

## Needham School Committee

April 23, 2019

7:00 p.m.

## Broadmeadow School School Committee Room

A school and community partnership that creates excited learners, inspires excellence, fosters integrity



### SCHOOL COMMITTEE MEETING AGENDA

## **Broadmeadow School School Committee Room**

April 23, 2019 7:00 p.m.

## Next School Committee Meeting: May 7, 2019

7:05 p.m.	Public Comments		
7:10 p.m.	Election of School Committee Officers		
7:20 p.m.	School Committee Chair and Subcommittee Updates		
7:25 p.m.	Superintendent's Comments		
7:15 p.m.	Consent Agenda		
	<ol> <li>Establish Mark Oberle Memorial Scholarship</li> <li>FY19 Budget Transfers</li> <li>Accept Donations</li> </ol>		

### **Discussion Items**

9:30 p.m.	Action Items
9:15 p.m.	Town Meeting Preparation
8:15 p.m.	Portrait of a Needham Graduate
7:30 p.m.	Mitchell School Improvement Plan
7:15 p.m.	Needham Education Foundation Spring Grant Awards

- Approve 2019-2020 Elementary, Middle School, and Needham High School Handbook Changes
- Award Early Childcare Program Lease Contract
- Award Contract for Washington DC Student Trip

### 9:35 p.m. School Committee Comments

### **Information Items:**

- FY19 Third Quarter Financial Report
- Disposal of Surplus Items

Agenda Item: Public Comments

## **Background Information:**

• The Chairperson will offer the opportunity for the public to speak to the School Committee on issues not on the agenda.

Agenda Item: Election of School Committee Officers

## **Background Information:**

- School Committee Policy BCA states that the election of its officers shall be no later than the next regularly scheduled meeting after the annual election of Town officers.
- The first order of business will be to elect the School Committee Chair, Vice-Chair, and Executive Secretary.

Agenda Item:	School Committee Chair and Subcommittee	<b>Updates</b>
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### **Background Information:**

• The Chair and subcommittee members may offer brief updates on issues not on the agenda.

## Members of the School Committee available for comment:

Aaron Pressman Michael Greis Connie Barr Heidi Black Andrea Longo Carter Susan Neckes Matthew Spengler

Agenda Item: Superintendent's Comments

## **Background Information:**

Superintendent Daniel E. Gutekanst will apprise the School Committee of events, information, and matters of interest not on the agenda.

## Agenda Item: Consent Agenda

- 1. Establish Mark Oberle Memorial Scholarship
- 2. Approve FY19 Budget Transfers
- 3. Accept Donations

Chair: "Does anyone wish to remove any item from the consent agenda?"

If none removed:

"There being no objection, these items are adopted by unanimous consent."

### NEEDHAM SCHOOL COMMITTEE

Agenda Item#:	<b>Date</b> : April 23, 2019
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**Item Title:** Establish Mark Oberle Memorial Scholarship at High School

**Item Description:** The request is to establish the Mark Oberle Memorial Scholarship at

Needham High School.

Family and friends of Mark Oberle, a Needham parent and tireless volunteer for the community, including youth sports, would like to establish this memorial scholarship at Needham High School. The scholarship would recognize a graduating NHS senior varsity student athlete for their hard work, support of fellow teammates and passion for the sport. The scholarship would consist of an annual award, disbursed by the Town of Needham, in amount of 4% of the expendable balance per year. The first award would be made in June of 2020. The family has donated a principal gift of \$14,319.76 to create the scholarship. Based on the

principal gift, the annual award would be approximately \$500.

**Issues:** M.G.L. Chapter 44, Section 53A and School Committee policy #DFC

authorize the School Committee to accept any grant of gifts or funds given for

educational purposes by the federal or state government, charitable

foundations, private corporations, PTCs or an individual. M.G.L. Chapter 44, Section 53A further stipulates that any monies received and accepted by the

School Committee may be expended without further appropriation.

**Recommendations/Options:** That the School Committee accept the \$14,319.76 donation and vote

to establish the Mark Oberle Memorial Scholarship at Needham High School,

as proposed.

**School Committee:** Action Item

**Attachments:** Scholarship Recommendation

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance and Operations



## NEEDHAM HIGH SCHOOL

# A CARING COMMUNITY STRIVING FOR PERSONAL GROWTH AND ACADEMIC EXCELLENCE

Aaron Sicotte Principal

To:

Needham School Committee

From:

Aaron Sicotte, Principal

Re:

Scholarship Endorsement: Mark Oberle

Date:

April 5, 2019

After reviewing the proposed Mark Oberle Scholarship, I heartily endorse its creation. The scholarship provides a wonderful opportunity to recognize a Needham High School varsity student-athlete for their hard work, support of fellow teammates, and passion for the sport.

Aaron Sicotte Principal

## Scholarship/ Award Recommendation Form

Name M	lark Oberle Sch	olarship		
Origin/ Purpose	Kira (NHS 20 a tireless volu	14) and Elena (NHŠ 2020). Inteer for the community incli	In addition to buding youth sp	ne father of Devon (NHS 2011), being a wonderful dad, Mark was ports. The purpose of the nd beneift a deserving graduating
Award Criteria				ented or objectively teammate who truly loves the
Funds H	Management Held/ Disbursec	d By Town of Needham		Principal Balance Initial Gift (if Funds Held by Town of Needham):
Financial	Awards:	# Awards Per Year Amount Per Award	One \$500	
A Amount	ward Note			

