 students in this category at the end of the school year.

The ELL team of teachers worked diligently all year to revise the program mission statement, curriculum documents and program framework. The English Language Learner Program Goals and Outcomes document is the established curriculum from which all curricular decisions will be made. It is aligned with state standards in language arts as well as the Nebraska K-12 Guidelines for English Language Learners. New curriculum materials have been ordered to support the program goals and outcomes.

Teachers also worked on refining ELL procedures and processes, including initial testing and enrollment, movement between levels and exiting the program.

A full time bilingual liaison was hired to promote effective communication between school and home. A bilingual newsletter was sent home several times during second semester. The liaison also organized opportunities for families to gather and learn more about the school and community. English classes for adults are also now being offered through Metro Community College.

The members of the ELL team anxiously anticipate continued growth in the program, professional growth as well as growth in population. The team is committed to promoting a strong academic program and ensuring success for all learners.



## Grants Report 2005-2006

### Grant Funding

Proposal writing focused on supporting the District's strategic plan and individual building plans. Teachers and administrators working independently or in consortium with one another and/or the grants office generated the grant proposals. Some were for 2005—2006 programs or projects, while others are for programs or projects in the upcoming school year. All grant awards fall outside the spending lid.

The chart below reflects larger grant awards for 2005—06, including any applicable carry over funds from the previous year. Dollar amounts are taken from award notifications issued by applicable funding sources, with carry over amounts from the accounting system added in.

Grant & Description	Award
Assessment Reporting and Management Systems (ARMS)	143,528
Career Compensation Model	190,000
Early Childhood Development (Cody Early Start Programs)	40,000
Early Childhood Development (Sandoz Early Start Programs)	50,000
Emergency Impact Aid (education for students displaced by hurricanes)	40,000
High Ability Learner/ Rule 3 (Gifted Program)	153,670
MPS Foundation Classroom Grants (multiple awards for 2005—06 classroom projects)	140,245
MPS Foundation Montessori Preschool	479,990
MPS Foundation Regular Preschool	80,500
MPS Foundation Study Center	227,565
Perkins Grant (Vocational & Applied Technology Education Grant)	124,975
Region 21 Interagency Planning Teams Support Grant (indirect services for children aged 3--5 with learning disabilities)	15,050
Smaller Learning Communities (South High planning grant carry over)	7,314
STAR (assessment writing and reporting)	100,000
Teaching American History	483,525
Textbook Loan Grant/Rule 4 (for 2005-06)	48,944
Title I, NCLB (K—5 reading, writing, math)	804,226
Title II, Part A, NCLB (class size reduction, staff development)	393,753
Title II, Part D, NCLB (technology)	51,961
Title III, NCLB (Limited English Proficiency)	18,226
Title IV, NCLB (Safe and Drug-Free Schools and Communities)	101,305
Title V, Part A, NCLB (site planning, NCA, secondary programs)	120,737
<b>Totals</b>	<b>\$3,815,514</b>

In addition to these grants teachers and administrators at various schools have received small grants (most less than \$3,000) from various sources including Ritonya-Buscher-Poehling Memorial Scholarship Classic for Students and Teachers; Seldin Corporation; Nebraska Statewide Arboretum; Nebraska Forrest Service, Sam's Club, and Nebraska Arts Council.

### **E-Rate Telecommunications Discounts**

E-rate is not a grant program but does provide significant financial benefit to the district annually. The Telecommunications Act of 1996 enables public schools and libraries to request discounts from telecommunications providers through the Universal Services Fund administered by the Schools and Libraries Division (SLD) of the Federal government. The annual discount amount for each service depends on the number of students eligible for the Federal lunch program in each of the buildings receiving that particular service. Millard's discounts rate for the current year is 40%.

The SLD requires new applications to be submitted annually. This year SLD was able to process Millard's applications more quickly than in the past and has approved a 40% discount rate for the upcoming 2006-07 school year. The following chart reflects the district's maximum potential savings of \$218,047 for next year.

<b>Vendor: Service</b>	<b>Estimated Annual Pre-discount Cost</b>	<b>Discount Rate</b>	<b>Potential District Savings</b>	<b>Estimated Annual Post-discount Cost</b>
AT&T: long-distance telephone service	10,106	40%	4,042	6,064
Cox Nebraska, LLC				
Data lines	322,989	40%	129,196	193,793
Local telephone service	77,089	40%	30,836	46,253
Dark Fiber: high speed video	51,395	40%	20,558	30,837
Nextel: cellular telephone service	134,932	40%	53,973	80,959
<b>Totals</b>	<b>\$596,511</b>	<b>40%</b>	<b>\$238,605</b>	<b>\$357,906</b>



## **High Ability Learner Final Report**

### **School year: 2005 – 2006**

A substantial portion of the funding for our High Ability Learner (HAL) program comes from grants. In 2005-06 we applied for and received \$153,668.00 from the Nebraska Department of Education and \$9,579.00 from the Millard Education Foundation. In addition, the district budget included \$95,846.00 for “gifted” education, which was divided among schools. Each elementary school received \$1,292.00, and each of the three large high schools received \$11,966. The Millard Learning Center did not receive “gifted” money from the district budget. Each middle school’s allocation of \$5,254 from the district budget was combined with the allocation from the state department of education grant to partially fund a half-time HAL facilitator for each middle school. Kiewit paid for another half and had a full-time HAL facilitator. Beadle’s facilitator worked only half-time. The other middle schools assigned the other portion of the facilitator’s time to other teaching or facilitating roles, with North Middle devoting only .25 FTE to high ability learners.

During the 2005 - 2006 school year, all buildings submitted plans to use monies received from the state (LB 1229) to support High Ability Learners.

- Elementary schools received a total of \$31,964.00 with individual schools receiving \$3.00 per pupil in total enrollment and \$7.35 for each identified HAL student.
- In addition, \$7,000 was allocated for K – 5 HAL choral and instrumental music.
- Middle schools received a total of \$30,751 with individual building amounts ranging from about \$4,200 to \$6,700. These funds were used to partially fund the six Middle School High Ability Learner Facilitator positions.
- High schools received a total of \$42,994.20 with individual building amounts ranging from \$12,890 to \$15,909.
- The alternative middle school program received \$254 from the state grant and the Millard Learning Center received \$596.

Funds were distributed to the buildings using a formula that incorporated an equity factor for the number of identified high ability students and a base factor for total enrollment in the building. The monies were used for resources, activities and programs for students and teachers.

The remaining funds were used for one half of the salary and benefits for the Coordinator of Special Projects position.

### **Summary:**

The NDE Rule 3 funds enabled schools to fund an array of activities and programs that benefited both students and teachers. The following narrative represents a summary of how the LB 1229 funds were spent.

#### Elementary Activities

Activities and programs for students included after-school clubs for music, art, drama, science, chess and reading. Students in many schools participated in contests including WordMasters, Young Producers contest, Invention Convention, the Stock Market game, Pentathlon games, Math Olympiad, Woodmen of America Speech contest, National Geography Bee, and the State Spelling Bee preliminary rounds.

Other activities included independent study projects; materials; and field trips to the Children's Museum, the Omaha World-Herald, the General Crook House, the Strategic Air and Space Museum, Metropolitan Community College's Institute for Culinary Arts, and the Festival of Cultures.

Guest presenters included storyteller Jim Kruse; jazz musician Luigi Waites; Rose Theater's Director of Education, Brian Guehring; and Deborah Bean with the Legos Robo Adventure Program.

Most of the elementary schools purchased individual subscriptions for some HAL students to the Renzulli Learning web site, which features individualized learning plans for students to work on independent projects.

Resources, activities and programs for teachers included designated teacher and facilitator attendance at the Nebraska Association for Gifted Children (NAG) convention in Lincoln; staff development at ESU #3 in differentiation (over and above the district initiative), multiple intelligences, compacting, math and reading extensions, brain research and the characteristics of HAL students. A portion of the NCLB money was devoted to sending two instructional facilitators to the National Association for the Gifted convention and to purchasing books for a book study group for facilitators.

#### Middle School Activities

The middle school activities were funded by the schools' budgets, by the MEF grant, and by students themselves. Most of the middle school program was accomplished through one- and two-day seminars on a variety of topics. They included seminars in art, city planning, weather, Nebraska authors, genetics, forensic science, global positioning, architecture of Omaha, and medical careers. Students participated in Celebrate Creativity at the Joslyn and Music Alive at the Holland Center for Performing Arts.

Resources, activities and programs for teachers included registration for staff development activities at ESU #3, attendance at the Nebraska Association for the Gifted Conference in Lincoln and at the Iowa Association of the Gifted conference in Des Moines. Teachers were paid to write differentiated lessons for high ability learners in 8<sup>th</sup> grade social studies and all middle levels of science.

#### High School Activities

Resources, activities and programs for students included additional wireless HAL computers to be used by students and teachers in Advanced Placement (AP) and International Baccalaureate (IB) courses, new printer for AP classrooms, purchase of curricular materials for AP classes, AP test review sessions, AP European History field trip to Joslyn Art Museum.

Resources, activities and programs for teachers included AP Teacher registrations and stipends for the AP conference at UNO, provision of off-contract time for teachers to tutor students for AP exams, partial funding of literary magazine, attendance by designated teachers and media specialists at conferences such as NETA.





## **Information Technology Year End Summary 2005-2006**

### **Curriculum**

Our information literacy program is focused on supporting MEP learning objectives with the addition of 5 new on-line database subscriptions; GrolierOnline, WorldBook, GaleNet, CultureGrams, and ProQuest. Usage of these tools topped the one million mark during first semester and continued to increase in March and April. Access is available from all Information Centers, labs, classrooms and homes.

Emphasis on integration of information literacy standards attracted attention in national publications. This year brought a flood of email requests for sharing our documents, online learning tools and activities. Schools around the country requested permission to link to and adapt our materials. Several schools requested advice, visits, and workshops.

Assessments and data analysis were important topics of our monthly department meetings. Each informational specialist read the book, "Assessment in the School Library Media Center" by Violet Harada. The discussions that followed brought to light a need to refocus on student learning and a positive shift in our climate. More than fifty percent of the information specialists participated in building level Professional Learning Communities in addition to our department PLC meetings.

### **Class Visits and Usage Patterns**

Demand was competitive for both library resources and computers. It was not uncommon for high school information centers to host four visiting classes during a single block. During a typical period you might see students gathering artifacts and news clippings for a World War II scrapbook, presenting documentaries and original videos, designing Web pages, engaged in historic simulations, researching role plays, preparing for traditional debates, or simply reading. A variety of new organizers, rubrics, online instructional units, and planning documents were created and posted school intranet websites. Millard North High School was awarded the Young Adult Choice reading award during the summer of 2005. More than 900 titles have been read by our students and the best titles were selected by North students to be recognized at the national level.

### **About the Collections, Services and Resources**

The collection continues to expand in all formats. We now offer students and staff over 400,000 items, an increase of 14,350 items since last June. We also continue to expand our collection of audio books, especially useful to students with learning issues. We are beginning to purchase DVDs as they become available, anticipating a shift in format and available hardware in classrooms. The growth in the collection was emphasized by a steady increase in requests for interlibrary loans. This year we reached an all-time high, lending over 10,000 items to requesting libraries around the district.

Our circulation statistics offer evidence that students are reading—that they continue to value print. Average circulation ranges between 15,000 and 18,000 books per month. The heaviest areas of use at the secondary level are American and world history, literary criticism, social issues, biography, and material about artists.

We enhanced our online subscription collection with access to databases from GaleNet Publishing featuring World Geography, Health, Science and American and World History. The databases are now heavily used in our history and global studies classes and middle school health classes.

## **Staff and Hours**

Evening hours at all three high schools continued this year, thanks to the support of Millard Public Schools Foundation. We reached a new high in night usage with statistics for every single month surpassing use in previous school years. During these evening hours students took advantage of Honor Society tutoring, met with small groups to work on research projects and used technology resources they did not have at home. March was the month of busiest evening use with 359 students spending their evenings at the MPS libraries.

Our information center team is incredible and devoted to service. The library's success is, in large part, due to the efforts of its support staff. This allows our certified teacher/librarians to focus on student achievement and academic success. Our team at Support Services continually provides world class service to all schools, including database support and shelf ready materials. The opening of Reeder Elementary Information Center has been a high priority for the last 18 months.

We appreciate the level of service provided by the Technology Division. The support team has been invaluable in keeping our technology resources readily available in the classroom and information centers.

## **Additional Activities**

Elementary students benefited from Computer Clubs offered at many schools. Before and after school activities were well attended and gave students an extra emphasis on technology skills. Student Book Clubs read Golden Sower Award books, as well as classics. Book Fairs and other promotional activities continue to be popular during conferences. Art classes continued to beautify the libraries with a series of rotating exhibits of sculpture, ceramic pieces and paintings.

## **The Community and Beyond**

Our community outreach is best represented by opening our libraries during the summer months to all students and community members. We continue to enjoy positive support from private schools and our community at large. Our partnership with the public library system is demonstrated by monthly visits from young adult and children's librarians who offer book talks and additional programs to our students year round.

## **Issues**

We continually struggle with competition for space, especially in our computer labs. It remains a challenge to balance the increasing costs of electronic resources with traditional print, video, and audio resources for all grades, despite generous gifts from parent organizations. We hope our budget remains stable so that we are able maintain our current level of service. We are looking forward to the arrival of new workstations this summer.

## **Goals**

Much work remains in relation to our research standards. We need to continue to insist our students practice habits of scholarship. It is clear that teacher expectations drive student efforts. Our staff will continue to work to help ensure consistency of expectations for thesis-based work.

During the coming year we will focus on working with teachers to further incorporate information literacy goals into more curricular units and present faculty training as needed. We will focus on such questions as: Are students merely pasting projects together with limited analysis? How can we encourage students to work on projects that utilize higher order thinking

skills? What strategies can we put in place to help students communicate their knowledge more effectively? How can we institute higher expectations for all students' work?

### **Millard Education Program**

The department entered Phase I of the MEP curriculum cycle in June. A committee of 25 administrators, teachers, curriculum experts and information specialists met to identify critical issues and map out an improvement plan for the department. Summer work will include looking at research and best practices in other world class school districts. Blogging will be our method of group discussion (a new learning experience for many in our group). Our next committee meeting will be in the fall. Issues such as vertical alignment, technology integration and review of the job description will be addressed in the coming year.

### **Standards for Multimedia Purchasing**

In response to many requests by information specialists and principals, a new district standards document was released in late May. Many hours of testing and research accompanied this list of standards. New teacher laptops and digital projectors brought the need of smaller, mobile carts to light. We now have a district purchasing standard for items such as speakers, headsets, DVD recorders, and carts.

### **New Faces; New Opportunities**

2006 will be a new beginning in almost a third of our information centers. Due to retirements and staffing changes, we will welcome at least 8 new professionals to our department. Many are master teachers who are seeking a leadership role in their buildings. Administrators are depending on this department to provide quality staff development opportunities, sound teaching experiences, technology leadership, and curriculum support. I look forward to 2006-2007....it will be an exciting year!



## Millard Public Schools Foundation 2005-2006 Classroom Grants

### Below Age Five Programs

#### Echo Hills—Linda Walters

##### *Becoming a Nation of Readers*

The purpose of this project was two-fold. The first was to have parents and family childcare providers read 20 minutes a day, five times a week to their children. The second was to offer a monthly story time to parents and children so that they would recognize the importance of reading and their role in their child's education. In September, to increase reading time for children, all parents and providers in the Partners with Providers Program were invited to join the Bookworm Bunch Book Club. They were given a reading log and instructions on how to participate. At the end of each month, they turned in their completed reading log and received a free book. During the grant period, 12 providers out of 19 and about 40 families took part in the club, and about 400 books were given away. To promote reading and an understanding of parents' role in their children's education, parents and their three and four-year old children were invited to attend a monthly story time held at the Rockwell Media Center. The children participated in a craft activity allowing parents to interact with each other. Books, which were purchased with the grant money, were made available for checkout. Story time concluded with the reading of several books and finger plays. On average, there were 16 children and 12 adults in attendance each month. Based on participation, verbal and written feedback from adult participants, the project was successful in every way. Over 600 books for the book club and story time were purchased with the grant money. Also purchased were 100 plastic bags for the children to carry their books and stamps to mail out flyers. The Southwest Omaha Kiwanis Club donated \$100 for the program and the Rockwell Book Fair \$100.

#### Sandoz Pre-School—Suzy Renken, Lisa Unger

##### *SPARK*

The SPARK project was designed to provide parents of incoming kindergartners with practical, easy to use ideas on ways to prepare their child for success in the classroom and how to assist their child throughout the school year. The intent was to create a partnership to help students succeed in kindergarten and start off their education in the Millard Public Schools on a positive note. Parents of all incoming Millard kindergartners were invited to attend one of four parent workshops held in early August at district cluster sites. A kindergarten teacher and a reading specialist provided ideas on ways to assist their children at home during the school year. In addition, the parents received materials to use at home. Time was also set aside to answer questions and to address concerns of the parents in attendance. The grant funds were used for promotional materials and materials for parents, printing, postage, and staff planning. Evaluations indicate that the workshops were very successful. Parents reported that it was extremely informative, provided new ideas to use at home, and helped alleviate anxiety and answer questions about kindergarten.

## Elementary Schools

### Abbott – Paula Ashford, Deborah Williams

The purpose of this project was to give students enrichment experiences to help meet the district mission of providing “innovative and diverse opportunities designed to challenge each student.” Students participated in five different curricular area enrichment days. A variety of activities were funded by the grant from an all-school read, workshops presented by the Omaha Community Playhouse to planting a butterfly garden. Additional funding was provided by Abbott PTO, the school, and book fair profits. The Papio-Missouri Natural Resource District provided another grant for the garden as well as white pine seedlings for third graders and wild flower seeds for the entire school. Positive feedback was received from parents, staff, and students.

### Ackerman—Rickie Engel, Martha Nielsen

#### *All Star Camp*

The Ackerman All Star Camp was designed to provide all incoming students, regardless of grade level, an extraordinary weeklong jumpstart to the 2005-06 school year. Sixty students participated in hands-on reading and writing activities and developed positive relationships with Ackerman staff that carried over into the school year. As a result, 99% of students and parents surveyed reported that the experience was worthwhile and they would send their child again. The also shared that students were more comfortable with entering school in the fall and enjoyed the learning activities.

### Ackerman—Joyce Swift, Becky Dietle

#### *More Mastering Math Nights*

The purpose of this parental involvement program was to provide opportunities for each grade level to participate in four evenings of math activities. The grade level sessions provided skill-based activities for parents and students to work together and packets of materials for further practice at home. Teachers were on hand to answer questions during the sessions, as well as modeling the strategies and vocabulary used in the classroom. The grant paid for many materials that were used during *Math Nights* and staff salaries for preparation and assistance during *Math Nights* sessions. This was Ackerman’s second year of *Math Nights*, and we were pleased with the increased number of families participating. The attending parents and students were very positive in their surveys and expressed desire for *Math Nights* to continue.

### Bryan—Mary Kok-DeVries, Heidi Penke

#### *Starting Out on the Right Foot*

Twenty students, in first and second grades, attended a jump-start program at Bryan Elementary. The students were acclimated to a school routine to provide a successful start to the new school year. The learning environment was a beach setting. Students worked on the academic skills of reading, math, and writing. They enhanced their skills through literature, journaling, math games, and many other engaging activities. Grant funds were used for materials for educational activities, student snacks, and teacher wages and benefits. Parents spoke positively of the program, both in verbal form and written evaluations.

Bryan—Sheila Bresley, Diane Lenhard, Coleen Latsener, Mary Johnson

*Bryan Poetry Coffeehouse*

The purpose of this project was to provide experiences for students to develop enjoyment of literature and to become effective speakers and listeners. Grant funds were used to purchase poetry books and materials to create a Poetry Coffeehouse, which officially opened its doors in October with kindergarten students practicing their reading, memorization, and listening skills in preparation for a Grand Opening of the Coffeehouse. Parents, staff, and Paybac Partners were invited to listen to winter poems in small group, whole group, and individual classroom settings. Teachers also shared some of their favorite poetry. The Paybac Partner, Starbucks, provided hot chocolate and coffee for all participants. All other grade levels also participated in the coffeehouse experience. Fourth grade and second grade students had an opportunity to share poems with their peers, parents, and staff members. Several students wrote their own poems. A second grade student wrote a wonderful poem about the school that was read over the intercom during morning announcements. First, third, and fifth grade students participated in the coffeehouse experience through poetry readings or reader's theater. Students were instructed in audience manners, including respecting those who are on stage by not talking, sitting still, and being attentive. The shelves in the poetry section of the information center were almost bare. All students, staff members, and community members had favorable comments about their experience at the Bryan Coffeehouse. Comments ranged from "I had a lot of parents that enjoyed the experience" to "I greatly appreciated the coffeehouse this year. It was run well, and exceeded my expectations. The students were captivated by the lights, aroma, and excitement of poetry!!!!"