## NEEDHAM SCHOOL COMMITTEE

Assistant Superintendent for Finance & Operations

Agenda Item #:		Date: <u>April 23, 2019</u>				
Item Title:		FY 2018/19 Budget	Transfers			
Item Descr	iption:	the following amount Salaries Purchase of S Capital	Purchase of Service/Expense (\$44,066.00)			
Issues:		Under Massachusetts General Law Chapter 71, Section 34, and School Committee Policy #DBJ, the School Committee is empowered to make changes in allocations between line items within its budget, once approved by Town Meeting. In no case may a transfer result in the aggregate Operating Budget being more than authorized by the Town. Transfers between separate, non-operating appropriations are prohibited except as permitted by law.				
Recommen	dation/Options:	: Approve the attache	ed line item budge	et transfers.		
Rationale:		The attached line item budget transfers are requested to more accurately reflect expenses to be incurred during this fiscal year.				
Implement	ation Implicatio	ons:				
Supporting	g Data:	Attached listing of rewithin the FY19 Ope	*	n budget transfers		
School Con	nmittee (circle o	ne)				
Action	Information	Discussion	Consent Cale	endar		
Central Adr	ninistrator	Town Counsel	Sub-Committee	e:		
Will report	back to School C	Committee (date):				
Respectfully	y Submitted,					
Anne Gula	tí					
Anna Gulat	;					

G/L ACCOUNT #	DEPARTMENT	SCHOOL	FUNCTION	OBJECT	DEBIT	CREDIT	NET
SALARIES							
0001.3132.005.21.2305.099.99.520.010.5110.300.01	Curriculum Development	Broadmeadow	Teachers Classroom	Salaries & Wages	2,500.00		2,500.00
0001.3132.005.21.2356.099.99.520.010.5136.300.01	Curriculum Development	Broadmeadow	Costs for Instructional Staff to Attend PD	Salaries, Prof Dev Stipends	817.00		817.00
0001.3132.005.22.2305.099.99.520.010.5110.300.01	Curriculum Development	Eliot	Teachers Classroom	Salaries & Wages	2,500.00		2,500.00
0001.3132.005.22.2356.099.99.520.010.5136.300.01	Curriculum Development	Eliot	Costs for Instructional Staff to Attend PD	Salaries, Prof Dev Stipends	817.00		817.00
0001.3132.005.23.2305.099.99.520.010.5110.300.01	Curriculum Development	Hillside	Teachers Classroom	Salaries & Wages	2,000.00		2,000.00
0001.3132.005.23.2356.099.99.520.010.5136.300.01	Curriculum Development	Hillside	Costs for Instructional Staff to Attend PD	Salaries, Prof Dev Stipends	817.00		817.00
0001.3132.005.24.2305.099.99.520.010.5110.300.01	Curriculum Development	Mitchell	Teachers Classroom	Salaries & Wages	2,000.00		2,000.00
0001.3132.005.24.2356.099.99.520.010.5136.300.01	Curriculum Development	Mitchell	Costs for Instructional Staff to Attend PD	Salaries, Prof Dev Stipends	817.00		817.00
0001.3132.005.25.2305.099.99.520.010.5110.300.01	Curriculum Development	Newman	Teachers Classroom	Salaries & Wages	4,000.00		4,000.00
0001.3132.005.25.2356.099.99.520.010.5136.300.01	Curriculum Development	Newman	Costs for Instructional Staff to Attend PD	Salaries, Prof Dev Stipends	817.00		817.00
0001.3132.005.30.2305.099.99.520.010.5110.300.01	Curriculum Development	Pollard	Teachers Classroom	Salaries & Wages	3,016.00		3,016.00
0001.3132.005.40.2305.099.99.520.010.5110.300.01	Curriculum Development	Needham High School	Teachers Classroom	Salaries & Wages	13,965.00		13,965.00
0001.3132.005.40.2305.099.99.520.010.5110.300.01	Curriculum Development	Needham High School	Teachers Classroom	Salaries & Wages	10,000.00		10,000.00
	SUBTOTAL SALARIES				44,066.00	-	44,066.00
PURCHASE OF SERVICE & EXPENSE							
0001.3010.040.99.1110.099.99.520.030.5710.300.06	School Committee	Unassigned	School Committee	In-State Travel		520.00	(520.00)
0001.3010.040.99.1110.099.99.520.030.5730.300.06	School Committee	Unassigned	School Committee	Dues & Memberships	520.00		520.00
0001.3032.040.99.1220.099.99.520.030.5720.300.06	Dir of Program Dev	Unassigned	Assistant Superintendent	Out-of-State Travel		419.00	(419.00)
0001.3032.040.99.1220.099.99.520.030.5730.300.06	Dir of Program Dev	Unassigned	Assistant Superintendent	Dues & Memberships		77.00	(77.00)
0001.3032.040.99.1220.099.99.520.030.5780.300.06	Dir of Program Dev	Unassigned	Assistant Superintendent	All Other Expenses	256.00		256.00
0001.3132.005.10.2356.099.99.520.030.5780.300.06	Curriculum Development	District	Costs for Instructional Staff to Attend PD	All Other Expenses		483.00	(483.00)
0001.3132.005.21.2358.099.99.520.030.5300.300.04	Curriculum Development	Broadmeadow	Outside PD for Instructional Staff	Professional & Technical Services	1,650.00		1,650.00
0001.3132.005.21.2358.099.99.520.030.5303.300.04	Curriculum Development	Broadmeadow	Outside PD for Instructional Staff	Professional & Technical Training	224.00		224.00
0001.3132.005.21.2358.099.99.520.030.5380.300.04	Curriculum Development	Broadmeadow	Outside PD for Instructional Staff	Other Purchased Services	280.00		280.00
0001.3132.005.21.2358.099.99.520.030.5380.300.04	Curriculum Development	Broadmeadow	Outside PD for Instructional Staff	Other Purchased Services	300.00		300.00
0001.3132.005.21.2358.099.99.520.030.5580.300.05	Curriculum Development	Broadmeadow	Outside PD for Instructional Staff	Other Supplies & Equipment	22.00		22.00
0001.3132.005.21.2415.099.99.520.030.5512.300.05	Curriculum Development	Broadmeadow	Other Instructional Materials	Ed Supplies - Instructional Materials	1,449.00		1,449.00
0001.3132.005.22.2358.099.99.520.030.5300.300.04	Curriculum Development	Eliot	Outside PD for Instructional Staff	Professional & Technical Services	1,650.00		1,650.00
0001.3132.005.22.2358.099.99.520.030.5303.300.04	Curriculum Development	Eliot	Outside PD for Instructional Staff	Professional & Technical Training	224.00		224.00
0001.3132.005.22.2358.099.99.520.030.5303.300.04	Curriculum Development	Eliot	Outside PD for Instructional Staff Outside PD for Instructional Staff	Professional & Technical Training	224.00		224.00 224.00
0001.3132.005.22.2358.099.99.520.030.5303.300.04 0001.3132.005.22.2358.099.99.520.030.5303.300.04	Curriculum Development	Eliot Eliot	Outside PD for Instructional Staff	Professional & Technical Training Professional & Technical Training	224.00 224.00		224.00
0001.3132.005.22.2358.099.99.520.030.5380.300.04	Curriculum Development Curriculum Development	Eliot	Outside PD for Instructional Staff	Other Purchased Services	280.00		280.00
0001.3132.005.22.2358.099.99.520.030.5380.300.04	Curriculum Development	Eliot	Outside PD for Instructional Staff	Other Purchased Services Other Purchased Services	300.00		300.00
0001.3132.005.22.2415.099.99.520.030.5512.300.05	Curriculum Development	Eliot	Other Instructional Materials	Ed Supplies - Instructional Materials	300.00	587.00	(587.00)
0001.3132.005.23.2358.099.99.520.030.5300.300.04	Curriculum Development	Hillside	Outside PD for Instructional Staff	Professional & Technical Services	1,650.00	367.00	1,650.00
0001.3132.005.23.2358.099.99.520.030.5380.300.04	Curriculum Development	Hillside	Outside PD for Instructional Staff	Other Purchased Services	280.00		280.00
0001.3132.005.23.2358.099.99.520.030.5380.300.04	Curriculum Development	Hillside	Outside PD for Instructional Staff	Other Purchased Services	300.00		300.00
0001.3132.005.23.2415.099.99.520.030.5512.300.05	Curriculum Development	Hillside	Other Instructional Materials	Ed Supplies - Instructional Materials	300.00	1,338.00	(1,338.00)
0001.3132.005.24.2358.099.99.520.030.5300.300.04	Curriculum Development	Mitchell	Outside PD for Instructional Staff	Professional & Technical Services	1,650.00	1,550.00	1,650.00
0001.3132.005.24.2358.099.99.520.030.5380.300.04	Curriculum Development	Mitchell	Outside PD for Instructional Staff	Other Purchased Services	280.00		280.00
0001.3132.005.24.2358.099.99.520.030.5380.300.04	Curriculum Development	Mitchell	Outside PD for Instructional Staff	Other Purchased Services	300.00		300.00
0001.3132.005.24.2415.099.99.520.030.5512.300.05	Curriculum Development	Mitchell	Other Instructional Materials	Ed Supplies - Instructional Materials		1,338.00	(1,338.00)
0001.3132.005.25.2358.099.99.520.030.5300.300.04	Curriculum Development	Newman	Outside PD for Instructional Staff	Professional & Technical Services	1,650.00	,	1,650.00
0001.3132.005.25.2358.099.99.520.030.5303.300.04	Curriculum Development	Newman	Outside PD for Instructional Staff	Professional & Technical Training	45.00		45.00
0001.3132.005.25.2358.099.99.520.030.5380.300.04	Curriculum Development	Newman	Outside PD for Instructional Staff	Other Purchased Services	280.00		280.00
0001.3132.005.25.2358.099.99.520.030.5380.300.04	Curriculum Development	Newman	Outside PD for Instructional Staff	Other Purchased Services	300.00		300.00
0001.3132.005.25.2415.099.99.520.030.5512.300.05	Curriculum Development	Newman	Other Instructional Materials	Ed Supplies - Instructional Materials		1,340.00	(1,340.00)
0001.3132.005.26.2415.099.99.520.030.5512.300.05	Curriculum Development	High Rock	Other Instructional Materials	Ed Supplies - Instructional Materials	1,614.00		1,614.00
0001.3132.005.30.2410.099.99.520.030.5517.300.05	Curriculum Development	Pollard	Textbooks	Ed Supplies - Textbooks/Workbooks		443.00	(443.00)
0001.3132.005.30.2410.099.99.520.030.5517.300.05	Curriculum Development	Pollard	Textbooks	Ed Supplies - Textbooks/Workbooks		552.00	(552.00)
0001.3132.005.40.2410.099.99.520.030.5517.300.05	Curriculum Development	Needham High School	Textbooks	Ed Supplies - Textbooks/Workbooks		1,230.00	(1,230.00)
0001.3132.005.40.2430.099.99.520.030.5510.300.05	Curriculum Development	Needham High School	General Supplies	Educational Supplies		39.00	(39.00)