Bryan—Dr. Pat Rhodes

*Partnering With Parents: Extra Opportunities*

*Extra Opportunities* funded teacher planning and attendance at kindergarten parent night, a first grade pajama night and a second and third grade courtyard camp out. At the kindergarten parent night, parents and students visited the classrooms, completed an activity, and met with the principal to discuss any questions they had. For the first grade pajama night, teachers, the principal, students and parents read books while wearing their pajamas. The second and third grade courtyard camp out was for parents and children to read in tents, eat hotdogs, make trail mix, and enjoy one another's company. Grant funds also were used to purchase multiple copies of parent literature on how to prepare their child for school, help the child succeed at school, and developmental issues at all levels. All project components were very successful.

Cather—Barbara Wilson

*It's the Truth – It's Factual*

The purpose of this project was to identify students in grades 2-5 who did not show a mastery of basic addition, subtraction, multiplication and division facts. A para-professional met individually with the forty-two students who did not pass a number fact pre-assessment given in September 2005. "Fact-Finding" bags were sent home each evening with fun-filled learning activities. Parents were encouraged to participate in these nightly activities with their child. When students showed mastery of the facts, their parents were invited to bring in a special celebration lunch and eat with their child. The principal also invited the students to her office to celebrate their success. A volunteer handbook was compiled by the para for ease of continuing this program on a yearly basis. Evaluation of the program showed success. Thirty-eight of the forty-two students successfully mastered their math facts.



Cody— Jim Gates, Julie Sparks, Rhonda Bishop

*Cody KIDSS Study Center*

This Classroom Grant allowed for the continuation of a special after school study center for students in grades three through five at Cody Elementary. The goal to provide students a structured place to complete homework with the help of certified teachers has been very beneficial to Cody students meeting district and state assessments. This year the Cody Study Center averaged 38.3 students per day. Grant funds paid for teaching and organization of the project.

Cody— Mary Johnston

*Becoming a Love & Logic Parent*

The class met seven times from September 22 to November 10, with between 15 and 25 parents at each session from throughout the Millard School District. The purpose was to teach strategies for parenting that would help children become more responsible, end arguing at home, and put the fun back in being a parent. A book, handouts, class discussions, and videos were used during the sessions. During the week parents practiced the new techniques they had learned and reported back to the class on how they did. They also checked out materials from the Love and Logic library. The evaluation forms completed at the end of the class were overwhelmingly positive. Many parents are interested in attending further classes. The grant paid for personnel and new materials for the Love and Logic library.

Harvey Oaks— Pam Berki, Kimberly Bolan

*Project PLACES*

Project PLACES was developed to support the development of a Web Site for families interested in information about places to go and activities to do with their young children. Many families who have children with disabilities have told early intervention staff that they have a difficult time thinking of developmentally appropriate activities for the whole family. A web link was created on the Harvey Oaks Web Page. The link accesses a home page for Project PLACES which includes places for families to go and activity/educational ideas to support learning within these settings. After developing the web link and the materials, the link was field tested with 12 families who receive early intervention services through Millard Public Schools Early Childhood Special Education Program. These families were asked to access the information on the Web, provide feedback about how easily they were able to find the information and what information they found useful. This project was jointly funded by MEF and Region 21. Additional dollars will be requested from Region 21 for next year to add more information to the site.

Harvey Oaks— Maureen Kuch

*Math 24 Tournament*

Basic skills are the cornerstone of mathematical understanding. The *Math 24* game and *First in Math* on-line program have made the tedious task of learning basic facts an enjoyable undertaking for students. Second through fifth grade students were able to learn and play *Math 24*. Classrooms then held in-class tournaments to provide competition for an incentive for improvement. In addition to using *Math 24* in the classroom, the students were also introduced to the *First in Math* on-line program, which allowed them to play at school and at home. The *First in Math* on-line program guides them through a diverse set of basic skills that includes addition, subtraction, fractions, and decimals just to name a few. Students were offered new and different sets of games and skills when they achieved a level of success in the previous set. This scaffolding created continuing interest and excitement in the *First in Math* program. Students looked forward to playing both *Math 24* and *First in Math*. Parents have commented that they enjoyed the excitement created by the program and have appreciated the ability to use it at home.

Hitchcock—Mandy Johnson, Pam Ehly

*Reading on the Run*

Reading on the Run, Hitchcock's home school reading connection program, was implemented as a way to promote reading outside of school. Each week every kindergarten and second grade student at Hitchcock Elementary School was given a thematic reading bag filled with high-quality, age appropriate literature, and a related activity to enjoy at home with his or her family. The thematic bags focused on one of Howard Gardner's Multiple Intelligences. The project was successfully tied to Strategy 2 of the building site plan, and project personnel received numerous positive comments from students, parents, and staff. With the generous support from the Foundation, discounts and donations from Payback Partners HyVee and The Bookworm, and contributions from the Hitchcock PTO, all components of Reading on the Run were fully funded.

Montclair Montessori—Kendall Morrisey

*I Can H.E.L.P-Hands Extended Linking People*

The I Can H.E.L.P. project created a pilot plan for service learning in the classroom. The project was developed by the students, is integrated into the curriculum, included classroom work and weekly service work. Throughout the school year, students worked with the residents of the Montclair Nursing Home on a weekly basis. Activities included literature circles, math Pentathlon challenge games, an interactive cultural fair, off site field trips and reading buddies. Students maintained self-reflection journals and have had positive learning experiences. Nursing Home residents, staff, parents, community members and administrators all had supportive and favorable comments on the program and it will be continued next year. Funds were used to purchase cultural fair display boards, pay for transportation and admission fees, planning hours outside of the regular contract working hours and service learning resource materials.

Sandoz—Maria Hicks

*Discover Culture in Omaha for ELL*

The intent of this project was to provide English language rich experiences for students with limited English proficiency. This was accomplished by working with students to learn about the various cultural experiences that Omaha has to offer and then actually experiencing and using the vocabulary of what Omaha has to offer. Cultural activities included a visit to the circus, summer swimming lessons, and a trip to Metropolitan Community College. The project was very successful not only in natural language learning and acculturation, but also in providing meaningful summer experiences for kids of low socio-economic status while building great relationships between school and their families. The grant paid for circus tickets and programs, swimming lessons, staff salary, transportation, and a final pizza party.

Willowdale—Cindy Wallace

*Opportunities & Success for Our ELL*

The focus of this grant project was to enable English language learners the opportunity to continue to receive English language instruction over the summer in order to maintain and improve their skills. Some students also benefited from receiving extra tutoring throughout the school year during a "study center" time. The students worked on listening, speaking, reading, writing, critical thinking and vocabulary acquisition by participating in many different activities. Students were eager to attend classes throughout the summer and during study center times. Their English language skills did not regress over the summer and the extra support during the year was very beneficial. Grant money was used for bus transportation in the summer for middle school and high school students and for teachers' wages. Activities proved to be so valuable that they should be continued.

## Middle Schools

### Andersen— Nancy Wilson

#### *A Need to Read*

Anderson Middle School had 49 6<sup>th</sup> and 7<sup>th</sup> grade students who were low-ability readers based on ELO/Benchmark test scores. They were invited to participate in weekly after school sessions involving creative hands-on approaches to strengthening their reading abilities. Areas of focus were activities involving comprehension, vocabulary, sight words, main idea, and paragraph structure and sequence. Informal evaluations of the students, parents, and staff all indicated that the sessions were a positive way to build and/or reinforce these skills. Concrete success statistics can be obtained next fall once standardized test scores are reported. Grant funds were spent on teacher wages and benefits; paper supplies and other consumables were covered by building funds.

### Beadle— Chandra Guenther, Dana Chamberlain

#### *Bulldog Basics Camp*

The purpose of the camp was to assist identified students in their transition from elementary to middle school. Teachers at their previous elementary schools recommended students for participation. The camp was held August 2 through 4 from 8 to 11:30 each day. During the camp, students participated in various activities that enabled them to become comfortable at Beadle Middle School. They rotated through several sessions that included get acquainted activities, becoming familiar with the building, learning how to open and organize lockers, and lunch choices. Other sessions included lessons on study and organizational skills, the Beadle website, and middle school expectations. Parents and students who participated in the camp overwhelmingly provided positive responses regarding their experience in an evaluation survey. Sixth grade teachers also said that the camp students seemed relaxed when they started school with the other sixth graders. The grant paid for the teacher's planning and instruction time. Snacks, folders, nametags, and miscellaneous items were provided by the school.

### Central—Shelly Corry, Carolyn Halpain, Barbara Miller

#### *Camp Cyclone*

*Camp Cyclone* was a transitioning experience for sixth grade students identified as possibly having a difficult time adjusting academically and/or emotionally to middle school. Students participated in activities that assisted them in meeting the Millard Essential Learner Outcomes and that provided a comfortable transition to middle school. Students came to Central for three days prior to the opening of school for three hours per day. Seventy-two students (a 71% increase from last year) divided into four groups of 18 rotated through four forty-minute sessions. In those sessions the following took place: review of basic skills in math, social studies, science, reading and writing, media usage, middle school expectations, building orientation, how to read a class schedule, opening a locker, organizational skills, and training in social and interpersonal skills. The program was very successful. It was evident in the students' faces, overall manner, and responses during *Camp Cyclone*. Most parents commented on the usefulness of the camp for both parent and child. Grant funds paid for teacher instruction, writing, and planning time; student supplies, and parent mailings. Provisions from other sources included counselor and administrator writing, planning, and instruction time.

Central—Ann Gapinski

*After School Advantage Program*

The *After School Advantage Program (ASAP)* was created to help at-risk students achieve the district's Essential Learner Outcomes. In order to achieve this goal, students were given the opportunity to develop skills such as task prioritization, organization strategies, memorization, and synthesis. On four out of the five weekdays, selected students attended *ASAP* from 2:45 until 4:15. Three adjoining classrooms, including one computer lab, manned by three accredited teachers, served as a positive learning environment for 30 sixth, seventh, and eighth grade students. Teachers and students all worked very hard to create procedures that enabled the students to effectively complete their daily work. Central Middle School team teachers communicated necessary assignment requests via email through the *ASAP* daily team leaders. These written requests were forwarded to each student daily through the use of a personal vertical file system. Students realized very quickly that the school expectation of work completion is imperative. Without work completion, academic success is virtually impossible. The grant paid for the salaries of the accredited teachers who worked directly with the students. Thanks to the time and effort spent in *ASAP*, teachers reported that there was less student failure due to incomplete work. Students also had higher test scores, which in turn led to positive self-images and feelings of control and success. Parents and teachers have expressed their appreciation for a program that supports them and their students.

Kiewit—Cecelia Birckhead

*Sunny Side Up!*

The purpose of the program was to bring the magic of enriched learning opportunities to Kiewit students during the summer months by providing them with a wide variety of workshops. Workshops were designed to challenge the students' minds, enhance their creativity, sharpen their skills, and meet new people while having fun. Workshops included First Aid/CPR, Fishing, Scrapbooking/Stamping, Acting, Cooking, and Microscopic Wonders. Approximately 35 students participated. Observable experiences as well as teacher reports were extremely positive. Kiewit plans to repeat a similar summer program next year. The grant was used for supplies and teacher wages and benefits.

Russell—Carol Groseth

*Get Ahead Program*

The goal of the Get Ahead Program was to aid transition for at-risk students from fifth to sixth grade. Activities were scheduled to review basics in language, math, and study skills. Use of lockers, daily routines and organization were included, and students became familiar with the building. Approximately 60 fifth graders attended the August 2005 program, with six teachers leading the group. Feedback from parents was positive, and students reported less school anxiety as they entered Russell Middle School for the school year. Grant funds were used for salaries and materials.

## High Schools

### North—Kelly Welsh

#### *The Freshman Stampede*

The Freshman Stampede is designed to ease the transition from middle to high school for incoming freshmen. The first day of school, which is for freshmen only, begins with a big welcome in the auditorium. The kids are divided into four groups so they can attend four different sessions in smaller groups. The sessions cover various aspects of high school life from clubs and activities, to a tour of the school, to an introduction from the Counseling Department, to school rules and the handbook. Throughout the morning, staff members take pictures and videos of the freshmen. All the students have the opportunity to eat lunch in the cafeteria and play a quick game of 3-Way Volleyball in the gym. The afternoon is spent going to classes to meet their teachers and to find their way around the building. The day ends with a pep rally, which includes the band and cheerleaders. The last part of the pep rally is the video of their first day of high school. This video will be saved so it can become part of the students' senior video in four years. In addition to the entire faculty helping with this day, students of all three upper grades volunteer their time to help. It is an opportunity for the freshmen to meet upperclassmen in a casual atmosphere and to ask questions of students, not just teachers. This is the second year for Freshman Stampede and it was great. Freshmen love being at the school without the pressure of classes and upperclassmen. They like being able to have lunch and to meet new people throughout the day. This year, all 9th graders received a student planner, folder, and other items that were purchased with grant funds. This has allowed the students and the teachers to continue the project goal—helping freshmen be more successful in high school, both socially and academically.

### West—Amy Delehant

#### *Training Our Future Educators: Peer-Tutoring*

The purpose of this project was to provide tutoring experiences to Future Educators Association (FEA) club members. In order to gain knowledge about the skills needed to be a successful teacher/tutor and insight about a teacher's daily after-school routine and responsibilities, junior and senior members of the club set up weekly or biweekly mentoring or tutoring experiences with students in local elementary schools. The project was successful in its benefit to participating students, but it was disappointing in that less than 20% of the members participated. There was some difficulty working out the logistics of reimbursing students for national and local conference registration fees out of grant funds, and it took much more time than anticipated to set up students with supervising teachers.

## Other

### District Wide—Liz Carey

#### *Help! Dennis the Menace Lives at My House*

The purpose of the project was to educate and support parents of students identified with Attention Deficit Hyperactivity Disorder. The group met once a month for seven months during the year. Attendance improved this year, with up to 40 parents per session, and many parents attending even late into the year (when attendance typically falls off). Additionally, there were many attendees from outside the Millard district and their comments indicated that the group provides an extremely valuable service unavailable anywhere else in the city.

The latest theories and research were presented by the co-facilitators, including information about what ADHD is, behavioral management, social skills, peer relationships, home-school communication and other topics. Guest speakers also provided current research and information about medication, co-morbid conditions, and how to help ADHD children with organization and homework completion. An evaluation by the parents at the last meeting indicated the group was successful and useful to parents in many ways. They related that they found the session on behavior management particularly useful and were able to develop ways to approach the school proactively rather than emotionally. They appreciated the interaction with other parents and feel less alone with the problems they face with their child. Grant funds were used for speakers, the Barkley ADHD Newsletter, and teaching/planning time.

#### District Wide—Linda Horton

##### *TeamMates of Millard*

Millard Public School TeamMates mentoring program has grown to over 110 mentors serving students at seven elementary and all secondary schools who have been experiencing difficulties affecting their educational success. In addition to weekly mentoring sessions, each building held a variety of school-based and metro area activities for mentor-mentee teams, including *A Christmas Carol* at the Omaha Community Playhouse and a Creighton basketball game. The majority of the grant was used for extended contracts for teachers who served as building coordinators, but funds also paid for supplies, activities, and the mentor training critical for building long-lasting relationships with mentees. This year's TeamMates program was highly successful.

#### Elementary Level—Dr. Patricia Rhodes

##### *BIST or BUST*

The purpose of BIST or BUST was to provide training for elementary teachers on the Behavior Intervention Support Team, a behavior management plan focused on teaching students to take responsibility for their own actions. Approximately 80 teachers successfully completed the training.

#### Mid Level—Susan Polk

##### *Middle School High Ability Learner Seminar Program*

Middle school seminars were developed as a way to enable students identified as high ability learners from throughout the district to meet and work together. Under the guidance of experts they collectively address complex issues requiring the synthesis of knowledge from multiple disciplines to solve problems. This grant provided partial funding for gifted students in a variety of subject areas to take the seminars in sixth grade orientation, architecture, forensic science, writing, city planning, medical careers, global positioning, flash animation, art and drama, genetics/science, and weather forecasting. Grant funds were used for transportation, professional and artist fees, the HAL facilitator, and more.



## **Special Education Year End Report 2005-2006**

### **Introduction**

During the 2005-06 school year Millard Public Schools provided special education and related services to 2,945 students birth through twenty-one years of age who were eligible under the requirements set forth in the federal Individuals with Disabilities Education Act and in Nebraska Title 92 NAC Chapter 51. Special education services were delivered in accordance with each student's Individual Education Program (IEP)/Individual Family Service Plan (IFSP). The District's pre-kindergarten through age 21 special education program is comprised of several service delivery models, including the following.

- Consultation with general education teachers
- Special education support provided in general education classrooms (collaboration)
- Collaborative teaching in general education classrooms (inclusion)
- Special education resource programs in combination with general education classes (pullout)
- Special education classrooms offering highly specialized educational programming
- Early childhood home-based services offered in collaboration with the family in the home or other community based settings
- Homebound/hospital services for students with medical conditions that prevent them from attending a Millard Public School
- Contracted special education services provided in locations outside the Millard Public Schools

### **Early Childhood Special Education Programs**

Early childhood special education services are provided to children who meet the eligibility requirements of Nebraska Title 92 NAC Chapter 51. Services to eligible students who are birth through age five includes the following:

- **Assessment:** Diagnosis and evaluation of the child's developmental status in the following areas: communication, gross and fine motor skills, cognitive, behavioral and social-emotional development, hearing and vision. During the 2005-06 school year, 346 children birth to 5 years of age were evaluated to determine their eligibility for Early Childhood Special Education services.
- **Service Delivery:** During the 2005-06 school year, 328 children birth to 5 years of age received early intervention special education services.
- **Program Planning and Implementation:** Development of an Individual Family Service Plan (IFSP) for students birth to age three or an Individual Education Program (IEP) for students who have already turned three years of age.

Programs were delivered to students and their families utilizing the following models:

1. For students birth to age three, services are provided in the child's natural environment (home or daycare setting). This model may also be used for students who are so medically fragile that they cannot be safely educated outside of their home/daycare environment.
2. For students age three to five, center-based services are provided in a preschool-type classroom setting. The District had center-based special education preschool classrooms at Cody, Sandoz, and Montclair during the 2005-06 school year. In the special education preschool programs, students are served in classrooms of eight to thirteen students staffed by a special education teacher and paraprofessionals. Speech/language, occupational and physical therapy, and other related services are available as needed. Each classroom includes typically developing peers who are selected through a screening process. The District provides transportation for preschool children with verified disabilities; typically developing peers are transported to the program by their parents.



3. For four-year-old students, the Early Start program at Cody included seven verified students. The students received the support of a speech language pathologist. Transportation to school was provided to these students. This model is a less restrictive placement than the special education preschool classrooms.
4. Itinerant services are provided to students who do not need the intensity of a classroom setting, but benefit from more individualized instructional opportunities focused on specific learning areas.
5. Consultative services to children and their parents/caregivers are provided through collaboration with education and child-care professionals.

Services Coordination: Mandated through legislation in 1995, and funded by Medicaid receipts for school-based Medicaid services, families of children birth through three years of age are offered Services Coordination to assist the family in accessing and coordinating the services provided by many agencies and available to families of students with disabilities. Currently, services coordination is provided through an agreement between Millard Public Schools, Planning Region 21 and ESU 3.

### **School Age Resource Program and Related Services**

Each school in the District provides special education and related services to students in their attendance area through resource programs, speech-language services, paraprofessional support, psychological services and other related services. All students are educated in the least restrictive environment. When a student's Individual Education Program (IEP) Team determines that the student's needs are such that more intensive special education services are needed than can be provided in the neighborhood school, the student may attend a special education program outside their assigned neighborhood school. Specialized programs are provided for students with severe academic deficiencies, behavioral difficulties or other significant educational needs that cannot be appropriately met at the neighborhood school. These programs may be located at another Millard school or at a location outside the school district. Transportation to the program recommended by the student's IEP Team is provided by the District.

### **Young Adult Program**

The Millard Public Schools Young Adult Program focuses on transitioning students, ages 18-21, from the school environment to the community. To assure a successful transition, students participate in curriculum that addresses functional academics, personal management, vocational development, motor development, and independent living.

The Young Adult Program, located on the grounds of Central Middle School, served 45 students during the 2005-2006 school year. Four teachers and eight paraeducators assisted the young adults in acquiring the transition skills necessary for independent living and the world of work. The program serves a wide variety of students. Twelve of the students, three who need wheelchairs, function in the severe to profound range of mental delay. Three of these students have significant medical needs that require close attention and assistance. All of these students require a high level of adult support for participation in all activities, self-care, positioning, and movement throughout their environment. In order for these students to be actively involved in activities, hand over hand support, as well as specialized equipment for their physical and communication needs is necessary. Many of these students are able to participate in preparing simple snacks and lunches, reading environmental signs, and participating in a simulated workshop setting with adult support.

The remaining students, with mild to moderate disabilities, have the potential to be competitively employed after they age out of the program. One student is visually impaired and requires Braille instruction, as well as orientation and mobility training, in order to access the community and work sites. The primary focus of the program is providing these capable students with work experiences at volunteer employment sites. Several of the job sites serve as the Young Adult Program's PayBac Partners. In April, these employers participated in a mock interview forum. Students were interviewed by the employers,

videotaped by the Young Adult staff, and then critiqued on their performance. The information received from the employers and from the videotapes is critical to student programming and curriculum planning.

In addition to work sites, the students maintain the facility, prepare meals, and participate in volunteer and community activities. Classroom instruction includes skills development needed for participation, independence, and employment in the community. The Young Adult Program has a craft company in which students participate in all aspects of the business. This is an excellent opportunity to practice problem solving skills, social skills, fine-motor skills, responding to and following directions, as well as money management. Transportation is available for all young adults from home to school. The District also provides transportation from the school to all non-paid work sites and exploratory work experiences during the school day.

To promote physical wellness and social interactions, students are provided opportunities to participate in community recreation and leisure activities. This year we added the opportunity for interested students to participate in a YMCA Swimming and Spinning class with community members.

The Young Adult Program is committed to connecting the students and their families to the appropriate agencies and supports that will assist them with the transition from public school to the “world of work”. Related services are provided to the students as determined through their Individualized Educational Program (IEP). These services may include health services, physical and occupational therapy, vision services, adaptive PE services, speech and language therapy, and/or assistive technology services.

### **Services for Students in Alternate Curriculum Programs**

Millard Public Schools has a small percentage of students whose IEP Teams have recommended that the student participate in an Alternate Curriculum in order to most appropriately meet their educational needs. The 2005-06 school year began with 148 students in K-12 programs for students with mental handicaps. During the year, four students moved out of state and 13 students moved into our district. The year ended with 157 students participating in Alternate Curriculum programs.

In order to provide adequate support and leadership for this growing student program, a Program Coordinator and a Program Facilitator supervised the K-12 Mentally Handicapped Program and the 6-12 Multi-Categorical Program.

The alternate curriculum consists of five domains: Functional Academics, Personal Management, Vocational Development, Motor Development and Independent Living. Under the leadership of an external consultant, a representative group of teachers analyzed the curriculum scope and sequence that had been developed to address each domain area. The scope and sequence was revised to include items on Nebraska’s State Alternate Assessment Rubric.

Curriculum materials were selected and purchased to support the alternate curriculum and provide consistency from kindergarten to senior high school. New curriculum materials were implemented in Math, Reading, Social Relationships, Middle School Science and Middle School Social Studies.

### **Services for Students with Behavioral Difficulties**

In an effort to better meet the needs of students with behavioral difficulties, in 2005-06 the Special Education Department allocated additional professional resources to support students who had behavioral difficulties and the staff members who work with them. Allocating a full-time Program Facilitator for Behavior Disorders and having K-12 programs for students with behavior disorders supervised by a single special education coordinator provided this support.

The Program Facilitator and Coordinator provided support to building staff members through staff development, consultation with school teams, assisting in the development of behavior intervention plans,

assisting in the assessment of students, and providing direct services to students. During the 2005-06 school year the Program Facilitator and Coordinator provided staff development for staff members at Neihardt Elementary, Sandoz Special Education Preschool, Norris Elementary, Ackerman Elementary, Ezra Elementary, Beadle Middle School, Millard North High School, and Millard South High School.

The Program Facilitator consulted with teachers in almost every Millard school during the year and ongoing consultation was provided at twenty-five schools for over sixty-five students. The consultation services included classroom observations of the student, assessing students, assisting in the development of behavior plans, problem solving the implementation of plans, and attending meetings for these students.

Due to renovation work on Ackerman Elementary the Structural Behavioral Skills program will be moving to Rohwer Elementary starting in the 2006-07 school year. The transition of this program was coordinated by the Coordinator and Program Facilitator of the program and the building principals at the two elementary schools.

The Coordinator and Program Facilitator also worked with Level III contract schools to integrate students back into the Millard schools. This school year six students were able to successfully transition back to their assigned Millard school full-time and five more students attended Millard schools part-time.

### **Alternative School Programs**

In addition to special education programs located in the middle and high schools, two separate programs/facilities within the Millard Public Schools were also utilized to serve the various needs of the secondary special education student population. The Middle School Alternative Program offered educational services to general and special education students identified as having one or more of the following concerns: chronic attendance problems, chronic behavioral issues that interfere with his/her or other students' learning, a lack of continuous progress in academic achievement, and/or a general lack of academic progress which the current educational program is unable to meet. This program served a total of 32 students; 14 of these students had a verified special education disability.

The second alternative program, Millard Learning Center, offered educational programs to 11<sup>th</sup> and 12<sup>th</sup> grade students who are at-risk of school failure. The Millard Learning Center provided a range of services to at-risk students and can serve approximately 95 students a semester, 34 of the enrolled students were verified with a special education disability. During the 2005-06 school year 41 students at the Millard Learning Center completed the requirements to graduate.

### **Other Programs**

#### **Contracted Services**

The educational needs of some students are not able to met in programs provided at Millard Public Schools facilities. The district contracted with the agencies listed below to provide services for these students, whose disabilities are generally behavior disorder or hearing impairment.

- Alpha School
- Brook Valley School (ESU 3)
- Heartland/Midlands III
- Boystown Center for Childhood Deafness, preschool program located at Washington Elementary School
- Suburban Hearing Impaired Program

## Related Services

Related services are provided to students with disabilities when necessary to provide the student with a free appropriate public education. Related services were provided in the following areas:

- Adaptive Physical Education
- Occupational and Physical Therapy
- Speech/Language Therapy
- Assistive Technology/Augmentative Communication
- Hearing and Vision Services, including audiological evaluations and orientation and mobility services
- Vocational Services

## District Wide Assessments

Students with disabilities continued to participate in the Essential Learner Outcome and Benchmark Assessments. The following table shows the number of students with disabilities that participated in these assessments and the percent of students that mastered the assessment the first time they took it. Students who did not achieve the cutscore the first time they took the ELO assessment were provided reteaching and given additional opportunities to take the assessment.

Grade	Test	Number of Students with Disabilities Taking Assessment	Mastered	Not Mastered	Mastery rate
1	Analytical Writing	120	100	20	83.33%
1	Language Arts	139	99	40	71.22%
2	Analytical Writing	206	154	52	74.76%
2	Math	267	216	51	80.90%
3	Analytical Writing	249	182	67	73.09%
3	Math	297	216	81	72.73%
3	Reading	291	203	88	69.76%
4	Analytical Writing	236	177	59	75.00%
4	Math	241	185	56	76.76%
4	Reading	239	168	71	70.29%
5	Analytical Writing	251	175	76	69.72%
5	Math	223	159	64	71.30%
5	Reading	222	157	65	70.72%
5	Science	257	210	47	81.71%
5	Social Studies	258	217	41	84.11%
6	Math	187	103	84	55.08%
6	Reading	186	90	96	48.39%
7	Analytical Writing	178	143	35	80.34%
7	Math	173	113	60	65.32%
7	Reading	176	113	63	64.20%
8	Math	169	112	57	66.27%
8	Reading	167	89	78	53.29%
8	Science	180	160	20	88.89%
8	Social Studies	181	109	72	60.22%
9	Reading	139	94	45	67.63%

10	Analytical Writing	166	122	44	73.49%
10	Math	167	96	71	57.49%
11	Science	146	120	26	82.19%
11	Social Studies	145	109	36	75.17%

Eighteen graduating seniors had one or more ELO cutscores lowered as a result of their disability and received a Millard Public Schools diploma with the appropriate notation. Eleven students with severe disabilities participated in the Alternate Assessment in lieu of taking district ELO assessments; these students will receive their Millard Public Schools diploma with the appropriate notation when they exit the Young Adult Program at age 21.

### **Special Education Program Highlights**

1. The Millard Public Schools Adaptive PE Department again this year offered a Bike Rodeo in May at Zorinsky Park. The Bike Rack and Munroe Meyer Rehabilitation Institute worked side-by-side with the District in planning and facilitating this Saturday morning. Munroe Meyer brought several different tandem bikes for Millard families and students to try.
2. The Millard Public Schools Adaptive PE Department also developed and sponsored a Fishing at Zorinsky Day for high school and Young Adult Program students with mental and/or physical disabilities. The SANDS program, Omaha Parks and Recreation, and the Pro Bass Shop (with Pro Bass volunteers) helped Millard students learn about water wildlife, water habitats, and the fine art of fishing. The students had a wonderful half-day with these experienced fishermen and many students caught their first fish!
3. The Millard Public Schools Transition Committee hosted several learning opportunities for parents, students and staff throughout the school year. These included
  - a. A Provider Fair that had representatives from Department of Developmental Disabilities, Social Security Administration, Parent Training Institute, and Medicaid;
  - b. A presentation from the WIN-AHEAD groups with representatives from UNO, Metro Community College, and Creighton University;
  - c. A presentation of “Rebuilding Dreams by a representative from the Parent Training Institute;
  - d. An Interview Forum with community employers; and
  - e. A “Meet and Greet” at the Department of Developmental Disabilities Office.
4. All special education staff were part of Professional Learning Communities within their assigned buildings.
5. The adoption of Infinite Campus was a major accomplishment for special educators this year. As the first district in Nebraska to implement the program’s special education module there was considerable work that needed to be done to conform with Nebraska regulations. The program provides an opportunity for special education documents to be integrated into students’ data profile and for the teachers to have access to their students’ IEPs containing the instructional and assessment accommodations and modifications which are required to be provided to the student by teachers, as well as the goals and objectives developed by IEP Team members. District staff will continue to work with Infinite Campus personnel and state officials to refine the program and tailor it to meet specific District and State requirements.
6. Resolving parental challenges to verification, placement and other recommendations of IEP Team members continues to be challenging. Most situations are able to be satisfactorily resolved through extensive efforts of staff members and building and central office administrators. Occasionally, however, these efforts are not sufficient and parents choose other means to address

their concerns. One parent made a complaint against the Millard Public Schools and the complaint was investigated by the Nebraska Department of Education. Millard Public Schools was found to be out of compliance and a corrective action plan was developed and implemented. Following the implementation of the corrective action plan the Nebraska Department of Education closed the complaint and no further action was required.

7. In the spring of 2004 the Millard Public Schools' Special Education Department began implementation of the Nebraska Department of Education's five-phase local school district self-assessment process called Improving Learning for Children with Disabilities (ILCD). The ILCD process is a transformation of the previous compliance monitoring system to a new process focuses on the analysis of student data related to growth and performance in a school improvement/strategic planning framework. Millard is uniquely positioned to maximize the intent of ILCD process because of its rich background in strategic planning and collecting and analyzing data.

Below is a summary of progress to date and next steps in the ILCD process.

<b>Phase</b>	<b>Details</b>	<b>Status</b>
<b>Phase I:</b> Create and train an ILCD Steering Committee to examine potential data sources	The Steering Committee consists of 28 individuals from a variety of backgrounds including, students, parents, general educators, special educators, related service providers, school psychologists, principals, special education administrators, etc.	Completed Spring 2004
<b>Phase II:</b> Collection of data and analysis; identification of strengths and concerns; determination of performance levels for the 8 ILCD inquiry areas.	Over 1000 pieces of data were collected and analyzed. Sources included surveys, STARS data, and other district measures.	Completed 2004-2005 school year.
<b>Phase III:</b> District identified improvement strategies	Over 35 Millard Public Schools parents and staff members met from January-April 2006 to identify and recommend the action plans necessary to reach the specific results and achieve the 5 strategies identified by the ILCD Steering Committee. Participants in the District's Leadership Academy facilitated the work of the 5 action teams.	Complete 2005-06 school year.
<b>Phase IV:</b> Implementation of ILCD Action Plans/improvement strategies.	The implementation schedule will be established, action plans assigned to staff members, implementation teams will be organized, and work on the action plans will commence.	Scheduled for the 2006-2007 school year.
<b>Phase V:</b> Continued implementation of improvement strategies.		Scheduled for the 2007-2008 school year.



## **Office of Staff Development 2005-06**

### **INTRODUCTION:**

This Annual Update/Final Report provides readers with an **overview** of the numerous offerings that the Office of Staff Development has provided for a variety of groups. The audiences that are involved include the following: approximately 1573 certificated educators, 85 administrators, 46 professional/technical (salaried), 168 professional/technical, 379 paraprofessionals, and 14 nurses. In an effort to make the staff development more effective in 2005-06, building administrators were more actively involved in the district's "initiatives". The Office of Staff Development (OSD) believes that unless the building administrators are actively involved, district initiatives will not be successful.

This Annual Update/Final Report shares a snapshot of the offerings coordinated by the Office of Staff Development; however, it does not reflect the various building staff development or professional development coordinated by other district offices. The report is divided into several sections: Large-scale Staff Development Initiatives, New Staff Induction, Graduate Credit Courses, Pre-Opening and Fall Workshop, Martin Luther King, Jr. Staff Development Day, President's Day, May 30-31, 2006, and additional Staff Development Offerings.

In addition to this snapshot of multiple offerings, the Office of Staff Development initiated some new programs and processes in 2005-06. With the addition of a new position, MEP Staff Development Facilitator, more "just in time" staff development support could be provided to buildings. We also implemented a monthly electronic newsletter (also posted on the INTRANET) to better communicate to all staff. PPD Days (Professional Planning & Development) were resurrected in 2005-06 in an effort to keep teachers in the classroom as much as possible while still giving them opportunities to collaborate on curriculum writing and professional development. (Specific information about PPD Days is updated on the Educational Services INTRANET page.) The position of Differentiation Point Person was revised to Building Staff Development Facilitator. The essential functions of this extra duty position were to 1) advocate for improving instruction (differentiation, technology implementation, etc); 2) attend monthly after-school meetings with the Director of Staff Development; 3) field questions from building staff members as they relate to building and district staff development; 4) disseminate information RE: professional development to building staff members; 5) post and promote the Office of Staff Development Newsletter to improve communications between district and buildings; 6) assist building administration with the implementation of MIM (Millard Instructional Model) and participation in the MIM Academy on June 6, 2006; 7) assist building administration with the three district staff development days during the school year and any required follow up; 8) become familiar with materials relating to effective instruction that are housed at the building level; and 9) facilitate staff development demonstrations for new staff regarding knowledge/application INTRANET.



## ***LARGE-SCALE STAFF DEVELOPMENT INITIATIVES***

### **PROFESSIONAL LEARNING COMMUNITIES (PLC)**

Professional Learning Communities was a major focus for Millard Public Schools in 2005-06 and will continue to be our focus. The Millard Public Schools Professional Learning Communities could be defined as: a group of (1) results/data-oriented MPS professionals with (2) shared mission, vision, values, and goals who (3) meet regularly in collaborative teams focused on learning, to (4) consistently inquire into “best practice and current reality,” and who are (5) action-oriented and (6) committed to continuous improvement.

Building administrators were given parameters to assist with the implementation of this district based staff development at their sites.

#### **Tight Parameters for PLC Implementation in Millard Public Schools**

- Groups must address critical questions:
  - What is it we expect all students to learn?
  - How will we know when they have learned it?
  - How will we respond when they don't or if they already know it?
- Groups must decide on group norms/ground rules. The discussion is important and may be ongoing.
- Groups must have regular collaboration and discussion based on data.
- Groups must clarify Essential Common Outcomes by course/content area. (These common outcomes are generally not the specified outcomes or enablers already established in the Millard curriculum, but are based on these. The groups, not others, should select.)
- Groups must develop at least 2 common assessments per semester (or equivalent).
- Groups must establish specific measurable standards or goals with a timeline for results.
- Groups must disaggregate and analyze group and sub-group results.
- Groups must identify, implement, and evaluate improvement strategies.
- Principals are encouraged to create a Performance Action Plan to map out activities for PLCs and submit to their supervisors for review.

#### **Loose Parameters for PLC Implementation**

- Content of focus may be decided by the group but must relate to Millard curriculum.
- Number of members and organization of PLC teams may differ.
- Numbers, times, and locations of meetings will vary.
- Timeline for implementation of Professional Learning Communities will vary by level and building.

District wide base line information was gathered through questions via Zoomerang. In addition to district parameters for implementing PLCs, a tentative timeline has been established that demonstrates the district focus.

#### **2004-2008 Professional Learning Communities \* Implementation Timeline \*(Rev. 5-26-06)**

##### **2004-05**

2004-05 – Administrator staff development – focuses on PLCs and the book, Whatever It Takes.  
 February 2005 – \$10,000 Support for DuFour Holiday Inn Conference building attendance  
 Summer 2005 – \$20,000 Support for DuFour Summer Conference building attendance  
 Spring 2005 – High Schools receive board approval for Monday late starts for PLCs to meet

##### **2005-06**

August 2005 – MPS Tight Loose Parameters introduced to administrators  
 Fall 2005 – Principals, C&I Asst. Principals meet with OSD and Principal Supervisors re: PLCs

October 2005 – District staff development day devoted to buildings introducing/pursuing PLCs  
 December 2005 – PLC ad hoc committee meets to assess needs  
 Spring 2006 – OSD offers menu of support options to buildings (see attached list)  
 Spring 2006 – ESU #3 Debbie Schraeder offers 6 book study sessions (see attached document)  
 May 2006 – PLC survey (Zoomerang Link) sent to every teacher and building administrator  
 Spring 2006 – Per Vicki Kaspar’s idea – PLC training video is created to share with buildings in Fall 2007  
 June 1, 2006 – \$6,250 Support for building administrators to attend Nebraska ASCD PLC workshop  
 Summer 2006 – \$20,000 Support for DuFour Summer Conference building attendance  
 TENTATIVE PLC PLANS FOR FUTURE

### **2006-07**

Fall 2006 – Feedback to principals re: PLC survey results  
 Fall 2006 – Principals, C&I Asst. Principals meet with OSD and Principal Supervisors re: PLC & MIM plan  
 Fall 2006 – Share PLC video to be used as a resource when training new staff or to review with returning staff  
 2006-07 – District staff development days devoted to buildings introducing/pursuing MIM & PLCs  
 Fall 2006 – \$10,000 Support for DuFour Holiday Inn Conference building attendance  
 Spring 2007 – OSD offers menu of support options to buildings / follow up with Debbie Schraeder  
 May 2007 – PLC survey (Zoomerang Link) sent to every teacher and building administrator

### **2007-08**

Fall 2006 – Feedback to principals re: PLC survey results  
 Fall 2007 – Principals, C&I Asst. Principals meet with OSD and Principal Supervisors re: PLCs & MIM  
 2007-08 – District staff development days devoted to buildings introducing/pursuing MIM & PLCs  
 October 2007 – DuFours present at QWEST for all 1700 certified staff members  
 Spring 2008 – OSD offers menu of support options to buildings / follow up with Debbie Schraeder

Millard Public Schools administrators and teachers also had an opportunity to further their professional learning of PLCs in a 3 part series starting on March 2 and ending on April 21. Debbie Schraeder (ESU #3) facilitated two levels of professional development at DSAC. “Getting Started” was based on the series offered last fall at ESU #3. “Whatever It Takes” was the next level. The Office of Staff Development purchased the books, Getting Started and Whatever It Takes for every participant.

### **WHATEVER IT TAKES**

# of Evaluations Completed: 43

EVALUATION 4.35 ON A 5 SCALE

### **GETTING STARTED**

# of Evaluations Completed: 23

EVALUATION 4.6 ON A 5 SCALE



## **MILLARD INSTRUCTIONAL MODEL**

In addition to Professional Learning Communities, the Millard Instructional Model was revised and introduced to building administrators during their monthly staff development sessions prior to General Administration Meetings. The full implementation will occur in 2006-07 as a result of the June 6 MPS Summer Academy. Approximately 220 teachers and administrators participated in the June 6 Academy. Objectives for the Academy were to have participants review and discuss four important aspects of effective teaching and to collaboratively plan how staff development will be implemented at their building. Building plans were to answer the following four questions: A) What will teachers know and be able to do?; B) How will teachers learn it?; C) How will we know teachers have learned it?; D) What happens if teachers do not learn it or already know it? The four important aspects of effective teaching that were focused on in the 2006 Summer Academy were 1) Teaching to an Objective; 2) Motivating & Focusing Attention; 3) Getting Students Set To Learn; and 4) Providing Information Effectively. The Millard Instructional Model and instructional documents that were used at the June 6 MPS Summer Academy can be accessed on the INTRANET.