G/L ACCOUNT #	DEPARTMENT	SCHOOL	FUNCTION	ОВЈЕСТ	DEBIT	CREDIT	NET
0001.3260.005.26.2356.099.99.520.030.5710.300.06	High Rock	High Rock	Costs for Instructional Staff to Attend PD	In-State Travel		2,000.00	(2,000.00)
0001.3260.005.26.2356.099.99.520.030.5730.300.06	High Rock	High Rock	Costs for Instructional Staff to Attend PD	Dues & Memberships		2,000.00	(2,000.00)
0001.3260.005.26.2415.099.99.520.030.5512.300.05	High Rock	High Rock	Other Instructional Materials	Ed Supplies - Instructional Materials		3,500.00	(3,500.00)
0001.3260.005.26.2430.099.99.520.030.5510.300.05	High Rock	High Rock	General Supplies	Educational Supplies	7,500.00		7,500.00
0001.3260.005.26.2440.099.99.520.030.5345.300.04	High Rock	High Rock	Other Instructional Services	Printing & Binding		335.00	(335.00)
0001.3260.005.26.2440.099.99.520.030.5380.300.04	High Rock	High Rock	Other Instructional Services	Other Purchased Services		950.00	(950.00)
0001.3260.040.26.2455.099.99.520.030.5305.300.04	High Rock	High Rock	Instructional Software	Professional & Technical SW License Fees	1,285.00		1,285.00
0001.3520.040.10.3200.099.99.520.030.5524.300.04	Nursing	District	Medical & Health Services	Ed Supplies - Instructional Software		2,209.19	(2,209.19)
0001.3520.040.10.3200.099.99.520.030.5710.300.06	Nursing	District	Medical & Health Services	In-State Travel	300.00		300.00
0001.3520.040.22.3200.099.99.520.030.5500.300.05	Nursing	Eliot	Medical & Health Services	Medical & Surgical Supplies	28.02		28.02
0001.3520.040.26.3200.099.99.520.030.5380.300.04	Nursing	High Rock	Medical & Health Services	Other Purchased Services	154.39		154.39
0001.3520.040.30.3200.099.99.520.030.5380.300.04	Nursing	Pollard	Medical & Health Services	Other Purchased Services	472.39		472.39
0001.3520.040.40.3200.099.99.520.030.5380.300.04	Nursing	Needham High School	Medical & Health Services	Other Purchased Services	1,254.39		1,254.39
0001.3560.005.21.2440.011.99.520.030.5380.300.04	Reading Instruction	Broadmeadow	Other Instructional Services	Other Purchased Services		100.00	(100.00)
0001.3560.005.22.2415.011.99.520.030.5512.300.05	Reading Instruction	Eliot	Other Instructional Materials	Ed Supplies - Instructional Materials	1,300.00		1,300.00
0001.3560.005.22.2440.011.99.520.030.5380.300.04	Reading Instruction	Eliot	Other Instructional Services	Other Purchased Services		100.00	(100.00)
0001.3560.005.23.2415.011.99.520.030.5512.300.05	Reading Instruction	Hillside	Other Instructional Materials	Ed Supplies - Instructional Materials	2,400.00		2,400.00
0001.3560.005.23.2440.011.99.520.030.5380.300.04	Reading Instruction	Hillside	Other Instructional Services	Other Purchased Services		100.00	(100.00)
0001.3560.005.24.2415.011.99.520.030.5512.300.05	Reading Instruction	Mitchell	Other Instructional Materials	Ed Supplies - Instructional Materials	2,400.00		2,400.00
0001.3560.005.24.2440.011.99.520.030.5380.300.04	Reading Instruction	Mitchell	Other Instructional Services	Other Purchased Services		100.00	(100.00)
0001.3560.005.25.2415.011.99.520.030.5512.300.05	Reading Instruction	Newman	Other Instructional Materials	Ed Supplies - Instructional Materials	2,500.00		2,500.00
0001.3560.005.25.2440.011.99.520.030.5380.300.04	Reading Instruction	Newman	Other Instructional Services	Other Purchased Services		100.00	(100.00)
0001.3560.005.26.2440.011.99.520.030.5380.300.04	Reading Instruction	High Rock	Other Instructional Services	Other Purchased Services		100.00	(100.00)
0001.3560.005.30.2440.011.99.520.030.5380.300.04	Reading Instruction	Pollard	Other Instructional Services	Other Purchased Services		100.00	(100.00)
0001.3561.005.21.2356.030.99.520.030.5710.300.06	Math Instruction	Broadmeadow	Costs for Instructional Staff to Attend PD	In-State Travel		300.00	(300.00)
0001.3561.005.21.2430.030.99.520.030.5510.300.05	Math Instruction	Broadmeadow	General Supplies	Educational Supplies		2,341.00	(2,341.00)
0001.3561.005.22.2356.030.99.520.030.5710.300.06	Math Instruction	Eliot	Costs for Instructional Staff to Attend PD	In-State Travel		300.00	(300.00)
0001.3561.005.22.2430.030.99.520.030.5510.300.05	Math Instruction	Eliot	General Supplies	Educational Supplies		1,640.00	(1,640.00)
0001.3561.005.23.2356.030.99.520.030.5710.300.06	Math Instruction	Hillside	Costs for Instructional Staff to Attend PD	In-State Travel		300.00	(300.00)
0001.3561.005.23.2430.030.99.520.030.5510.300.05	Math Instruction	Hillside	General Supplies	Educational Supplies		2,449.00	(2,449.00)
0001.3561.005.24.2356.030.99.520.030.5710.300.06	Math Instruction	Mitchell	Costs for Instructional Staff to Attend PD	In-State Travel		300.00	(300.00)
0001.3561.005.24.2430.030.99.520.030.5510.300.05	Math Instruction	Mitchell	General Supplies	Educational Supplies		998.00	(998.00)
0001.3561.005.25.2356.030.99.520.030.5710.300.06	Math Instruction	Newman	Costs for Instructional Staff to Attend PD	In-State Travel		300.00	(300.00)
0001.3561.005.25.2430.030.99.520.030.5510.300.05	Math Instruction	Newman	General Supplies	Educational Supplies		4,404.00	(4,404.00)
0001.3561.005.26.2356.030.99.520.030.5710.300.06	Math Instruction	High Rock	Costs for Instructional Staff to Attend PD	In-State Travel		1,000.00	(1,000.00)
0001.3561.005.26.2410.030.99.520.030.5517.300.05	Math Instruction	High Rock	Textbooks	Ed Supplies - Textbooks/Workbooks		5,328.00	(5,328.00)
0001.3561.005.26.2430.030.99.520.030.5510.300.05	Math Instruction	High Rock	General Supplies	Educational Supplies		677.00	(677.00)
0001.3561.005.26.2430.030.99.520.030.5510.300.05	Math Instruction	High Rock	General Supplies	Educational Supplies		25,633.00	(25,633.00)
0001.3561.005.30.2356.030.99.520.030.5710.300.06	Math Instruction	Pollard	Costs for Instructional Staff to Attend PD	In-State Travel		1,000.00	(1,000.00)
0001.3561.005.30.2410.030.99.520.030.5517.300.05	Math Instruction	Pollard	Textbooks	Ed Supplies - Textbooks/Workbooks		4,996.00	(4,996.00)
0001.3561.005.30.2430.030.99.520.030.5510.300.05	Math Instruction	Pollard	General Supplies	Educational Supplies		17,810.00	(17,810.00)
0001.3620.005.21.2430.035.99.520.030.5510.300.05	Science Center	Broadmeadow	General Supplies	Educational Supplies	2,000.00		2,000.00
0001.3620.005.22.2430.035.99.520.030.5510.300.05	Science Center	Eliot	General Supplies	Educational Supplies	2,000.00		2,000.00
0001.3620.005.23.2430.035.99.520.030.5510.300.05	Science Center	Hillside	General Supplies	Educational Supplies	2,000.00		2,000.00
0001.3620.005.24.2430.035.99.520.030.5510.300.05	Science Center	Mitchell	General Supplies	Educational Supplies	2,000.00		2,000.00
0001.3620.005.25.2430.035.99.520.030.5510.300.05	Science Center	Newman	General Supplies	Educational Supplies	2,000.00		2,000.00
	SUBTOTAL PURCHASE OF	SERVICE & EXPENSE			45,770.19	89,836.19	(44,066.00)