### MPS JUNE 6 SUMMER ACADEMY

# of Evaluations Completed: 159

EVALUATION 4.8 ON A 5 SCALE

## **TECHNOLOGY**

The Office of Staff Development will always support technology staff development and the implementation of technology into instruction. Michelle Baldwin, Technology Staff Developer, leads our department in designing, delivering and/or coordinating several technology workshops. Michelle Baldwin delivered or coordinated several “just in time” technology workshops. Michelle also offered several standard classes via *Better & Better*, the district’s staff development handbook published online via the MPS INTRANET.

Traditional classes were offered following district standards. Online classes were offered using Element K as the provider. The classes were limited to current district standards. A sample of the technology classes recently offered include Operating Systems, Email, Word Processing, Database, Spreadsheet, Multimedia, Internet, Intranet, iShare, Handhelds in the Classroom, Digital Imaging and Equipment, Grade Book, OS10, Publisher, Dream Weaver, and Technology Integration.

<b>CATEGORY</b>	<b># OF CLASSES</b>	<b>CERTIFIED</b>	<b>CLASSIFIED</b>	<b>RATING</b>
Email	6	4	72	4.8 on 5 scale
Word Processing	5	8	44	4.9 on 5 scale
Database	1		7	4.7 on 5 scale
Spreadsheet	6		76	4.9 on 5 scale
Multimedia	7	16	39	4.4 on 5 scale
Internet	4	10	15	4.8 on 5 scale
Intranet	6	7	51	4.9 on 5 scale
Horizon Library	1		25	3.9 on 5 scale
Tips & Tricks				

## **INFINITE CAMPUS**

Another major initiative in 2005-06 was the implementation of Infinite Campus. Infinite Campus is a completely integrated system, with demographic, enrollment, census, grade book information, special education information, a parent portal and assessments all in the same database. Training was required for almost every teacher, administrator, secretary, nurse and several office paras. January 4, 2006 was the day before students returned from winter break and served as the kick off training date for all certified staff. Infinite Campus coaches facilitated the training for all regular and special education staff. Follow up coach training will occur on August 2 & 3, 2006 for further support of the buildings. The 2005-06 schedule of almost 100 Infinite Campus offerings that were provided in 2005-06 is posted on the INTRANET.

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## ***NEW STAFF INDUCTION PROGRAM***

Full-scale implementation of the MPS New Staff Induction Program began in August 2004. All staff new to MPS participate in this 3-year program. Under the direction of administrative intern, Sharon Comisar-Langdon, the MPS New Staff Induction enhanced the successful acclimation and professional development of new staff to MPS.

## **MENTORING HANDBOOK**

The MPS Mentoring Handbook for New Staff, Mentors, Building Administrators and Supervisors has been implemented at all building sites to facilitate the mentoring process. New staff received the Handbook at Fall Workshop and reviewed it again with Sharon Comisar-Langdon during 1st semester building visits. New mentors received the handbook during their training prior to the school year.

## **MOEC MENTORS-IN-TRAINING**

Millard Public Schools has participated in the Metropolitan Omaha Educational Consortium since 1991. The purpose of this program is to train metropolitan area master teachers to become mentors so they, in turn, can provide mentoring to new teachers in their respective school districts. Over 250 MPS veteran staff members have been trained as mentors to date. This year over 40 MPS master teachers participated in the three-day professional growth experience, through MOEC Mentor training.

## **PRACTICAL TIPS FOR BEGINNING TEACHERS**

This one-day offering has now been expanded and enhanced since its inception in the mid-1990's. Sharon Comisar-Langdon and Char Riewer provided training to new teacher employees throughout the year, meeting on a quarterly basis. The purpose of this training is to provide support to educators new to the profession in order to increase the likelihood of a "good start" in their educational careers and in their MPS experience. Besides materials the instructors have developed, they also use the Harry Wong text First Days of School. New employee attendance is voluntary.

# of Evaluations Completed: 23

EVALUATION 4.8 on A 5 SCALE

## **PEER COACHING**

Peer Coaching is a required experience for all 2<sup>nd</sup> year certified staff members. Over 200 certificated staff participated in Peer Coaching this school year. Quarterly Peer Coaching professional development sessions focus on the Indicators of Effective Teaching and Indicators of Effective Counseling. Quarter sessions include peer collaboration and reflection through a non-evaluative observation in each partner's classroom or professional setting, a pre-observation conversation, and a post observation requirement each quarter for all participants. The Peer Coaching Option Independent Team Study is available for 2nd year staff who have more than 2 years of professional experience prior to coming to Millard. A \$250 stipend is offered to all participants.

# of Evaluations Completed: 187

EVALUATION 4.4 on A 5 SCALE

## **PRODUCTIVE APPROACHES FOR TEACHING AND LEARNING**

Productive Approaches is a required experience for all 3<sup>rd</sup> year certified staff members. Staff registered for one of two choices: Productive Approaches for Teaching and Learning 3-hour graduate credit course OR 8 hours of training in differentiated instruction. These district-developed courses align with Millard's Indicators of Effective Teaching and/or the Indicators of Effective Counseling with current research and best practice instructional strategies. Participants in the graduate credit classes earn three graduate credit hours from UNO for successfully completing the course. The Office of Staff Development currently pays the tuition, fees, and materials costs for all participants. Successful completion of the course fulfills the differentiation requirement for certificated staff members. Veteran certificated staff members are trained as course instructors and teach the courses on a regular basis. A \$250 stipend is offered to only those participants in the 8 hours of training. Those participants enrolled in the free graduate class are not paid a stipend.

8 Hour Class: # of Evaluations Completed: 41

EVALUATION 4.6 ON A 5 SCALE

Graduate Class: # of Evaluations Completed: 32

EVALUATION 4.0 ON A 5 SCALE

## **GRADUATE CREDIT**

In addition to teaching UNO classes, the Office of Staff Development also cooperated with Doane College and Wayne State College to offer graduate classes in *Better & Better*. The goal of this relationship was to provide more convenience to our MPS staff in pursuing graduate classes for professional development.

During the 2005-06 school year, two 3-credit hour graduate classes from Doane College were offered including EDU 699 - *Young Adult Literature* at Kiewit Middle School and EDU-607-3 - *Building Communities Within the Classroom: Strategies for the Learning Environment* at Millard South High School.

During the summer of 2006, two 3-credit hour graduate classes from Doane College were offered including EDU-620 *Gifted Education in the Regular Classroom* at Montclair Elementary and EDU-627 *Meeting Learner Needs Through Multiple Intelligences* at Wheeler Elementary. Wayne State College offered two 3-credit hour classes. Both were held at Millard West High School – EDU-596 *Connecting with Today's Youth* and EDU-590 *Developing Excellence in Others*.

We also supported four MPS teachers in the National Board for Professional Standards Cohort Program through UNO. Increasing the number of MPS Nationally Board Certified Teachers provides more teachers the opportunity to make positive changes in classrooms. The participating teachers are Jodi Critser (Hitchcock), Linda Brablec (North Middle), Amanda Link (North Middle), and Tom Neumann (South High). Information about this program can be viewed on the INTRANET.

## ***PRE-OPENING AND FALL WORKSHOP***

### **ORIENTATION FOR NEW HIRES**

New hires were paid to participate in three days of orientation (August 4, 5 & 8) with all special education staff participating in an extra day of training on August 3. Thursday, August 4 included a curriculum overview and Six Trait Training. On Friday, August 5 all new 2005-06 certified hires were provided with all day technology training. In addition to the Millard technology orientation, other training topics included SIMS grade book and introduction to the INTRANET. On Monday, August 8 the new teachers participated in the New Staff Breakfast & Orientation before they spent the afternoon in their buildings with their mentors.

The Office of Staff Development met with stakeholders several times during the 2005-06 school year to review the new teacher orientation plans and have made several revisions to these plans for the new 2006-07 certified hires. One specific revision was to create an on-line survey for all new certified staff to complete

when they are hired. The goal of this survey is to have better data to differentiate training and to have up to date contact information on the new hires.

# of Evaluations Completed: 164

EVALUATION 4.5 ON A 5 SCALE

### **TECHNICAL PROFESSIONAL/SECRETARIES**

This year the secretaries “kick-off” was conducted August 2. Keynote Speaker was Dale Sundermann from the Employee Assistance Program (EAP) who presented on “*Stress for Success: Using Humor*”. Dale was very well received. Several district representatives also shared pertinent 2005-06 information with the group.

# of Evaluations Completed: 99

EVALUATION 4.7 ON A 5 SCALE

For the first time, all new secretaries and their mentors met with the Office of Staff Development and other district representatives on August 8. The purpose of this meeting was to share specific information with new hires to help them successfully transition in their new jobs. The expectations for secretary mentors were shared and everyone participated in a Scavenger Hunt through the Secretary Notebook to ensure understanding of this resource.

# of Evaluations Completed: 29

EVALUATION 4.7 ON A 5 SCALE

### **CPR/AED/FIRST AID**

The Office of Staff Development and the Office of Pupil Services worked in conjunction with the Nebraska Safety Council to provide this training for van drivers, paraprofessionals, security personnel, and other employees as required.

### **PARAPROFESSIONAL KICK OFF**

Based on feedback from the paraprofessionals in 2004-05, a different program was provided to the paraprofessionals in 2005. Judy Stoehr of Creative Insights was the keynote speaker and then paraprofessionals were given a choice of several break-out sessions to attend during the morning on August 10. Some examples of the break out sessions include: Stress & Nutrition, Oral Language Development, Motor Skills, Harcourt Reading Games & Strategies, Building Relationships with Students, and Reacting to Inappropriate Behavior.

# of Evaluations Completed: 290

EVALUATION 4.4 ON A 5 SCALE

### **SECURITY PERSONNEL**

Security personnel met with the Director of Pupil Services, Kraig Lofquist, and a representative group of high school administrators to discuss district expectations of security personnel. Omaha Police Officer, Angelo DeSanto, was the keynote speaker who shared information about gang related issues.

# of Evaluations Completed: 12

EVALUATION 4.7 ON A 5 SCALE

### **CERTIFIED STAFF**

The elementary staff focused on a variety of topics during fall workshop. One large initiative focus was on “Scoring Student Papers Using Grade Level Rubrics; Resources to Teach the Traits & Modes of Writing”.

The secondary staff focused on individual department curriculum areas in support of the Millard Education Program.

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### ***MARTIN LUTHER KING, JR. STAFF DEVELOPMENT DAY***

Martin Luther King Staff Development Day, January 16, 2006, was again a day when certified and classified staff were involved in a variety of professional growth opportunities. Based on feedback from building administrators and building staff, the content focus on January 16 was to support the curriculum process. MEP curriculum facilitators were integral in planning for these sessions. Each session was differentiated to meet the needs of each specific group. During the first part of the morning, the June 2005 Differentiation Home Base Team participants met to discuss the success of their implemented differentiated units. The other 2/3 of the certified staff had time to work on Infinite Campus as a follow up to the January 4 Infinite Campus training. For the majority of the time in the morning on January 16, secondary staff met in Professional Learning Communities and elementary staff learned how to use an on-line assessment in Harcourt.

Numerous offerings were also available for classified staff and promoted through the on-line version of ***Better & Better***. All offerings that were available on MLK Day were also posted on the INTRANET.

# of Evaluations Completed: 313

EVALUATION 4.5 ON 5 SCALE

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### ***PRESIDENT'S DAY***

On February 20, 2006, all building administrators were involved in diversity training. Joe Gerstandt from NCCJ (The National Conference for Community and Justice) shared a three-hour "Building Inclusive Communities" presentation. In the spring of 2006, building administrators were given a list of possible resources/in-services that they could use in their buildings in 2006-07.

# of Evaluations Completed: 44

EVALUATION 4.5 ON A 5 SCALE

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### ***May 30-31, 2006***

With the Board of Education's approval, the student calendar was altered in 2005-06 and students did not return to school after Memorial Day. Staff had two full days after Memorial Day to finish grades and participate in 8 hours of staff development.

Building administrators were asked to keep the focus of the PK-8 staff development in May to one of the following:

- 1) PLC's--Specific use of student achievement data to monitor and adjust instruction.
- 2) Technology—Specific study of technology with goal of integrating technology into the curriculum.
- 3) Goal Setting—Specific study of instructional strategies for student goal setting.
- 4) Other ---Specific study of another topic aligned with the District and/or School Improvement Plan.

Buildings submitted plans to the Office of Staff Development that aligned with the following prescribed parameters:

- 1) a plan of action with steps on how to accomplish the objective;
- 2) the hourly schedule of the experience included in the plan;
- 3) approved focus of staff development.

All three high schools participated in more Personal Learning Plan (PLP) training with part of the training focusing on the implementation of PLPs in Infinite Campus. With the support of the secondary MEPs, middle school specialists spent two hours on May 31 in cross district groups to discuss PLC concepts.

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**CLASSROOM MANAGEMENT: EFFECTIVE PRAISE AND CORRECTION**

This training was offered to paraprofessionals in October 2005 and facilitated by Cody paraprofessional Sarah Weidner. Sarah covered practical strategies for praising students' accomplishments and correcting students' inappropriate behaviors.

# of Evaluations Completed: 17

EVALUATION 4.9 ON A 5 SCALE

**COACHING THE VAN DRIVER**

The National Safety Council presented a refresher course to all of our van drivers regarding how to safely operate the vehicle while maintaining discipline on the van.

# of Evaluations Completed: 17

EVALUATION 4.2 ON A 5 SCALE

## **ADDITIONAL STAFF DEVELOPMENT OFFERINGS CONTINUED**

### **COMMON SENSE PARENTING**

This training has been offered since 1999. The Boys Town-based training is comprised of approximately 7 two-hour sessions. It is intended to assist parents in learning strategies to be more effective in the approach to discipline. Kim Secora was our instructor for 2005-06.

# of Evaluations Completed: 45

EVALUATION 4.7 ON A 5 SCALE

### **CONFIDENTIALITY AND STUDENT RECORDS**

The in-service was first offered in 2000-2001 and is now being offered on an annual basis. Due to the sensitive nature of student records and the complexities of the law, it was necessary to provide this offering for individuals involved in handling student records. Charlene Snyder and Kraig Lofquist provide this overview.

# of Evaluations Completed: 13

EVALUATION 4.7 ON A 5 SCALE

### **COOPERATING TEACHERS**

In an attempt to upgrade the skills of cooperating teachers who supervise student teachers, Dr. Kim Saum-Mills and Dr. George Conrad developed this two-session offering and have provided this training since 2002. Eventually we hope to make this offering mandatory for all cooperating teachers. In 2006-07, four building administrators will facilitate these sessions.

# of Evaluations Completed: 28

EVALUATION 4.7 ON A 5 SCALE

### **CREATING AN EFFECTIVE LEARNING ENVIRONMENT**

This offering was initiated in 2000 and is used as an offering for the district's student teachers each semester. Classroom management is so fundamental to successful classroom experiences. We hope this offering helps address principles of classroom management and provides strategies for effectively dealing with student behavior in the classroom. CADRE Associates, Char Riewer, Tracy Logan and Jane Pille provided this session both semesters.

# of Evaluations Completed: 55

EVALUATION 4.4 ON A 5 SCALE

### **DEALING WITH DIFFICULT PEOPLE**

MPS psychologist, Mary Osterloh, presented this session to classified staff. The overview of the workshop included 1) Difficult types and difficult situations; 2) identifying types and situational events; 3) causes and cures; 4) defusers and de-escalators; and 5) calmers and comforters. Mary provided closure to her workshop by ending with a role-play activity.

# of Evaluations Completed: 27

EVALUATION 4.7 ON A 5 SCALE

### **DEALING WITH HOLIDAY STRESS**

Best Care EAP provided a workshop to classified staff in December, 2005. The three major points of the presentation were 1) understanding stress; 2) identifying signs and symptoms of stress; and 3) reducing holiday stress levels.

# of Evaluations Completed: 26

EVALUATION 4.9 ON A 5 SCALE

### **DEFENSIVE DRIVING FOR VAN DRIVERS**

The National Safety Council presented a refresher course in August 2005 to all of our van drivers regarding techniques to use to drive defensively.

# of Evaluations Completed: 22

EVALUATION 4.2 ON A 5 SCALE

**ELEMENTARY SECRETARY ROUND TABLE**

MEP Staff Development Facilitator, Linda Kolbusz-Kosan, facilitated a discussion among elementary secretaries about the job issues that elementary secretaries face.

# of Evaluations Completed: 18

EVALUATION 4.5 ON A 5 SCALE

**FORTY DEVELOPMENTAL ASSETS: WHAT KIDS NEED TO SUCCEED**

The asset concept is simple and based on common sense. Young people need positive external supports and internal strengths to succeed in life. Most importantly, they need people to nurture these assets.

Assets promote positive behaviors, and they also protect young people: The more assets a younger person reports having, the less likely he/she is to make harmful or unhealthy choices. MEP Curriculum Facilitator, Linda Shirck, and Counselor, Lisa Kallman, presented this workshop to classified staff. Kraig Lofquist also presented this information to the district security staff.

# of Evaluations Completed: 68

EVALUATION 4.5 ON A 5 SCALE

# of Evaluations Completed: 21

EVALUATION 4.9 ON A 5 SCALE

**GRIEF AND LOSS**

Best Care EAP provided a workshop to classified staff where they addressed the five steps of grief and loss. EAP educated participants about the different type of events capable of eliciting grief, the stages of grief, the loss cycle, and characteristics of grief, recovery and suggestions for lending support to others.

**HEALTH PARA WORKSHOP**

Nancy Nielsen, district lead nurse, facilitated a workshop in October 2005 for her nurses and included health room paraprofessionals. Mary Ludwig from Children's Hospital presented information about the correct techniques to use when assisting children with insulin pumps. Sarah Weidner, Cody Health Para-professional, and Nancy Nielsen also led a round table discussion with the health paras regarding job issues.

# of Evaluations Completed: 42

EVALUATION 4.5 ON A 5 SCALE

**HEALTHY LIFESTYLES**

Best Care EAP provided a workshop to classified staff that included information regarding living a healthier lifestyle through nutrition, exercise, and emotional control.

# of Evaluations Completed: 21

EVALUATION 4.7 ON A 5 SCALE

**LIFETIME FITNESS**

This offering has been available to MPS staff for many years. Phyllis Schroeder, SHS teacher, shares information including topics of monitoring heart rate, aquatic exercise, muscle strength and endurance, nutrition, and low-fat cooking.

# of Evaluations Completed: 16

EVALUATION 4.95 ON A 5 SCALE

**MIT TRAINING**

Millard Public Schools revamped a process whereby professional educators use a team approach to analyze and address unique student challenges. This team approach is referred to as Millard Intervention Team or MIT. With kick-off training in fall 2001-2002, MIT refreshers will be standard offerings in the foreseeable future. Trainers for MIT come from the MPS professional ranks. The psychologists met with the Office of Staff Development in 2004-05 and revised the 2005-06 training to better meet the needs of our district and this evolving program.

# of Evaluations Completed: 260

EVALUATION 4.5 ON A 5 SCALE

**POPCORN SERIES**

Due to popularity, several of the workshops in the “Popcorn Series” were repeated in 2005-06. These one-hour workshops offered classified staff a fun, interactive format to discuss professional issues. Series offerings were: Dealing with theirate Customer, Defining Business Casual, Listening Under Pressure, Telephone Courtesy Pays, Getting Ahead By Getting Along, and Resolving Conflicts In The Workplace.

# of Evaluations Completed: 120

EVALUATION 4.7 ON A 5 SCALE

**SEXUAL HARASSMENT PREVENTION**

In collaboration with the EAP, this offering was provided to every certified and classified staff member at their building. This session provides basic information regarding sexual harassment prevention in the workplace. The Office of Staff Development offered make up sessions in *Better & Better* for any staff who missed their building’s session. The information below reflects the evaluations from the *Better & Better* sessions.

# of Evaluations Completed: 145

EVALUATION 4.41 ON A 5 SCALE

**SIX-TRAIT WRITING**

Susie Wooster, MEP Curriculum Staff Development Facilitator provided this training for all paraprofessionals at Sandoz Elementary School per the principal’s request. Former MPS teachers, Suzanne Mueller and Sharron Millsap taught the basic components of Six Trait Writing to paraprofessionals in January 2006. They presented ideas to help paras assist students with Six Trait and Four Square writing. Participants were divided into primary and intermediate groups to better meet their needs. Participants reviewed authentic student writing and discussed how to evaluate, and work with the needs of students in writing. This was a hands-on and interactive session on writing.

**SPANISH**

WHS Spanish teacher, Peg Whitmore taught a basic Spanish class open to all certified and classified staff. Basic Spanish speaking skills were taught with an interactive approach, emphasizing school / office vocabulary as well as basic grammar structure to aid when communicating with the native Spanish speakers.

# of Evaluations Completed: 31

EVALUATION 4.8 ON A 5 SCALE

**UNIVERSAL PRECAUTIONS FOR VAN DRIVERS**

MPS Head Nurse, Nancy Nielsen, created and conducted this workshop for van drivers. Nurse Nielsen explained how van drivers could safely dispose of bodily wastes and react to a dangerous situation if a child had a seizure.

# of Evaluations Completed: 20

EVALUATION 4.2 ON A 5 SCALE

**WOODCOCK JOHNSON ASSESSMENT**

This offering is a district sponsored special education session and is required of all new staff who will be administering the Woodcock Johnson Assessment as part of a Multidisciplinary Team Evaluation. Participation in this class assures that appropriate assessment strategies are being used by all special education staff members.

# of Evaluations Completed: 16

EVALUATION 4.7 ON A 5 SCALE

**YOGA**

Originating in 2003, Liz Carey began sharing her considerable expertise by teaching yoga classes for District personnel. This class is very popular, with a waiting list for every session.

# of Evaluations Completed: 33

EVALUATION 4.8 ON A 5 SCALE



## Millard Public Schools Executive Summary

### Quarterly Review April - June 2006

#### I. Accomplishments

##### MAINTENANCE HIGHLIGHTS

- Several projects were completed by the Mechanical Department during the quarter. Below are some of the highlights:
  - Abbott – Preliminary work associated with IAQ issues.
  - Bryan – Replaced cooling tower; installed DDC controls on new tower; rewired the fire panel to smoke detectors in the northeast wing area; replaced clocks with the PrimeX clock system.
  - Cody – Repaired the air compressor for the HVAC pneumatic controls; began implementing changes to HVAC controls to target select rooms that require cooling for improved comfort.
  - Cottonwood – The sewer line was “jetted” in early May followed by investigation with a camera. Tree roots were found to have penetrated the line. Replacement of this line is scheduled in early July.
  - Hitchcock – Replaced Energy Management router.
  - Neihardt – Replaced and insulated the domestic hot water tank.
  - Rockwell – converted gym unit from pneumatics to DDC controls; replaced the HVAC controls system router.
  - Andersen – Installed new graphics on the energy management computer; replaced the domestic hot water heater; set up and ran point log to assist with the evaluation of the HVAC system; repaired air leaks and gaps in HVAC units and duct work.
  - Kiewit – Replaced art room faucets.
  - Beadle – Continued HVAC adjustments where upgraded Honeywell control units were installed.
  - Central Middle – Reviewed issues with IAQ in room 402.
  - North Middle – Replaced bearings, shaft and related parts to a roof top unit.
  - North High – Replace wiring for the pool chemical feed system; repaired faulty smoke head in the fire detection system and a system card; installed new SEI security pad at the north pool door.
  - South High – Replaced boiler expansion tanks; replaced compressor that handles the room with the server; performed elevator safety work.
  - South High, Buell – Tightened loose anchors for the light poles and verified that the foundation bolts were not moving.



## I. Accomplishments (Continued)

- West High – Continued work to repair the pool unit HVAC equipment; converted pool unit to DDC to improve operation and efficiency; replaced Energy Management router.
- DSAC – Performed elevator safety work.
- Boiler inspections were set up District wide for July 26<sup>th</sup> and 27<sup>th</sup>.
- Set up summer Preventative Maintenance teams and schedule. PM work started on April 3<sup>rd</sup> and will continue through the summer.
- Began working with Tritz Plumbing for the annual backflow preventor tests that are required by MUD.
- Siemens was contracted to install a new Door Access System on five exterior locations at North High. This system will eliminate the need for keys and will increase security. Additionally, entrances can be tracked by who enters the building and when.
- The painters, along with summer painters, worked at the following locations in June:
  - Andersen
  - West High
  - Russell
  - Central
  - Cody
  - Montclair
  - Abbott
  - DSAC
- Indoor Air Quality issues were reported and investigated at the following locations:
  - West High – portable and office area.
  - Abbott – several locations on exterior walls
  - Central Middle – continued efforts on issues in 402.
  - Willowdale – small area in kindergarten room below window.
- All Maintenance Departments assisted in preparations for summer bond and construction work, and continue to assist, when necessary, during the summer months. The Carpentry Department has been heavily involved in June and will be again at the end of July and August.

### GROUNDS HIGHLIGHTS

- Concrete repair work was completed at West High, Russell and Norris.
- The Grounds Department assisted when necessary with all bond and summer construction work. Their involvement was primarily dealing with irrigation systems and breaks.
- Completed installation of additional “Drug Free Zone” signs at several locations.
- Fertilized all sites.



## I. Accomplishments (Continued)

- The Grounds Crews began re-stripping parking lots and are about 65% complete as of the end of June.
- Moved all Buell Stadium field equipment into the new storage building.
- Continued the process of mulching and wood chipping all sites. This will continue through the summer.
- All Athletic Fields at the High and Middle schools were aerated, fertilized, over-seeded and a broadleaf application during the quarter.
- All irrigation systems were charged and necessary repairs made.
- Began the training process on the new Irrigation Management System. The weather station was installed and all High School areas that are irrigated are now being controlled through ET. ET is short for Evapotranspiration, which will determine the amount of water needed on each field based on the environmental conditions including evaporation, daily and weekly rainfall amounts, etc. We are already seeing the benefits as what used to take over a full day to change all the High School athletic field irrigation clocks to increase or decrease run time, now can be done in less than 30 minutes. Water savings should be realized as well with the utilization of the weather station and “ET.”
- West High’s baseball field was prepared for use by the College World Series as a practice site.
- Two new 72” ZTR’s were purchased for the mowing crews to replace older mowers.
- Landscaping projects began with the assistance of Barbara Stuckey, Department Head of Iowa Western’s Landscaping and Turf Management Program. Terry Haubold and Barbara worked together with the assistance of MPS Grounds and Iowa Western students to improve landscaping at the following locations:
  - DSAC
  - Andersen
  - Kiewit
  - Reeder
  - Beadle

Below are some select before and after pictures of the landscaping improvements.



Kiewit



Before



After



Andersen



Before



After





## I. Accomplishments (Continued)

### CUSTODIAL HIGHLIGHTS

- Diane Moore and Ian Leader continued to interview and recommend new hires for the Custodial Department sub pool. In addition, Diane, Ian, Jim Cerveney and Gloria Lincoln interviewed and filled open custodial positions throughout the quarter.
- Small cleaning projects were conducted at all sites during the April spring break.
- The custodial team at South High emptied the 300-wing over spring break in order for the asbestos to be removed.
- All schools summer orders were completed and delivered.
- The Custodial Team worked hard during to clear all necessary buildings in preparation for summer bond and capital improvement projects. Work was completed at the following:
  - Ackerman – removed all furnishings and supplies – entire building.
  - Ezra – removed all furnishing and supplies – entire building.
  - Neihardt – removed all furnishing and supplies – entire building.
  - Rockwell – removed furnishing and supplies from selected areas where HVAC work would be occurring.
  - Willowdale – removed all furnishing and supplies – entire building.
  - North High – removed all furnishing and supplies from selected areas where construction was occurring.
  - South High – removed all furnishing and supplies from selected areas where construction was occurring.
- Summer project cleaning began at all schools and will continue through the summer. Schools with major renovations will be cleaned after construction is completed with the assistance of employees from other non-construction schools.
- The Custodial Managers worked on the development of a new Custodial Training Guide and will be distributing it beginning in July. This book has procedures on Cleaning and Equipment maintenance. Further inserts into this manual will include Safety Procedures, Work Order Procedures, etc. Each employee will receive the manual and training on the subject areas, and each school will have a binder with the same information in it for future reference.

### GENERAL HIGHLIGHTS

- Members of the management team attended various construction, project and bond meetings to assist with all summer and bond projects.
- Henry Rohwer and Steve Laire met with OPPD to discuss and find a remedy for the sweating boiler and chiller under voltage automatic tripping.
- Henry Rohwer met with MUD to help coordinate the termination of water service at the Q Street area by the parking lot at West.



## I. Accomplishments (Continued)

- Henry Rohwer met with Mud to assist in the water shut off due to the parking renovations at South.
- Henry Rohwer and Steve Laire met with Morrissey Engineering to discuss requirements essential for the MPS standard HVAC controls specifications.
- Steve Laire, Henry Rohwer and Bob Snowden attended the presentation of the Harding Award by OPPD on May 3<sup>rd</sup>.
- Henry Rohwer and Steve Laire met with Specialized Products several times to discuss upgraded filter options for HVAC, as well as the upgraded filters currently being used at Reeder.
- MPS Budgets were prepared and submitted. Bob Snowden participated in the District's "Q-Sort" process.

## II. Training

- Back Injury Prevention training was given to employees District wide. **Total Training Hours: 32.25**
- New Employee Training occurred during the Quarter with three employees: **Total Training Hours: 70**
- Advance trained six employees at Russell on a new automatic floor machine: **Total Training Hours: 3**
- Fire alarm training was conducted at South High in conjunction with the Bond Projects: **Total Training Hours: 4.5**
- All eight Sodexo managers attended a required EEOC Training Class. **Total Training Hours: 64**
- All MPS Maintenance Techs and Mechanical Managers attended a ½ day training presented by Honeywell to better learn the EMS software and uses; Another 2 ½ days of training will be scheduled: **Total Training Hours: 36**
- All High and Middle School Building Engineers attended a 1 ½ hour training on water treatment conducted by Water Engineers: **Total Training Hours: 19.5**
- All High and Middle School Building Engineers attended a mandatory 2-hour training on proper Lock Out - Tag Out procedures: **Total Training Hours: 26**
- Two MPS employees attended a 4-hour training class to obtain their Pool Operator License. **Total Training Hours: 8**
- All summer grounds help received equipment training and safety training prior to beginning work: **Total Training Hours: 8**
- Bob Snowden attended mandatory Sodexo Training in Oklahoma in May. **Total Training Hours: 16**
- Ten maintenance employees attended training on Machine and Tool Safety. **Total Training Hours: 5**
- In June, custodians were trained on Chemical Hazard Safety: **Total Training Hours: 55.25**



## II. Training (Continued)

### 2005- 2006 School Year Training Totals by Quarter

<b>Training Period</b>	<b>Total Hours</b>
July – September 2005	205.25
October – December 2005	159.00
January – March 2006	469.25
April – June 2006	347.50
	<b>1181.00</b>

## III. Quality and Productivity

### **PRINCIPAL SURVEYS**

As with previous school years, in April and May, we sent out a 20-question survey to the Principals so they could grade Maintenance, Grounds and Custodial, as well as management satisfaction.

Below are the results of this survey along with comparisons to the previous three surveys completed between 2003 and 2005.

	<b>2006</b>	<b>2005</b>	<b>2004</b>	<b>2003</b>
Number of Surveys Received	30	28	19	27
<b>District Average</b>	<b>4.51</b>	<b>4.33</b>	<b>4.08</b>	<b>3.86</b>
<b>District Average – Percentage Change</b>	<b>4.00%</b>	<b>6.34%</b>	<b>5.54%</b>	
High School Average	4.31	4.10	3.47	2.13
Middle School Average	4.48	4.57	4.34	2.80
Elementary School Average	4.55	4.30	4.15	4.03

Below are the results by school, along with comparisons to the previous three surveys:

	<b>2006</b>	<b>2005</b>	<b>2004</b>	<b>2003</b>
Abbott	<b>4.90</b>	4.95	4.50	4.40
Ackerman	<b>4.35</b>	4.30	-	4.85
Aldrich	<b>5.00</b>	4.95	-	4.88
Andersen	<b>4.35</b>	4.35	3.80	3.65
Beadle	<b>4.60</b>	4.40	4.53	-
Black Elk	<b>3.90</b>	3.40	2.85	3.20
Bryan	-	4.40	4.00	2.45



	2006	2005	2004	2003
Cather	-	4.10	4.85	4.75
Central Middle	4.75	4.84	-	2.30
Cody	4.60	4.30	-	3.35
Cottonwood	4.75	4.70	-	-
Disney	5.00	5.00	5.00	4.95
Ezra	-	3.79	-	-
Harvey Oaks	4.35	4.00	3.84	-
Hitchcock	5.00	4.80	-	5.00
Holling	4.85	-	4.45	4.00
Kiewit	4.15	4.70	4.70	3.65
MLC	5.00	5.00	-	4.05
Montclair	4.70	4.05	-	4.05
Morton	4.25	4.15	3.60	3.89
Neihardt	4.50	3.95	4.12	3.87
Norris	3.75	3.40	-	3.75
North Middle	3.83	-	-	2.68
North High	4.15	3.70	3.45	3.33
Reeder	4.74	N/A	N/A	N/A
Rockwell	4.89	4.24	4.00	4.58
Rohwer	4.65	4.75	4.80	4.68
Russell	4.95	4.58	-	4.15
Sandoz	4.70	4.90	-	4.85
South High	3.40	-	3.00	1.58
West High	4.70	3.60	3.95	2.85
Wheeler	4.00	-	3.95	-
Willowdale	4.15	4.00	4.05	4.53
<b>District Average</b>	<b>4.51</b>	<b>4.33</b>	<b>4.08</b>	<b>3.86</b>

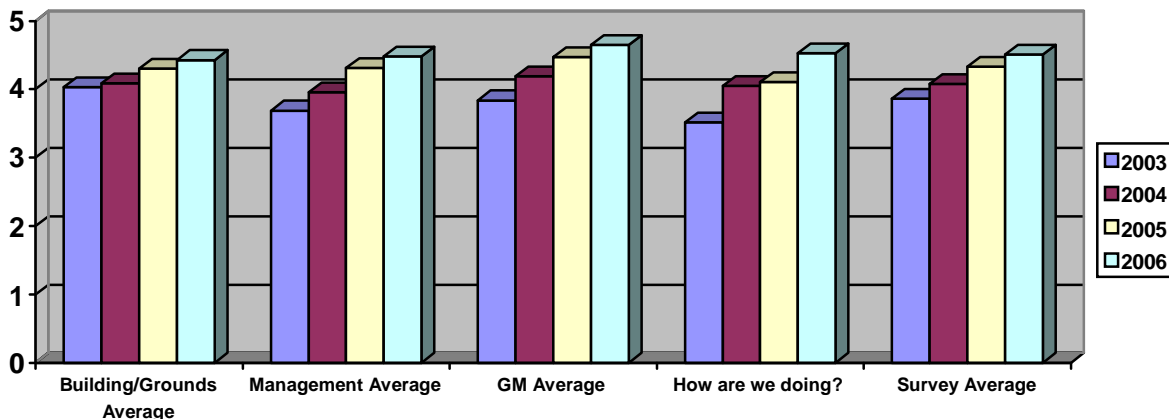
#### Top five ranked buildings by Principal Surveys

1. Aldrich
2. Disney
3. Hitchcock
4. MLC
5. Russell

Below is a graph of the questions broken down by category and overall survey average along with comparisons to the previous three surveys.



### III. Quality and Productivity (Continued)



Below is a summary on how the Principals score Grounds (divided into the three Grounds Teams), along with comparison of the previous three surveys

	2006	2005	2004	2003
Grounds Team 1	4.78	4.00	3.33	4.17
Grounds Team 2	4.20	4.27	3.67	3.67
Grounds Team 3	4.64	4.40	3.57	3.58

*The Grounds Teams were established during the spring and summer 2004*

### MONTHLY CUSTODIAL INSPECTIONS

The monthly inspections of the buildings continued during the quarter and concluded at the end of May. Below are the results.

	April 2006
<b>District Average</b>	<b>88.750%</b>
High School	86.798%
Middle School	90.476%
Elementary/Other	88.577%

	May 2006
<b>District Average</b>	<b>87.992%</b>
High School	85.162%
Middle School	89.918%
Elementary/Other	87.876%

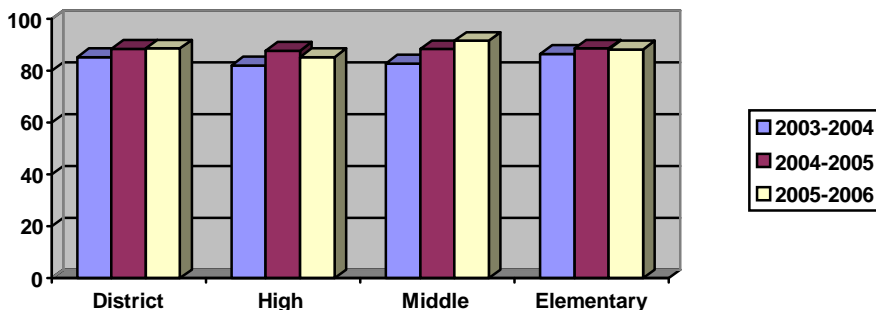


### III. Quality and Productivity (Continued)

Below are the year-to-date results for the current school year, along with a comparison to previous school years.

#### Monthly Custodial Inspections

	YTD 05-06	YTD 04-05	YTD 03-04
<b>District Average</b>	<b>88.626%</b>	<b>88.515%</b>	<b>85.387%</b>
High School	85.362%	87.716%	82.037%
Middle School	91.604%	88.395%	82.741%
Elementary/Other	88.316%	88.640%	86.443%



#### TEACHER SURVEYS – All Department Survey

The Teacher Surveys continued through the quarter. The surveys are on a scale of 1 to 5, with 5 = Excellent, 3 = Average and 1 = Poor. Below are the results:

#### April 06 (92 total surveys)

	Overall Average	Custodial Average	Maintenance Average	Grounds Average
<b>District Average</b>	<b>4.27</b>	<b>4.25</b>	<b>4.35</b>	<b>4.11</b>
High School	3.97	3.90	4.07	3.94
Middle School	4.46	4.46	4.56	4.20
Elementary School	4.29	4.29	4.36	4.13

#### May 06 (65 total surveys)

	Overall Average	Custodial Average	Maintenance Average	Grounds Average
<b>District Average</b>	<b>4.27</b>	<b>4.20</b>	<b>4.37</b>	<b>4.25</b>
High School	-	-	-	-
Middle School	4.55	4.53	4.63	4.40
Elementary School	4.17	4.10	4.28	4.21



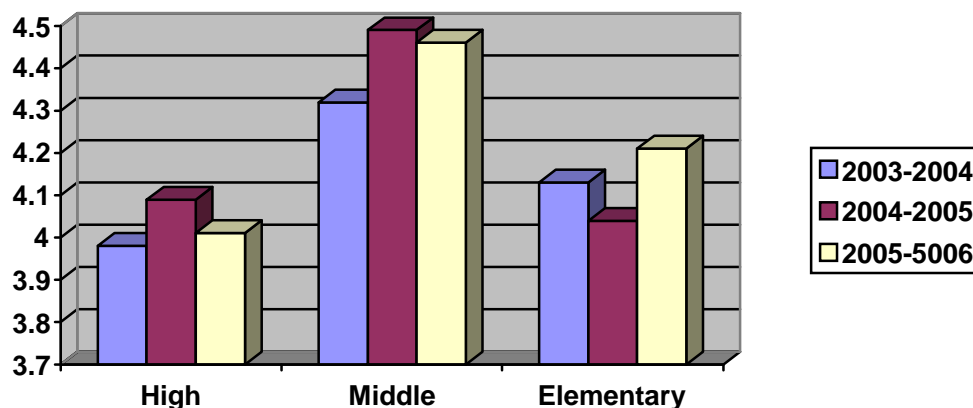
### III. Quality and Productivity (Continued)

Comparison of District Average and by Department

	Number of Surveys	District Average	Custodial Average	Maintenance Average	Grounds Average
<b>2005-2006 YTD</b>	<b>1001</b>	<b>4.20</b>	<b>4.16</b>	<b>4.29</b>	<b>4.13</b>
2004-2005 YTD	1074	4.17	4.14	4.25	4.02
2003-2004 YTD	351	4.11	4.10	4.19	3.96
<b>% Increase/Decrease from previous year</b>	<b>-6.8%</b>	<b>+0.7%</b>	<b>+0.5%</b>	<b>+0.9%</b>	<b>+3.9%</b>

Comparison by School Type

	High School	Middle School	Elementary School
<b>2005-2006 YTD</b>	<b>4.01</b>	<b>4.46</b>	<b>4.21</b>
2004-2005 YTD	4.09	4.49	4.04
2003-2004 YTD	3.98	4.32	4.13



Below is a breakdown on how the teachers rated their school grounds. The District is broken up into three grounds crews. Below are the results for 2005/2006 Year to Date, as well as Year to Date results from previous school years.