GRAND TOTAL 89,836.19 89,836.19

### NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _	<b>Date</b> : April 23, 2019
Item Title:	Approve School Department Donations

**Item Description**: The following donations have been made to Needham Public Schools:

•	Rebecca Seavey, Needham, MA donation to benefit the NHS Photography Club	\$21.00
•	James Harten, Needham, MA donation to benefit the NHS French Club	\$20.00
•	Kerry Spence, Needham, MA donation to benefit the Pollard Middle School	\$50.00
•	Gail McShane, Needham, MA donation to benefit the Needham High School	\$75.00
•	Steven & Stacy Ross, Needham, MA donation to benefit Middle School Athletics Wrestling	\$200.00
•	The American Heart Association, Dallas, TX donation to benefit the Hillside Elementary Kids Heart Challenge	\$800.00
•	Reuben & Lizzie Grossman Foundation, Quincy, MA donation to benefit the Reuben & Lizzie Grossman Scholarship	\$1,500.00
•	Needham Community Council, Needham, MA donation to benefit Needham Steps Up	\$15,000.00
•	Proceeds from cookbook sales to benefit the NHS National Honor Society Club	\$380.00
•	Proceeds from a bake sale to benefit the NHS Mending Hearts Club	\$92.25
•	Proceeds from a bake sale to benefit the NHS Gift of Life Club	\$71.00
•	Proceeds from a bake sale to benefit the NHS Class of 2021	\$145.00
•	Proceeds from a bake sale to benefit the NHS Cradles to Crayons Club	\$97.00
•	Proceeds from a bake sale to benefit the NHS AGSA Club	\$60.00
•	Proceeds from a bake sale to benefit the NHS Amnesty International Club	\$117.70
•	Proceeds from a hot chocolate fundraiser to benefit the NHS Class of 2020	\$40.50
•	Proceeds from the Asian Culture Night fundraiser to benefit the NHS Mandarin Club	\$639.50
•	Proceeds from the movie night fundraiser to benefit the NHS Gender Equality Club	\$120.00
•	Proceeds from the Game On fundraiser to benefit the NHS Class of 2022	\$96.00
•	Proceeds from a bake sale to benefit the Pollard Student Council	\$20.00

**Issues:** M.G.L. Chapter 44, Section 53A and School Committee policy #DFC/KH authorize the School Committee to accept any grant of gifts or funds given for educational purposes by the federal or state government, charitable foundations, private corporations, PTCs or an individual. M.G.L. Chapter 44, Section 53A further stipulates that any monies received and accepted by the School Committee may be expended without further appropriation.

**Recommendations/Options:** That the School Committee accept with gratitude the aforementioned donations.

**School Committee:** Consent Calendar

Respectfully Submitted, Anne Gulatí

Assistant Superintendent for Finance and Operations

Agenda Item: Discussion

**Needham Education Foundation 2019 Spring Grant Awards** 

## **Background Information:**

• The 2019 Spring Grant Awards will be announced.

### **Action Item**

Upon recommendation of the Superintendent that the Needham School Committee accepts with gratitude from the Needham Education Foundation the 2019 spring grant awards in the amount of \$31,345.

## Persons Available for Presentation:

Ms. Seema Meloni, Needham Education Foundation Spring Grants Committee Co-Chair

Mr. Rob Murphy, Needham Education Foundation Spring Grants Committee Co-Chair

Age	enda Item:	: Discussion

2018-2019 Mitchell School Improvement Plan

## **Background Information:**

- The Mitchell School Council has worked collaboratively this past year to advise Principal Gregory Bayse and develop and maintain the School Improvement Plan.
- In accordance with M.G. L. Chapter 71, Section 59c, the Superintendent has approved the Mitchell School Improvement Plan.

### Persons Available for Presentation:

Mr. Gregory Bayse, Mitchell School Principal Mitchell School Council Members

## William Mitchell Elementary School



# School Improvement Plan 2017-2020

**Updated 04-11-19** 

### **Mitchell School Council Members:**

Gregory Bayse, Principal, Chair Sara Rosin, Parent Representative, Co-chair Michael Garko, Parent Representative Lynn Gotwals, Teacher Representative Frederica Lalonde, Parent Representative Katherine McKenney, Parent Representative Natalie Mutter, Mitchell Alumna Kaley Petros, Teacher Representative Nuno SáCouto, Parent Representative Meghan Smith, Mitchell Alumna

### Principal's Update, 04-11-19:

### Walking through the halls of Mitchell is a joy!

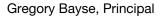
Student buzz and laughter fills the halls with an electricity that is indicative of the personal and academic growth that is taking place.