	Grounds Crew 1	Grounds Crew 2	Grounds Crew 3
<b>2005-2006 YTD</b>	<b>4.31</b>	<b>4.07</b>	<b>4.10</b>
2004-2005 YTD	4.07	3.96	4.05
2003-2004 YTD	4.12	3.87	4.00



### III. Quality and Productivity (Continued)

#### EMPLOYEE SATISFACTION SURVEY

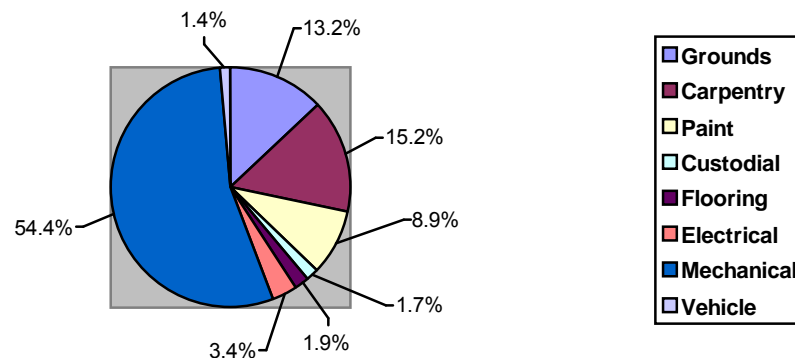
During the month of May, we distributed an Employee Satisfaction Survey to approximately 190 full and part time employees. We received 125 back as of 6/26/06 (66% return rate). This is the first year we distributed a survey like this, so no comparative data is available. At the end of this report is the survey along with the average response per question and per category.

#### MAINTENANCE WORK ORDERS

Below is a breakdown for work orders received, completed for the quarter, and still open to date: *(Due to the timing of the report, statistics were gathered from 4/1/06 to 6/23/06. The remainder of June will be included in next quarters report).*

	Received	Completed	Open
Grounds	242	222	117
Carpentry	469	395	183
Paint	112	75	96
Custodial	19	17	4
Flooring	34	22	26
Electrical	78	82	19
HVAC/Mechanical	999	997	344
Vehicle Mechanic	76	69	16
<b>Total</b>	<b>2029</b>	<b>1879</b>	<b>810</b>

Percentage of Open Work Orders by Department

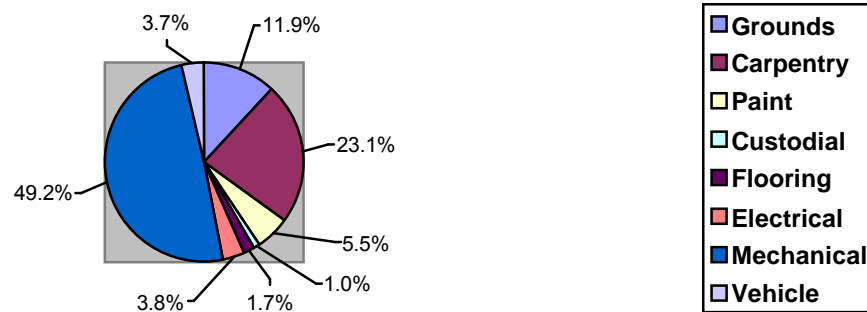






### III. Quality and Productivity (Continued)

#### Percentage of Work Orders Received by Department



Below is a breakdown off all open work orders in the system by age (in days) through 6/23/06:

Days Open	0-1	2-3	4-7	8-14	15-21	22-28	29-60	61-90	90+
Grounds	4	5	10	4	7	1	12	28	46
Carpentry	7	21	24	30	25	12	27	8	29
Paint	3	5	8	13	6	6	19	10	26
Custodial	0	0	2	0	0	0	2	0	0
Flooring	1	1	4	1	2	0	9	1	7
Electrical	2	0	4	2	1	0	0	3	7
HVAC/Mechanical	9	14	32	39	20	18	88	48	76
Vehicle Mechanic	1	0	5	4	3	0	2	1	0
<b>Total</b>	<b>27</b>	<b>46</b>	<b>89</b>	<b>93</b>	<b>64</b>	<b>37</b>	<b>159</b>	<b>99</b>	<b>196</b>

Below is a look at the Demand work orders received, completed and still open for the previous school year. The time period of June 1, 2005 to May 31, 2006 was used. Year-end comparative data for the previous year is also included.

	Work Orders Submitted 6/1/05 to 5/31/06			Completed but received prior to 6/1/05	Total Work Orders Open in the System	Total Completed 6/1/05 to 5/31/06
	Received	Open	Completed			
Grounds	1044	80	964	69	113	1033
Carpentry	2071	125	1946	147	176	2093
Carpentry – Flooring	90	15	75	2	22	77
Paint	341	76	365	92	95	357
Custodial	102	4	98	7	8	105
HVAC/Mechanical	4342	316	4026	199	349	4226
Electrical	341	20	321	0	16	321
Vehicle	333	13	320	9	13	329
<b>2005-2006 Totals</b>	<b>8664</b>	<b>649</b>	<b>8015</b>	<b>525</b>	<b>792</b>	<b>8541</b>
<b>2004-2005 Totals</b>	<b>9006</b>	<b>734</b>	<b>8272</b>	<b>740</b>	<b>857</b>	<b>9014</b>



### III. Quality and Productivity (Continued)

#### **PREVENTATIVE MAINTENANCE**

Below is a breakdown of all Preventative Maintenance work orders open and completed, as well as age of open Preventative Maintenance (in days) for the period of April – June 23, 2006.

Open as of 6/23/06	Total Completed
958	590

Days Open	0-1	2-3	4-7	8-14	15-21	22-28	29-60	61-90	90+
Grounds	0	0	0	0	3	0	0	0	1
Carpentry	29	0	0	30	42	40	0	0	0
Custodial	0	0	0	39	33	0	9	11	8
HVAC/Mechanical	325	0	0	263	12	9	7	10	20
Vehicle Mechanic	2	0	0	3	12	11	7	8	9
<b>Total</b>	<b>371</b>	<b>0</b>	<b>0</b>	<b>335</b>	<b>102</b>	<b>60</b>	<b>23</b>	<b>29</b>	<b>38</b>

#### **WORK ORDER HOURS**

Below is a summary of the amount of hours worked by location for all work orders submitted for the period of April – June 2006: (Includes Grounds, Maintenance and Custodial).

School	Hours Worked
Abbott	149.50
Ackerman	136.50
Aldrich	108.25
Black Elk	206.00
Bryan	195.50
Cather	176.75
Cody	208.25
Cottonwood	208.75
Disney	57.00
Ezra	48.00
Harvey Oaks	168.25
Hitchcock	78.25
Holling Heights	108.00
Montclair	213.75
Morton	307.00
Neihardt	157.25
Norris	179.75
Reeder	135.50
Rockwell	438.50



Rohwer	161.00
Sandoz	58.75
Wheeler	138.25
Willowdale	59.75
<b>Elementary Total</b>	<b>3698.00</b>
Andersen	742.75
Beadle	179.00
Central	783.00
Kiewit	202.25
North	112.25
Russell	440.50
<b>Middle Total</b>	<b>2459.75</b>
MLC	22.50
North	534.25
South	685.75
West	620.75
<b>High Total</b>	<b>1863.25</b>
DSAC	260.25
SSC, District Wide, & Misc.	5235.25
<b>Other Total</b>	<b>5495.50</b>
<b>Grand Total</b>	<b>13516.50</b>

### CUSTODIAL ABSENCES

Below is a summary of the custodial absences for the quarter, along with a total for the school year.

	<b>April – June 2006</b>	<b>July 2005 – June 2006</b>
	<b>Hours</b>	<b>Hours</b>
Business and Emergency	144	740
Bereavement	24	196
Family Sick	128	592
Jury Duty	0	56
Leave without Pay	200	526
Professional Leave	0	48
Sick	2568	8777
Vacation	3056	11031
Workers Comp	24	312
<b>Total Absences</b>	<b>6144</b>	<b>22422</b>
<b>Percentage of Scheduled Work Absent</b>	<b>8.6%</b>	<b>7.5%</b>



### III. Quality and Productivity (Continued)

#### CUSTODIAL VISITS

(April - June 2006)

Inspections Completed	153
Principal Visits Completed	269
Total Site Visits Completed	1605

### IV. Employee Recognition Programs

- The Building of the Month for the Custodial Department continued through the quarter and below are the winning schools:

*April 2006 Building of the Month Schools:*

Elementary Division: Abbott  
 Secondary Division: North Middle

*May 2006 Building of the Month Schools:*

Elementary Division: Harvey Oaks  
 Secondary Division: Russell

Winning schools will receive certificates for their accomplishment as well as a plaque to hang in their schools.

- The **Employee of the Quarter** program continued for the period of April - June 2006. Managers are in the process of nominating and selecting winners for the following the Grounds, Maintenance, Building Engineer and Custodial Departments.

Winners for the period of January - March 2006 were decided upon in April. They are listed below:

*Custodial Department – Mike Hirsh – South High*

*Grounds Department – Rob Lender - SSC*

*Building Engineers – Al Cwirko – South High*

*Maintenance Department – Joe Dasovic - SSC*



## V. Goals

- Continue interviewing and hiring for all open positions.
- Select the Employees of the Quarter for April - June 2006.
- Continue planning to improve 'curb appeal' at select sites. Continue the process of developing landscaping plans throughout the District. Make plans for spring plantings.
- Continue to monitor the MPS budget.
- Continue to assist with Bond Project planning as needed and attend the Bond Committee Meetings weekly, as well as site-specific construction meetings as scheduled.
- Managers will continue to be involved in specific planning meetings regarding the Bond Projects as well as the Capital Improvement Projects.
- Continue all maintenance, grounds and custodial summer projects.
- Continue planning for the end of summer and the preparation of buildings coming out of bond and summer construction.
- All Sodexho Managers will attend a mandatory training program on July 20<sup>th</sup> at Support Services.



**Millard Public Schools - Employee Survey - Custodial, Maintenance and Grounds**

	Extremely Satisfied	←	→	Not at All Satisfied	
	5	4	3	2 1	
1 Overall, how would you rate your satisfaction with your job?	4.09				
2 Based on your job responsibilities, how strongly would you agree/disagree with the following statements?	Extremely Satisfied ← → Not at All Satisfied				
	5	4	3	2 1	
a I know what is expected of me at work	4.41				
b I have the materials and equipment needed to do my work	3.40				
c The equipment is in good working order	3.78				
d My opinions are taken into consideration	3.67				
e My coworkers are committed to doing quality work	3.77				
f The mission of Millard Public Schools makes me feel my job is important	3.95				
g In the past year, I have had opportunities at work to learn and grow	3.78				
3 How strongly do you agree/disagree with the following statements?	Extremely Satisfied ← → Not at All Satisfied				
	5	4	3	2 1	
a The amount of work expected of me is reasonable	3.98				
b I receive adequate training to do my job	3.88				
c A team approach is encouraged within the department	3.77				
d Supervisor (s) and manager (s) communicate effectively	3.78				
e My issues and concerns are resolved fairly	3.74				
4 Based on your experience, how likely would you be to recommend a good friend or family member apply for a position of employment at Millard?	Extremely Satisfied ← → Not at All Satisfied				
	5	4	3	2 1	
	3.92				
5 What is your normal shift?	Day	Evening	Unknown		
	3.76	4.00	3.41		
6 How long have you been employed?	4.14	Less than 1 year			
	3.96	1 year - 5 years			
	3.78	More than 5 years			
	3.52	Unknown			
7 What Department do you work for?	4.10	Diane - Custodial			
	4.12	Gloria - Custodial			
	3.69	Ian - Custodial			
	4.11	Jim - Custodial			
	3.27	Unknown - Custodial			
	3.40	Steve/Henry - Maintenance			
	3.71	Terry - Maintenance/Grounds			
	3.74	Unknown - Maintenance/Grounds			
	3.92	Overall - Custodial			
	3.62	Overall - Maintenance/Grounds			

**OVERALL SURVEY AVERAGE: 3.85**

## AGENDA SUMMARY SHEET

AGENDA ITEM: Student Performance on Science **ELO** Assessments

Meeting Date: 7/10/06

Department: Planning, Evaluation & Information Services

Title and Brief Description: The Nebraska Department of Education is requiring "local reporting" by school districts on the science assessments in use in the 2005-06 school year. This report is designed to meet that requirement.

Action Desired: Approval  Discussion  Information Only

Background: The NDE STARS program has focused on reading, math, and state writing since its inception. Science and Social Studies are being phased in, with one year of "local reporting" before being required to be reported to NDE. Science is locally reported in 2005-06 and reported to NDE in 2006-07; Social Studies is locally reported in 2006-07 and reported to NDE in 2007-08.

**Options/Alternatives**  
Considered: N.A.

Recommendations: The elementary level showed 94.2% mastery, with schools ranging from **88.6%** mastery up to 100.0%. At the district level, middle school results indicated that 96.9% of the students were proficient and schools ranged from 94.1% to 98.5%. At the high school level, results showed 97.1% mastery with schools between 94.7% and 98.1%.

Strategic Plan Reference: To meet the mission of the district.

Implications of **Adoption/Rejection:** N.A.

Timeline: To meet NDE requirements for 2005-06.

Responsible Persons: John Crawford

Superintendent's Signature: \_\_\_\_\_

# Crosstabs - 5 Science ELO Fall 2005

## School \* Mastered ELO Crosstabulation

			Mastered ELO		Total
			No	Yes	
School	Bryan	Count	3	55	58
		% within School	5.2%	94.8%	100.0%
	Cather	Count	5	65	70
		% within School	7.1%	92.9%	100.0%
	Cody	Count	0	13	13
		% within School	.0%	100.0%	100.0%
	Hitchcock	Count	0	27	27
		% within School	.0%	100.0%	100.0%
	Holling Heights	Count	3	56	59
		% within School	5.1%	94.9%	100.0%
	Montclair	Count	6	78	84
		% within School	7.1%	92.9%	100.0%
	Norris	Count	3	47	50
		% within School	6.0%	94.0%	100.0%
	Sandoz	Count	3	38	41
		% within School	7.3%	92.7%	100.0%
	Disney	Count	2	44	46
		% within School	4.3%	95.7%	100.0%
	Morton	Count	8	62	70
		% within School	11.4%	88.6%	100.0%
	Neihardt	Count	9	88	97
		% within School	9.3%	90.7%	100.0%
	Cottonwood	Count	3	61	64
		% within School	4.7%	95.3%	100.0%
	Harvey Oaks	Count	1	47	48
		% within School	2.1%	97.9%	100.0%
	Rockwell	Count	5	47	52
		% within School	9.6%	90.4%	100.0%
	Abbott	Count	2	74	76
		% within School	2.6%	97.4%	100.0%
	Ackerman	Count	8	99	107
		% within School	7.5%	92.5%	100.0%
	Ezra Millard	Count	4	68	72
		% within School	5.6%	94.4%	100.0%
	Willowdale	Count	5	67	72
		% within School	6.9%	93.1%	100.0%
	Aldrich	Count	2	65	67
		% within School	3.0%	97.0%	100.0%
	Black Elk	Count	4	108	112
		% within School	3.6%	96.4%	100.0%
	Rohwer	Count	0	72	72
		% within School	.0%	100.0%	100.0%
	Wheeler	Count	7	71	78
		% within School	9.0%	91.0%	100.0%
	Reeder	Count	4	51	55
		% within School	7.3%	92.7%	100.0%
Total		Count	87	1403	1490
		% within School	5.8%	94.2%	100.0%



**Crosstabs - 8 Science Fall 2005**

**Grade = 08**

**School \* Mastered ELO Crosstabulation<sup>a</sup>**

			Mastered ELO		Total
			No	Yes	
School	MS Alternative Program	Count	1	16	17
		% within School	5.9%	94.1%	100.0%
	Millard Central Middle	Count	8	226	234
		% within School	3.4%	96.6%	100.0%
	Millard North Middle	Count	3	195	198
		% within School	1.5%	98.5%	100.0%
	Andersen Middle	Count	11	253	264
		% within School	4.2%	95.8%	100.0%
	Kiewit Middle	Count	7	312	319
		% within School	2.2%	97.8%	100.0%
	Russell Middle	Count	8	282	290
		% within School	2.8%	97.2%	100.0%
	Beadle Middle	Count	9	205	214
		% within School	4.2%	95.8%	100.0%
Total		Count	47	1489	1536
		% within School	3.1%	96.9%	100.0%

a. Grade = 08

# Crosstabs - 11 Science ELO Fall 2005

## Grade = 11

### School \* Mastered ELO Crosstabulation<sup>a</sup>

			Mastered ELO		Total
			No	Yes	
School	Millard Learning Center	Count	1	18	19
		% within School	5.3%	94.7%	100.0%
	Millard South High	Count	20	471	491
		% within School	4.1%	95.9%	100.0%
	Millard North High	Count	15	540	555
		% within School	2.7%	97.3%	100.0%
	Millard West High	Count	9	466	475
		% within School	1.9%	98.1%	100.0%
Total		Count	45	1495	1540
		% within School	2.9%	97.1%	100.0%

a. Grade = 11

**AGENDA SUMMARY SHEET**

**AGENDA ITEM:** **Reteaching Evaluation, 2005-06**

**Meeting Date:** 7/10/06

**Department:** Planning, Evaluation, and Information Services

**Title and Brief Description:** This annual report gives information on reteaching services provided and shows allocation of expenditures.

**Action Desired:** Approval \_\_\_ Discussion  X  Information Only \_\_\_

**Background:** This report was put in place at the request of the Board and Superintendent, to track the nature of the programs used in reteaching and the manner in which the funds are expended. Data are also included on the percentages of students who achieve mastery on a subsequent assessment, following the remediation. Those percentages varied considerably across grade levels and subject areas, ranging from 34% to 79%.

**Options/Alternatives Considered:** N.A.

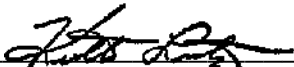
**Recommendations:** Seven of the 1<sup>st</sup> through 8<sup>th</sup> grade assessments had mastery percentages less than 60% following reteaching; those areas could be the focus of additional study and work on the effectiveness of the remedial efforts.

**Strategic Plan Reference:** To meet the mission of the district.

**Implications of Adoption/Rejection:** N.A.

**Timeline:** Use results in planning and in program design for the 2006-07 school year.

**Responsible Persons:** John Crawford & Sharon Freeman for report

**Superintendent's Signature:** \_\_\_\_\_ 

## **Reteaching Program Evaluation, 2005-2006**

### Introduction/Background

This report is intended to provide descriptive information on the reteaching program implementation in the 2005-2006 school year. Each year schools are given an allocation of funds, which they use for working with students to ensure that all have achieved the performance standards in reading, math, writing, science, and social studies. For the 2005-2006 school year, those funds amounted to approximately \$453,400 districtwide.

Schools then submit brief plans describing how they propose to expend the funds to help students reach the designated cutscores on the assessments. Options include in-class assistance, extension of the school day, extending the school year into the summer, individual tutoring, having contracted teachers or paraprofessionals work with students, lab/pullout instruction, etc. In many cases, the interventions were combinations of these different modes.

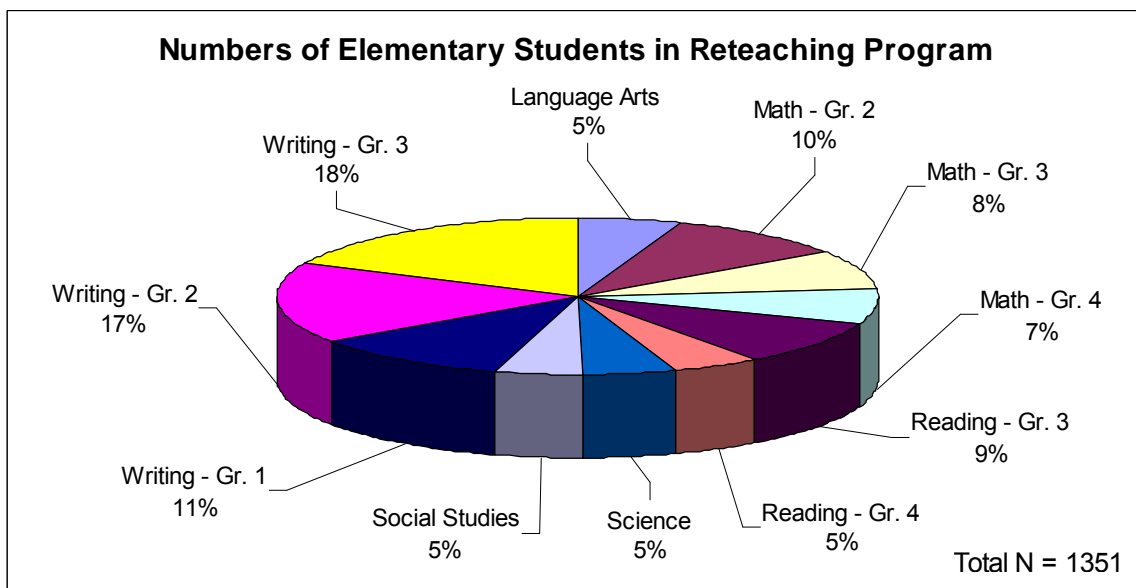
Because the effects of the interventions are confounded with school and teacher effects, and because many students receive more than one kind of intervention, at this time it does not seem possible to determine the efficacy of particular remediation models. In the future, we may want to conduct case studies of those students who are successful (as well as those who are not successful), following the remediation. The current evaluation is planned to focus on describing the programs, along with presenting information on the expenditures related to the building remediation plans.