Mitchell is a school of high academic achievement -- but it is also a place where students and staff work to stretch their thinking by incorporating new ideas and frames of reference. For instance, our faculty this year has worked intensively on equity by thinking through our cultural and pedagogical approach to LGBTQ students and students of color. People have approached difficult conversations with a combination of eagerness and trepidation; but always in a student-centered approach. In the final year of this improvement plan we will continue to focus on culturally responsive teaching as a way to leverage academic success. Additional highlights from the 2018-2019 school year include:

- Teacher driven professional development focused on growth in the area of culturally responsive teaching, specifically as it pertains to students of color and the LGBTQ community;
- Establishment of clear and consistent routines in the cafeteria, hallways, arrival, and dismissal;
- Implementation of a collaboratively developed homework policy that emphasizes reading over written homework in grades K-4;
- An increase in the number of Boston-resident Mitchell students by 98% as compared to 2016;
- 100% participation at district curriculum planning committees, such as the literacy task force;
- Development a successful after-school "Writing Center" for 5th grade students;
- Alignment of our social-emotional curriculum and our service-learning program;
- Successful increase of our math coach from 0.5FTE to 1.0FTE for the fall of 2019;
- Multiple improvements to the physical space in which we learn, such as new lockers, new lighting in the halls, updated classroom technology, and a new playground.

It's been an honor to be a part of this growth and to partner for continued future success.

Respectfully,



### Key:

Yellow highlighted items are items "In Progress." Green highlighted items are "Complete." Items without highlight have not yet been addressed.

## Mitchell School Improvement Plan 2017-2020

At almost 500 students and close to 75 full and part time staff members, the **Mitchell Elementary School** is the third largest of five elementary schools in the Town of Needham, Massachusetts. Originally opened in 1950, and named for Dr. William Mitchell, the school has a well-established legacy of strong community and academic excellence. Many Mitchell parents and several Mitchell teachers attended Mitchell when they were students and our school has countless volunteer hours donated each year by community members with fond memories of their families' time at Mitchell. In the past 67 years our school has had a positive influence that reverberates far outside our immediate four walls. Our school also receives significant support from the members of our School Council, our Parent Teacher Committee (PTC), and the Needham Education Foundation (NEF).

While we continue to build upon the past, as a community we are representative of the future. Mitchell is a METCO partnership school and enrolls students from Boston as well as Needham with the goal of providing the opportunity for children from racially imbalanced schools to learn together in an integrated public school setting and to increase diversity and reduce racial isolation so that students from different backgrounds can learn from each other in meaningful ways. Our community includes students whose backgrounds are representative of a wide variety of academic abilities and disabilities, countries, religions, and family structures. At the Mitchell School all are welcomed. To this end, one of the core values that we teach students at Mitchell is to recognize their own worth and the worth of others. This belief inspires all that we do to create excited learners, inspire excellence, and foster integrity.

The Mitchell School has a strong academic program that stresses differentiated instruction to grow students from their current academic level and move them towards greater excellence. Our faculty of general and special educators work collaboratively to ensure consistent and rigorous comprehensive curriculum and instruction. This goal is supported by our commitment to the Responsive Classroom model for teaching and addressing social development through the lens of Social Thinking and Growth Mindset.

Each day as a community we strive to live out our core value of respect:

**R**ecognize your own worth and the worth of others

Encourage each other in work and play

**S**tay safe

Practice honesty

**E**mpathize with others

Care, share, and be fair

Try your best



The School Improvement Plan (SIP) that follows sets the goals and action steps for the next three years (2017-2020). It represents many hours of intentional conversation and work by the faculty and staff, the Mitchell Leadership Team, and the Mitchell School Council over the course of the 2016-2017 school year to evaluate our current program and to develop a roadmap for the future. It is directly tied to the goals of the District Improvement Plan and that furthers our legacy of academic excellence.

### **Goal 1: Advance Learning for All Students**

To refine and continue to put into practice a system of curriculum, instruction, and assessment that enables each student to be engaged in challenging, creative, and rigorous learning experience that are grounded in clearly defined standards.

**Objective 1.1:** Students have the opportunity to increase their achievement as a result of instruction that is differentiated and responsive to their learning needs.

Key Activities	Timeline/People Responsible	<b>Evidence that Demonstrates Progress</b>	Status
Students will make continued growth in ELA based on our exploration of the Teachers College Units of Study (UOS) curriculum in reading and writing.  1. Vertically align use of UOS reading curriculum and the "workshop model" in grades K-5.  2. Implement two vertically aligned UOS writing units in grades K-5.  3. Continue to align UOS and instruction to Massachusetts Frameworks.  4. Begin to develop and vertically align editing and revision checklists.	2017-2020 Curriculum Coaches Classroom Teachers	<ol> <li>Grades K-5 will have a well-aligned UOS reading curriculum.</li> <li>Grades K-5 will have a well-aligned UOS writing curriculum.</li> <li>Students will show consistent growth in ELA on common assessments.</li> <li>Students will employ editing checklists that are vertically aligned.</li> </ol>	Complete.  Will continue to be reinforced in 2019-2020 and beyond.
Students will make continued growth in math based on our implementation of an aligned, differentiated math curriculum.  1. Develop a model for grade-level, Tier I small-group intervention.  2. Continue to align math instruction to the Massachusetts Frameworks.  3. Vertically align learning outcomes from grade to grade.	2017-2020 Curriculum Coaches Classroom Teachers	<ol> <li>Tier I math intervention will be available on an as-needed basis for students.</li> <li>Students will show consistent growth in Math on common assessments.</li> <li>Teachers will have a common understanding of grade-level learning outcomes in the area of math.</li> </ol>	In progress.  Will continue in 2019-2020.

opportunities for students to receive differentiated support and enrichment.  1. Develop a model for after school	2017-2019 Principal/Asst. Principal Special Education Coordinator Curriculum Coaches	2.	Mitchell will have a homework club for students. Mitchell will have a Math League Program. Teachers will have technology-based ELA math interventions at their disposal.	In progress.  Will continue in 2019-2020 with the addition of a full-time math coach.
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**Objective 1.2:** Students learn about themselves and their world through innovative world language, technological, civic, and STEAM programs and practices.