During the 2005-2006 school year, a web-enabled system of reporting on remediation was used. This system decreases the chance of students going without reports, because we are able to pre-load all students not achieving the cutscore into the database. The person responsible for tracking the reteaching program at each building can then call up each student and click on the boxes representing the kind of reteaching intervention the student received. At the end of the year, the buildings are able to run reports showing any students who did not have data entered. The definitions of the web-based data entry system codes are in the appendix.

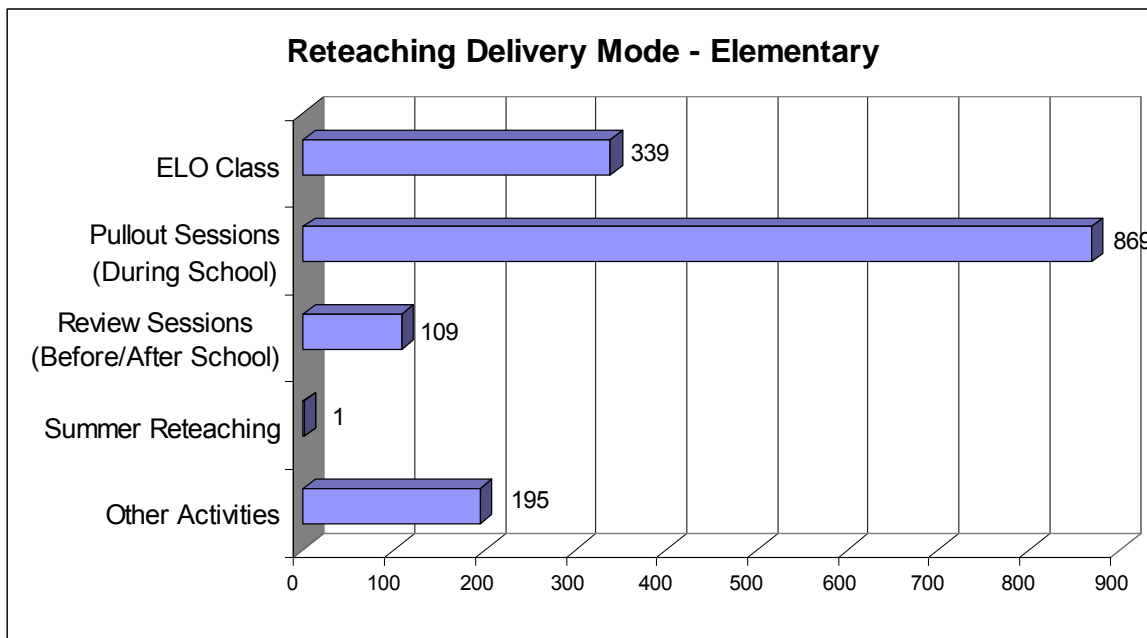
Currently, all districtwide criterion-referenced assessments are considered Essential Learner Outcomes (ELOs). In 2006-2007, students who are non-masters of any of the districtwide assessments are expected to be given remediation services.

Elementary

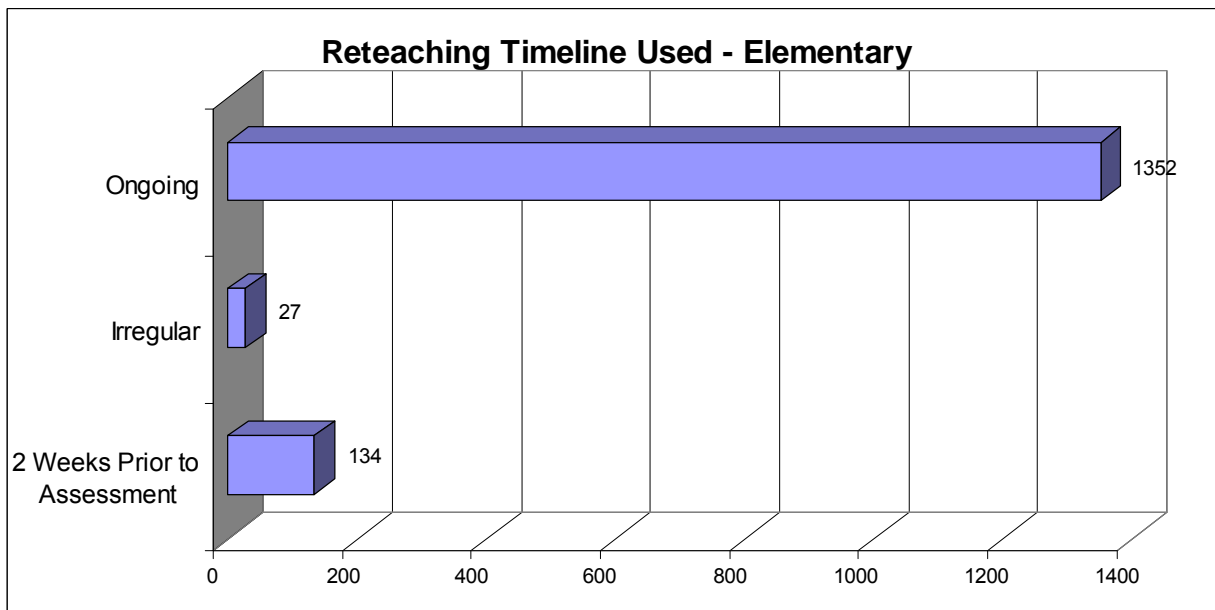
The following results summarize the reteaching activity at the elementary level for the 2005-2006 school year. The first graph shows the numbers of students in the reteaching program, by the content area in which they were receiving services. The percentages shown reflect the percent of students receiving remediation based on non-mastery of the specified districtwide assessment, compared to the total number receiving remediation (N=1351).



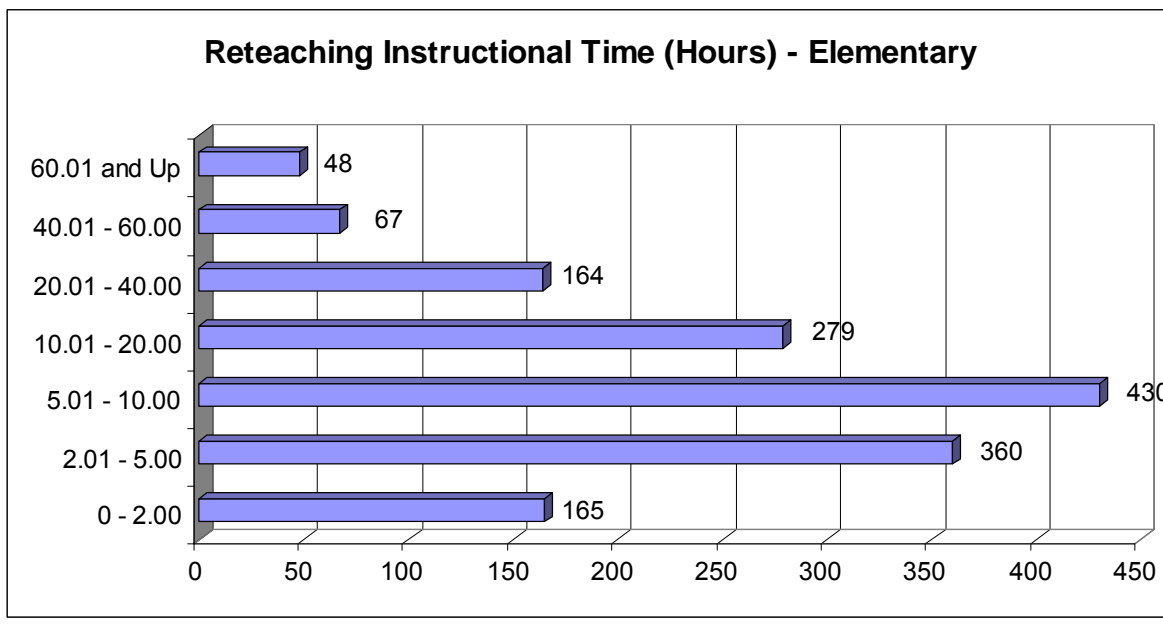
The next graph shows the delivery mode for elementary reteaching. Pullout sessions during the school day was the model most commonly used for reteaching at the elementary level.



The following graph displays the timeline used for remedial instruction. The majority of elementary reteaching was classified as “ongoing” throughout the school year.

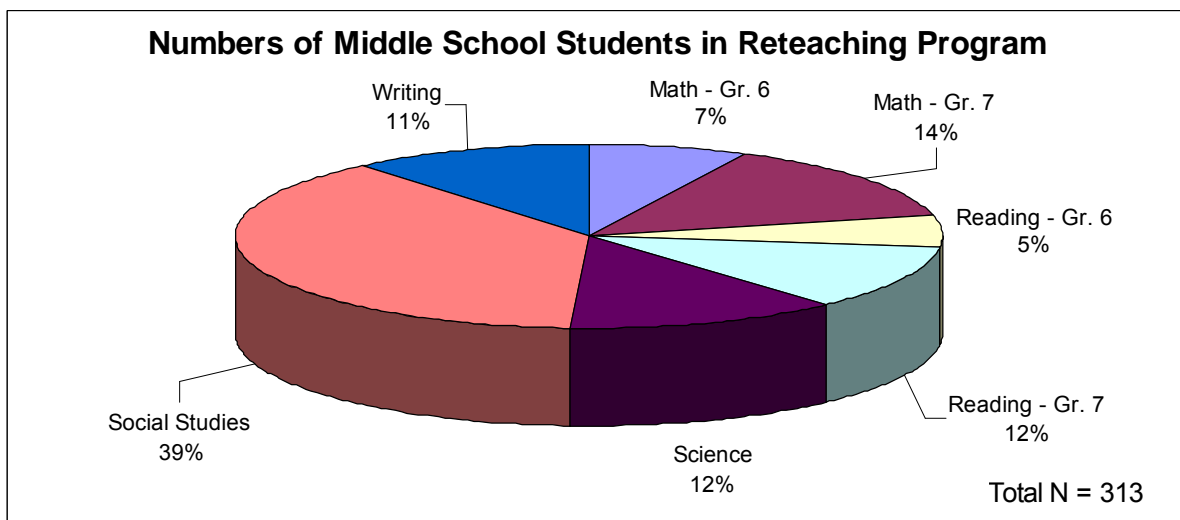


The fourth and final graph for the elementary level shows reteaching instructional time, in hours. About 28% of the students received 5.01-10.0 hours; about 38% received 5 hours of remediation or less.

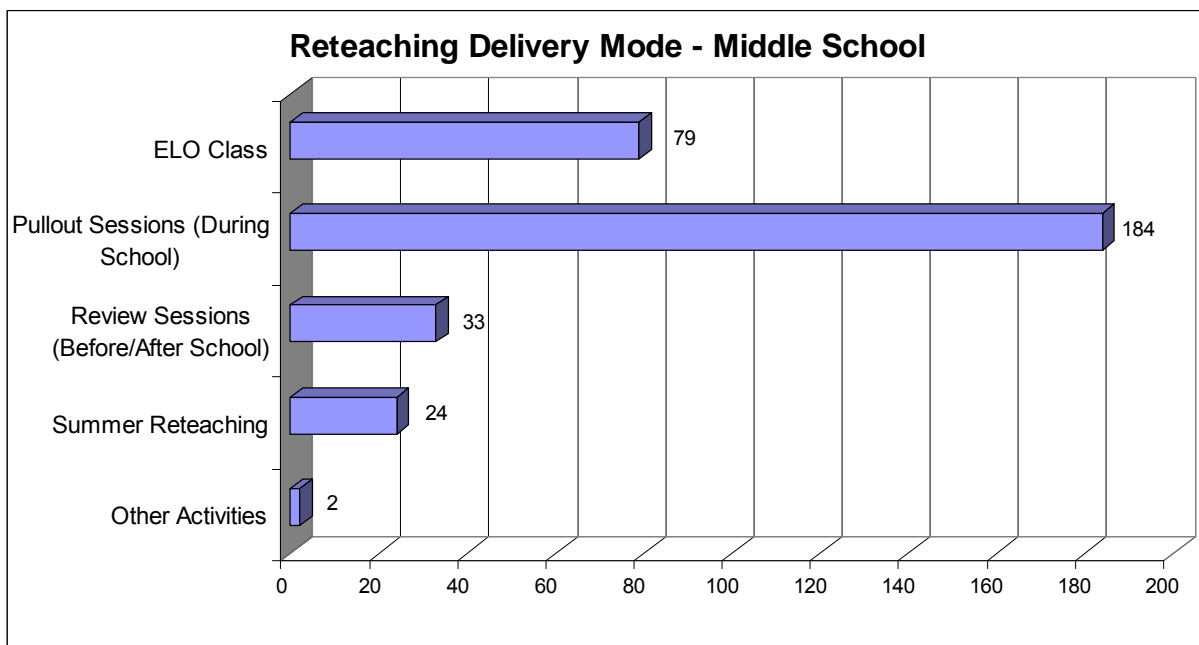


Middle School

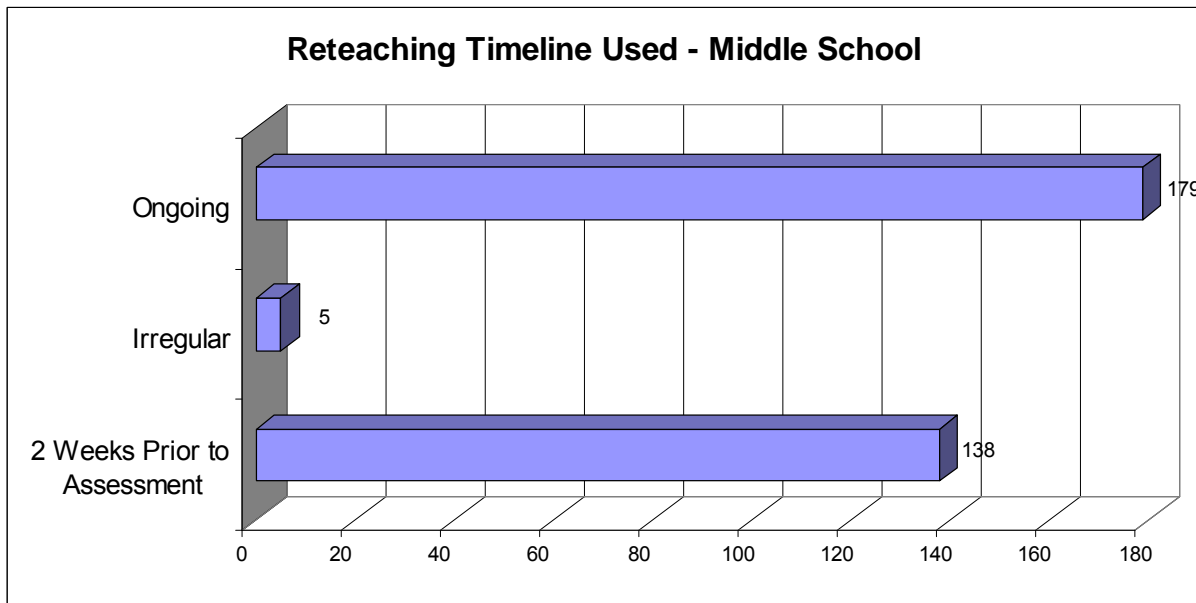
The next 4 graphs summarize reteaching activity at the middle level for 2005-2006. The first graph shows the numbers of students in the reteaching program by content area. The percentages shown reflect the proportion of students receiving remediation based on non-mastery of the specified assessment, compared to the total number of middle school students receiving remediation.



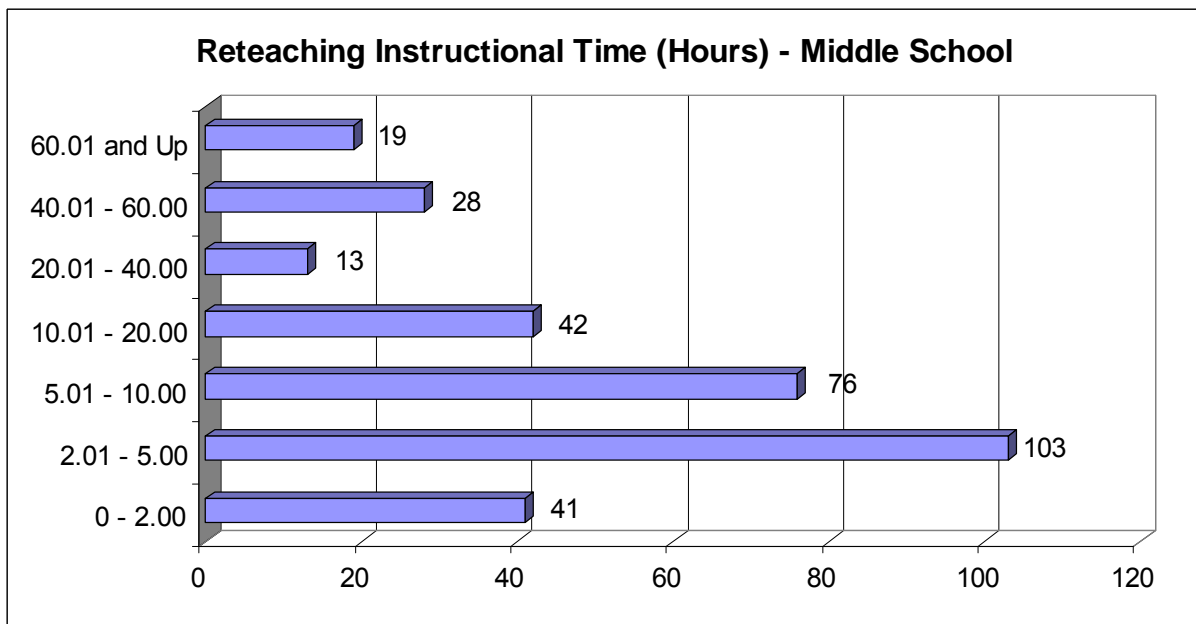
Middle school delivery mode data show in-school pullout sessions being the delivery mode for over 1/2 of the reteaching provided. ELO classes accounted for about 25% of the reteaching services provided to middle school students.



The following graph displays the timeline used for remedial instruction. Over 55% of reteaching provided at the middle level was ongoing throughout the school year, while nearly 43% of reteaching services was delivered in the 2 weeks prior to the assessment.



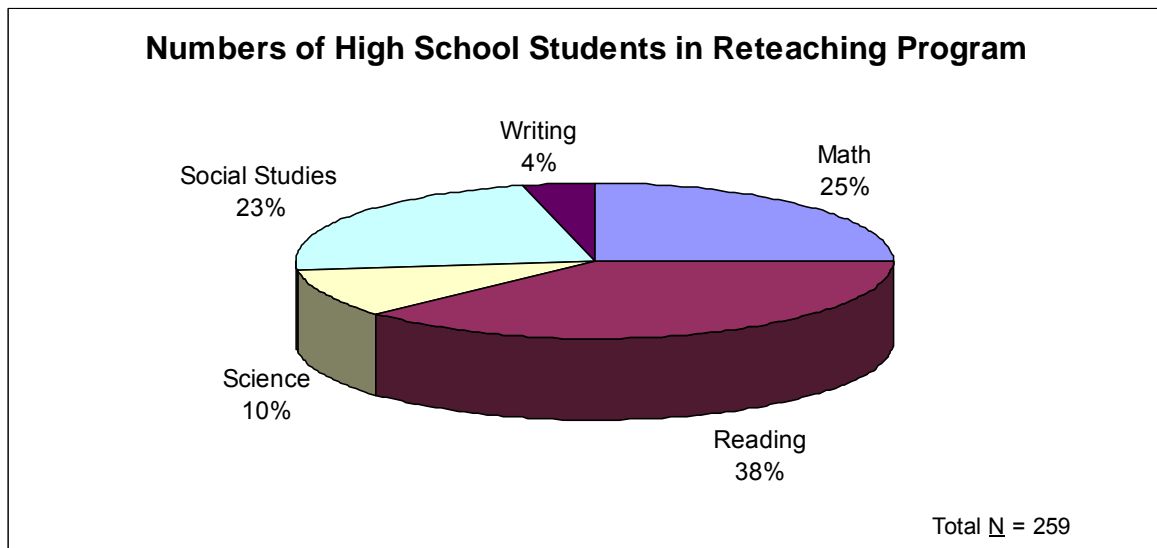
The fourth and final graph for the middle level shows reteaching instruction time in hours. Nearly 1/4 of the students received between 5.01 and 10.00 hours of remediation, while over 40% of the students received 5 hours of remediation or less. About 6% of the students received more than 60 hours of remedial instruction.