Key Activities	Timeline/People Responsible	<b>Evidence that Demonstrates Progress</b>	Status
<ol> <li>Integrate technology to enhance instruction and to build student skills.</li> <li>Increase grade level use of Google classroom.</li> <li>Introduce the use of chromebooks and iPads in all Mitchell classrooms.</li> <li>Develop a school wide standard for the learning of technology skills at each grade level.</li> <li>Introduce keyboarding skills in grades 2-5.</li> </ol>	2017-2019 Technology Teachers Mitchell Leadership Team	<ol> <li>1. 100% of teachers in grades 3-5 implement Google classroom.</li> <li>2. All Mitchell classrooms will have access to technology.</li> <li>3. Grade level standards for technological learning are clear and being taught.</li> <li>4. Students in grades 2-5 will be engage in keyboarding instruction.</li> </ol>	Complete.  Will continue to be reinforced in 2019-2020 and beyond.

Continue to innovate and revise Spanish language programming.  1. Further integrate Spanish into daily classroom routines and school culture.  2. Provide professional development to foster further collaboration between specialist area and homeroom teachers.  3. Spanish objectives at each grade level will be clearly defined.	2017-2020 Spanish Teachers Mitchell Leadership Team	A schedule for specialist/classroom collaboration has been	In progress.  Will continue in 2019-2020.  Spanish instruction will extend to kindergarten in the fall of 2019.
Continue to innovate and revise STEAM programming.  1. Further integrate STEAM practices into daily classroom routines and school culture.  2. Provide professional development to foster further collaboration between specialist area and homeroom teachers.  3. Each grade level will develop an interdisciplinary unit that incorporates multiple content areas and specials subject areas and will include a final project.  4. Expand the use of the Outdoor Learning Center (OLC) to reinforce the curriculum.	2017-2020 STEAM Teachers Mitchell Leadership Team	represented in students' daily life at Mitchell.  2. A schedule for specialist/classroom collaboration has been implemented.  3. An interdisciplinary unit that reinforces learning will be implemented at each grade level.  4. The OLC will be well-kept, accessible, and will reinforce learning.	In progress.  Will continue in 2019-2020.  Several grades have collaborated on multidisciplinary projects.  The OLC has been cleaned and will be replanted in April. A partnership between parents and town for long-term maintenance has been established.
Build upon the Mitchell School's established community service learning (CSL) model.  1. Re-establish a common school-wide understanding of service learning and its impact on academic growth.	2017-2019 Principal/Asst. Principal CSL Coordinator	common philosophical understanding of CSL.	In progress.  Will continue for 2019-2020.

**Objective 1.3:** Educators identify essential curriculum content and learning expectations for each grade level/subject areas that are aligned to state standards.

Key Activities	Timeline/People Responsible	<b>Evidence that Demonstrates Progress</b>	Status
Evaluate and develop a philosophy of homework, including grade level expectations that are communicated to parents.	2017-2019 Mitchell Leadership Team	Students, parents, and teachers have a clear expectation for homework.  Homework extends classroom learning.	Complete.  Mitchell adopted a new comprehensive homework policy in the fall of 2019.
Grade levels will work to establish a scope and sequence that balances curriculum with field trips, enrichment activities, and other demands.	2017-2020 Principal/Asst. Principal Curriculum Coaches Mitchell Leadership Team	Teachers report that curriculum demands across the year are meaningful and manageable.	No progress.  Will continue for 2019-2020

**Objective 1.4:** Educators engage in continuous growth for themselves and their students through the use of high quality instructional coaching, implementation of common assessments, and data to inform and improve student learning.

Key Activities	Timeline/People Responsible	Evidence that Demonstrates Progress	Status
Further develop Mitchell as a Professional Learning Community (PLC) where teachers are able to access knowledge and feedback from their peers.  1. Further develop the coaching model in ELA and Math.  2. Establish a model for peer observation and lab classrooms.  3. Establish vertical alignment sessions into the calendar	2017-2020 Principal/Asst. Principal Curriculum Coaches	<ol> <li>1. 100% of teachers will engage in at least one coaching cycle during the academic year.</li> <li>2. Structures will be in place that allow for peer observation.</li> <li>3. Structures will be in place for vertical alignment conversations.</li> </ol>	In progress.  Will continue in 2019-2020.
Build upon current Response to Intervention (RTI) practices to develop a comprehensive system of student interventions for academics, behavior, and social-emotional needs.  1. Develop clear entrance and exit criteria for Tier II support services (guidance, literacy, math, etc.)  2. Incorporate the CARE team model into our school's service delivery model (TAT, etc.)	2017-2019 Special Education Coordinator TAT Leaders	<ol> <li>The manner in which students access curriculum supports will be clear to teachers and parents.</li> <li>Mitchell will have an established model (i.e., CARE Team) for addressing student behavior concerns.</li> </ol>	In progress.  Will continue in 2019-2020.  Mitchell has engaged in a three year project with DESE to establish a Multi-tiered System of Support for students. This is anticipated to be complete in 2021.

### Goal 2: Develop social, emotional, wellness, and citizenship skills.

To ensure students develop the knowledge and skills that empower healthy, resilient, engaged, and culturally proficient citizens who act with integrity, respect, and compassion

**Objective 2.1:** Students develop problem solving skills, a positive sense of identity, and social competence and awareness, through the effective instruction of social, emotional, and wellness skills at all levels.