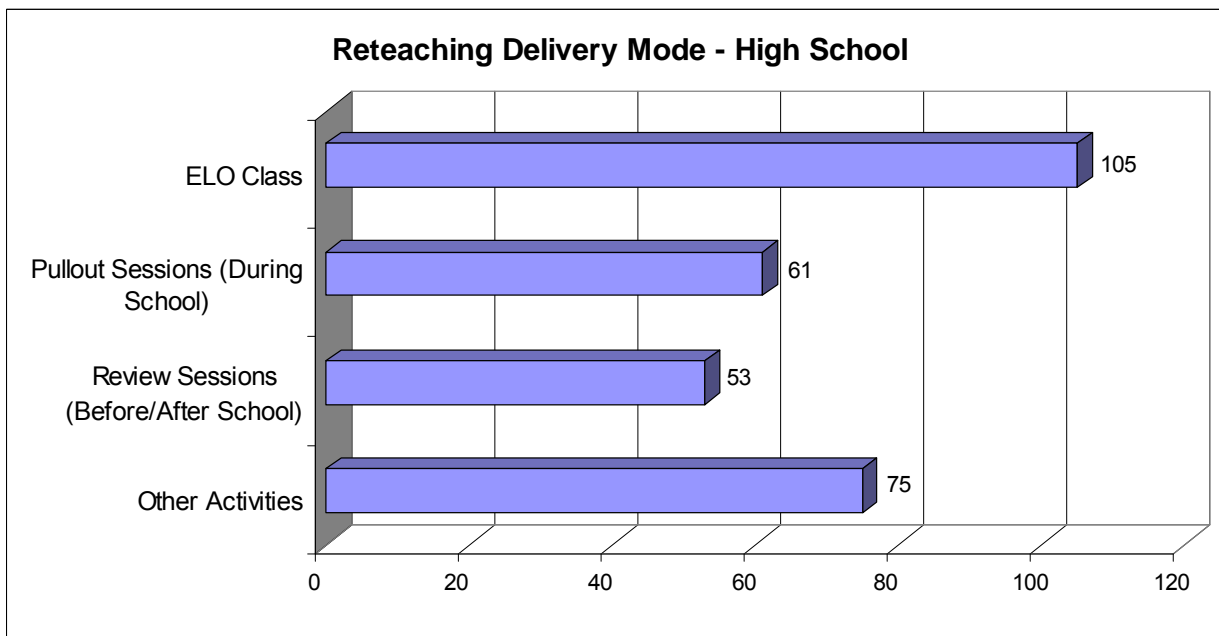


High School

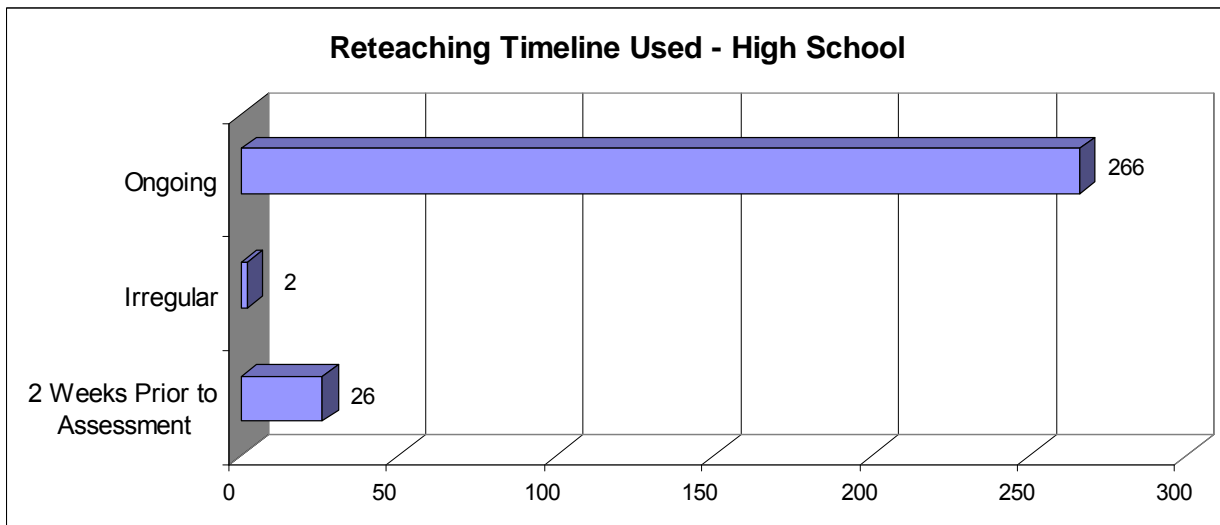
The next 4 graphs summarize reteaching activity at the high school level for 2005-2006. The following graph shows the numbers of students in the reteaching program by content area. The percentages shown reflect the proportion of students receiving remediation for each content area, compared to the total number of high school students receiving remediation.



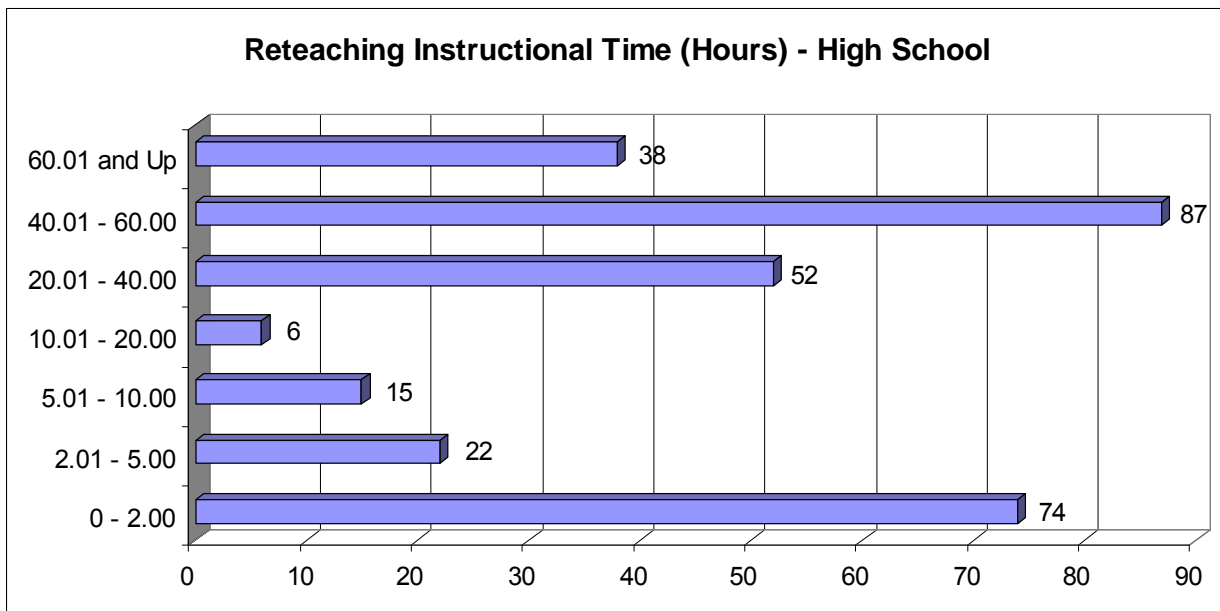
High school delivery mode data show over 35% of students received remedial instruction in an ELO class. Pullout sessions during the school day and review sessions outside the school day each accounted for about 1/5 of the students, with “other activities” used for over 25% of the remediation provided.



Results for the timeline used show about 90% of high school reteaching was ongoing throughout the year.



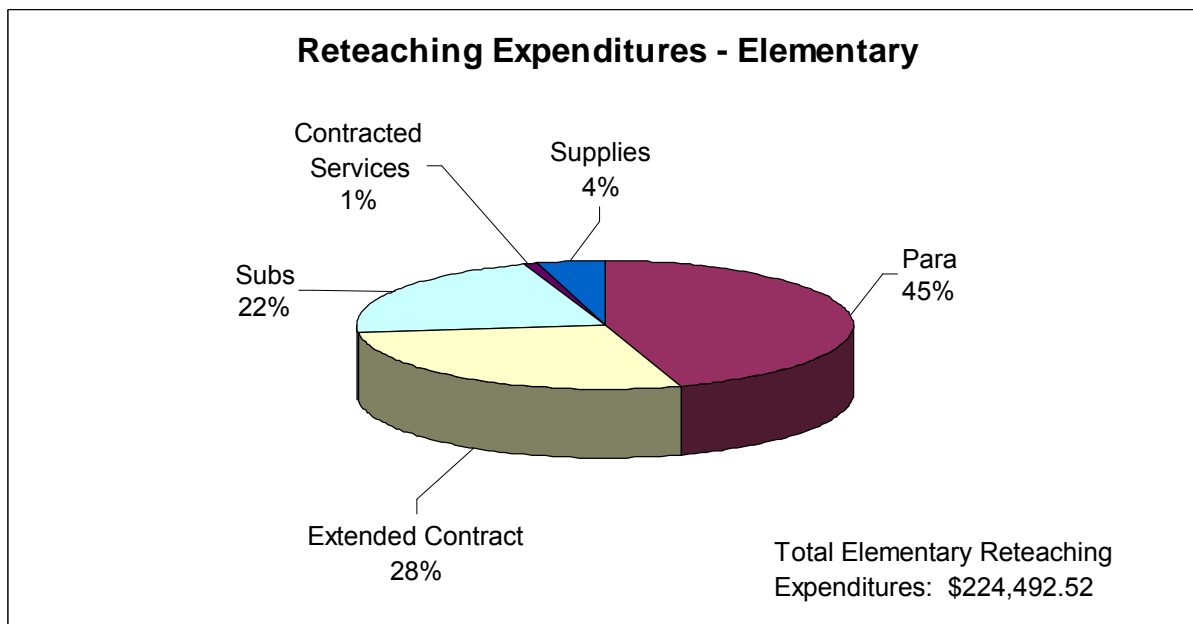
The last graph for high school shows reteaching instruction time in hours. One-fifth of students received 2 hours or less of remedial instruction, another 1/5 of students received 20.01 to 40.00 hours of remediation, and over 46% of high school students were reported as receiving more than 40 hours of remediation.



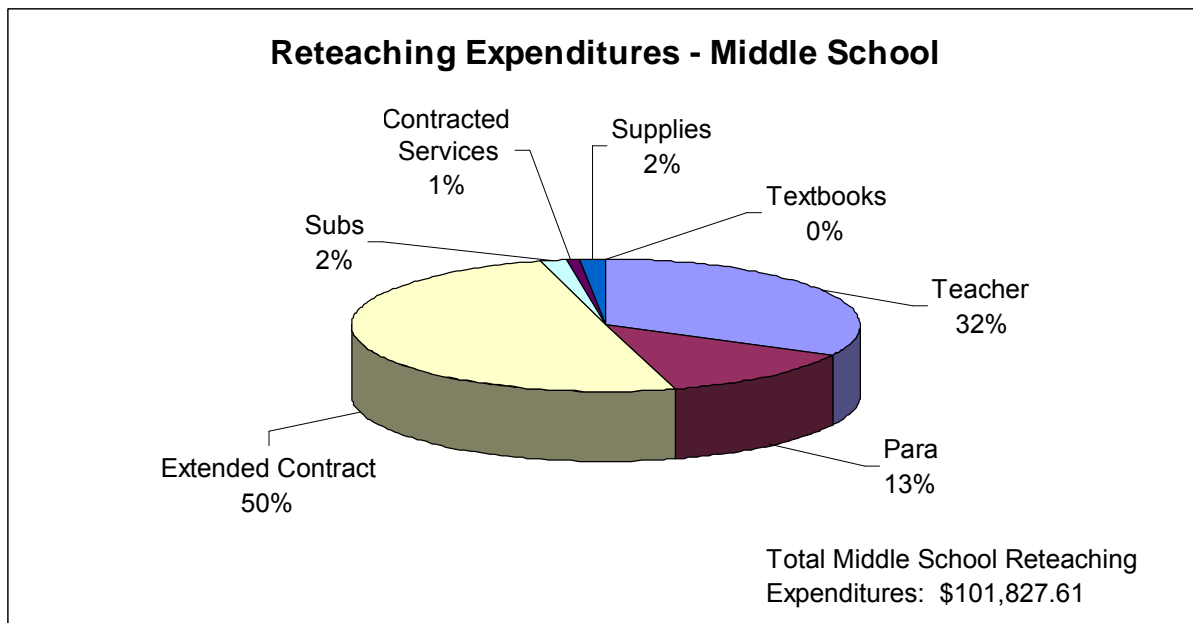
Expenditures

In the 2005-2006 school year, approximately \$496,400 was allocated for the reteaching program. The following graphs show that the sum of the actual expenditures totaled \$453,419.

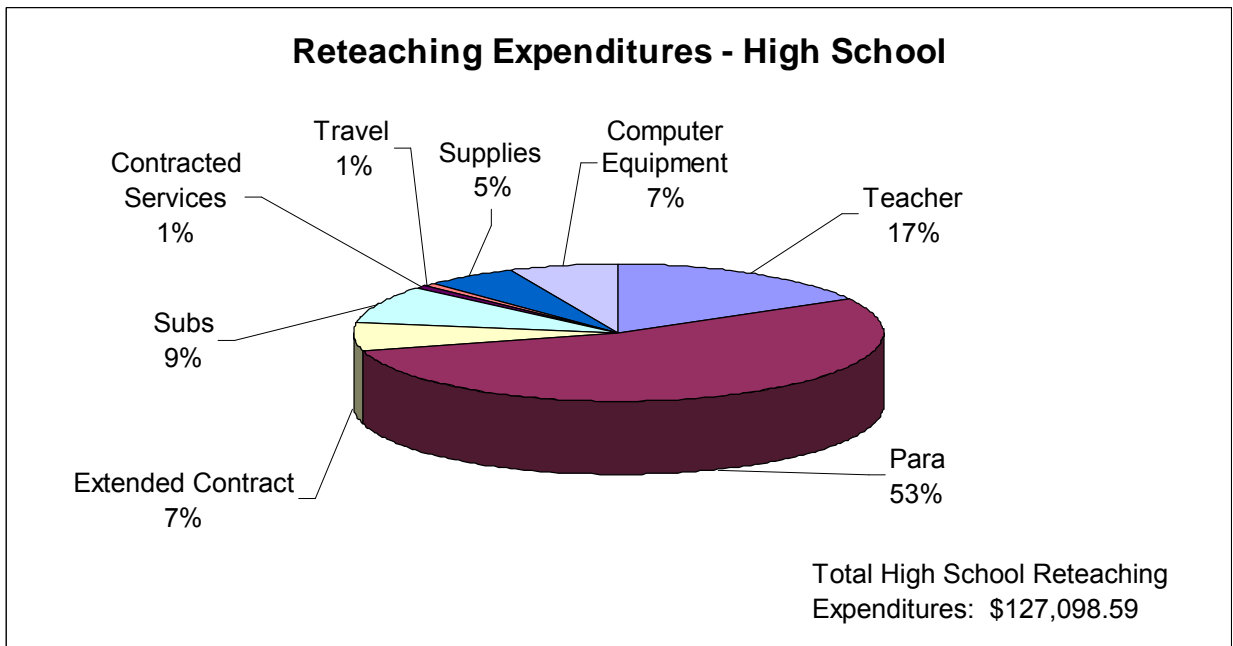
About 73% of the funds for elementary programs went to extended contract teachers and substitute teachers.



At the middle level, the largest expenditure categories were extended contracts and teacher salaries, making up 82% of the total.



At the high school level, the two largest categories of expenditures were teachers and paras, amounting to 70% of the total.



### Reteaching Outcomes

During 2005-2006, a number of new assessments were implemented to meet Nebraska Department of Education and federal requirements. Reteaching outcomes based on results of those new exams were included in this analysis. The following table reflects elementary and middle school retesting results (following reteaching) for students who did not master each of the listed assessments. For all the below assessments except 1<sup>st</sup> grade language arts and 8<sup>th</sup> grade science and social studies, the test following reteaching was the next higher grade assessment given the following year.

<u>Identifying Assessment</u>	<u># Mastered</u>	<u># Not Mastered</u>	<u>% Mastery</u>
1st Lang Arts	76	23	76.77%
1st AWA	122	49	71.35%
2nd AWA	133	55	70.74%
3rd AWA	160	42	79.21%
4th AWA	136	65	67.66%
3rd Math	101	59	63.13%
4th Math	49	82	37.40%
3rd Reading	78	69	53.06%
4th Reading	47	54	46.53%
7th AWA	22	10	68.75%
6th Math	89	68	56.69%
7th Math	49	64	43.36%
6th Reading	81	64	55.86%
7th Reading	28	54	34.15%
8th Science	28	17	62.22%
8th Social Studies	105	48	68.63%
		Average=	59.72%

**Seniors:** All of the 1,442 seniors who had sufficient credits for graduation also were able to demonstrate mastery of all the ELO assessments (1 was successful via the “demonstration of proficiency” method). This is the third graduating class where remediation has been successful in getting all students to the defined competence levels in reading, writing, math, science, and social studies.

## **Appendix:**

# **Definitions of Program Codes for Tracking Reteaching Interventions**

## I.L.P. – Definitions, Additional Information

### Student and Testing Information:

**NOTE:** When considering the addition of Individual Plans, you should do so only if there were multiple reteaching activities employed, each of which exceeded 20% of all remediation. For example, if a student received lab/pullout instruction during the school day for a whole semester, which accounted for 90% of remediation, then went to one or two before/after school sessions, which accounted for the remaining 10% of remediation, the “Delivery Mode for Reteaching Actions” should be recorded as “In lab or pullout setting during the school day” only.

### Reteaching Actions 2005-2006:

#### Activities

These represent general categories for the way that the student engaged in reteaching.

- **“ELO Class”** – This is a class providing reteaching opportunities to students who have not met cut scores in ELO assessments. High school students may earn 5 credits for this class.
- **“Review Sessions (not during school)”** – As the label implies, this should be checked if the student is engaged in reteaching activities outside of normal school hours.
- **“Pullout Sessions (during school)”** – This should be checked if the student is removed from the regular classroom for reteaching during normal school hours.
- **“Summer Reteaching”** – This should be checked only if the student engages in reteaching during summer months.
- **“Other Activities”** – These would include any reteaching activities that would be unique to a particular building.

### Timeline

- **“Ongoing”** – This should be checked if the student engages in reteaching on a regular basis, for example, this could be a pullout during their study hall one day a week for six weeks, or the student may attend review sessions outside of the school day on Thursdays for nine weeks. The key here is the scheduled regularity of reteaching. It is happening on a regular, consistent basis over a designated period of time.
- **“Irregular”** – This should be checked if there was not a regular, extended schedule for a student to engage in reteaching activities. Instead, reteaching occurred when either the student or instructional provider were available. An example of this would be that a student missed the cut score on the 4<sup>th</sup> grade Math assessment by 2 points when they took it in the spring of 2003. Since the student came close to meeting the cut score, and they were not scheduled to retake the assessment until Spring of 2004, no formal reteaching schedule was established, rather, it was understood that the reteaching would be targeted to the missed items sometime immediately prior to the retake by the classroom teacher. The key is that no reteaching schedule was established.
- **“2 wks prior to assessments”** – As the name implies, this should be checked if all reteaching occurs within two weeks prior to the date the student retakes the assessment.

### Instructor

- **“Teacher Reg. Assignment”** – This should be selected if, as the name indicates, the student’s regular classroom teacher or subject area teacher was the person to provide reteaching. This should only be checked if the reteaching offered was readily identifiable as being separate from regular classroom instruction. This item should **not** be checked if reteaching was so integrated as to be indistinguishable from regular classroom instruction.
- **“Teacher Extra Duty”** – This should be selected if certified Millard Public Schools staff are facilitating reteaching outside of their regular contracted hours.
- **“Substitute”** – This should be checked only if the substitute was the person who actually delivered the reteaching activities. There are situations where a substitute is brought into a classroom to enable the regular teacher to work with designated students on reteaching activities. If that was how reteaching was delivered, then the regular classroom teacher would be the person designated as the person delivering reteaching activities as long as they were distinguishable from regular instruction.
- **“Para-professional”** – In those situations where a person classified as a para-professional delivered reteaching, either in the student’s regular classroom or in a pullout setting, then this item should be checked.
- **“Contracted certified teacher”** – If a certified teacher is hired specifically to provide reteaching, exclusively or in combination with other duties, then this item should be checked.

### Hours Attend/Planned

- The figure entered in this box should indicate the amount of time (in hours) that the student was engaged in reteaching activities. If the student engaged in reteaching activities in the regular classroom, ***then only the activities that were readily distinguishable from regular classroom instruction should be counted.*** If reteaching is so integrated into regular instruction that the total amount of instructional time spent in a class or discipline has to be counted, then that figure should not be entered here.

Reteaching Record Keeping Website: <http://milstat.mpsomaha.org/>