Key Activities	Timeline/People Responsible	Evidence that Demonstrates Progress	Status
<ol> <li>Evaluate and align Responsive Classroom practice K-5.</li> <li>Continue school-wide community meetings that celebrate achievement and diversity.</li> <li>Develop greater consistency in school-wide routines, practices, and school language.</li> <li>Schedule to accommodate school-wide implementation of Morning Meeting.</li> </ol>	2017-2018 Principal/Asst. Principal Mitchell Leadership Team	<ol> <li>Community meetings will be representative of our school's diverse interests cultures.</li> <li>Students will have common expectations for routines, practices, and language in all areas of the building.</li> <li>Each class will have Morning Meeting on a daily basis.</li> </ol>	Complete.  Will continue to be reinforced in 2019-2020 and beyond.
Expand opportunities for students to participate in the civic life of the school.  1. Build upon the Student Council model to increase participation.  2. Provide additional leadership opportunities for students.	2017-2019 Student Council Advisor CSL Coordinator	<ol> <li>The Student Council will be expanded to include a greater number of students.</li> <li>Mitchell students at all levels will have opportunities to demonstrate leadership.</li> </ol>	In progress Will continue in 2019-2020.
Work with students to incorporate strategies for mindfulness, executive functioning, growth mindset, and coping with failure.  1. Build common language and expectations for work with resiliency and growth mindset.	2017-2020 Principal/Asst. Principal Special Education Coordinator Speech and Language Pathologist	All students will have a common understanding and a common exposure to strategies that promote mindfulness, executive	Complete.  Will continue to be reinforced in 2019-2020 and beyond.

		functioning, growth mindset, and persistence.
As an extension of the previous "Study of Courage" unit where students learn about famous people who displayed heroic courage to overcome obstacles and achieve goals, 5th grade students will examine and practice everyday courage in their own lives.  1. A new interdisciplinary 5th grade unit, "A Practice of Courage", will be developed to empower students with an understanding of the six types of courage (physical, social, intellectual, emotional, moral, and spiritual).  2. Two Sudanese Civil War survivors (lost boys of Sudan) will return for another inspirational visit to share their stories of courage with our 5th graders.  3. Fifth graders will present what they have learned with the entire student body at an assembly.	2017-2018 Assistant Principal 5th Grade Teachers	1. The "Practice of Courage" extension unit will be funded by the NEF.  2. Mitchell students will be empowered with a framework to think about the types of courage they may choose to employ, and the skills needed to do so, as everyday challenging situations present themselves.  3. Mitchell students will gain knowledge of and exposure to people who have demonstrated courage to be resilient, overcome obstacles, and achieve goals.  4. Presentations of the project will enrich the entire school community.

**Objective 2.2:** Students and staff develop competencies to address matters of diversity, socio-economic status, racism, gender, and bias in the context of the pluralistic communities in which they learn and live.

Key Activities	Timeline/People Responsible	Evidence that Demonstrates Progress	Status
Actively create, maintain, and build upon an environment in which students' diverse background, identities, strengths, and challenges are acknowledged and respected.	2017-2020 Principal/Asst. Principal Special Education Coordinator	<ol> <li>Mitchell faculty will have an understanding of our areas of strength and needing further exploration in regard to culturally proficient practice.</li> </ol>	In progress.  Will continue in 2019-2020.

- Assess the practices of our school to determine that children, regardless of race, ethnicity, residency, ability, gender, and religion feel welcome and represented in our materials and classrooms.
- 2. Students will share traditions in the classrooms and across the school.
- Increase professional development opportunities for staff in the area of cultural proficiency.
- 4. Expand "Understanding Different Abilities" (UDA) program to include grades 4 and 5

- 2. Students will see themselves represented in our classrooms, customs, and celebrations.
- 100% of teachers will have participated in professional development in the area of cultural proficiency.
- 4. Grades 1-5 will participate in the UDA program.

PD throughout the year focused on issues of cultural proficiency, diversity, and inclusion.

Mitchell established a School Council sub-committee to address the concerns of LGBTQ students, staff, and parents.

### Goal 3: Ensure infrastructure supports school values and learning goals.

To develop, promote, and implement a sustainable plan for financial, building, technological, and human resources that supports learning for all and is responsive to school and student needs.

Objective 3.1: Mitchell school will engage in long-range planning that supports sustainable school infrastructure and operations.

Key Activities	Timeline/People Responsible	Evidence that Demonstrates Progress	Status
Increase access to technology that supports learning.  1. Assess functionality of our current equipment and replace or add to equipment, as needed.	2017-2018 Technology Teachers	100% of Mitchell classrooms will have access to working technology.	Complete.  Will continue to be grown in 2019-2020.
Provide training to teachers on the use of technology (iPads and chromebooks) in the classroom.	2017-2019 Technology Teachers	100% of classroom teachers have received training on the use of classroom technology.	Complete.

**Objective 3.2:** Mitchell School faculty and staff will implement efficient protocols for security and operations to enhance learning, manage school functioning, strengthen communication, and ensure student safety.

Key Activities	Timeline/People Responsible	Evidence that Demonstrates Progress	Status
Mitchell School will be a safe and secure learning environment.  1. Re-evaluate safety protocols for the school, including arrival and dismissal.  2. Continue to implement the ALICE protocol for armed intruders.	2017-2018 Principal/Asst. Principal	<ol> <li>All doors will be consistently locked during school day.</li> <li>Visitors will interface with a Mitchell staff member before entering the building.</li> <li>All staff members will wear ID badges.</li> <li>All members of the school community will be familiar with and have practiced the ALICE protocol.</li> </ol>	In progress.  Will continue in 2019-2020.

Mitchell School will be a clean and well-kept learning environment.  1. Partner with public facilities to re-establish protocols and standards for cleaning and upkeep.  2. Assess the feasibility of repair and/or rebuilding of the Mitchell playground.  3. Repair and increase building lighting and air movement.  4. Repair student lockers.	2017-2020 Principal/Asst. Principal Custodial Staff	1. 2. 3. 4. 5.	Expectations for building management will be clear. A clear protocol for management of repair and maintenance issues will be in place. A new playground will be constructed. Hall and classroom lighting will be improved upon. Fan ventilation will be added to the cafeteria. Student lockers will be repaired or replaced.	In progress.  Will continue in 2019-2020.
<ul> <li>Mitchell School will develop school-wide behavior expectations.</li> <li>1. Reestablish school-wide norms for student behavior and transitions.</li> <li>2. Re-evaluate protocols for behavior reporting and recording.</li> </ul>	2017-2018 Mitchell Leadership Team	2.	Student expectations will be clear to all students regardless of staff member and location in the building. Mitchell will have a clear system for monitoring and tracking student behavior.	In progress.  Will continue in 2019-2020.

**Objective 3.3:** Mitchell School faculty and staff will support a culture of professional learning, growth, and innovation.

Key Activities	Timeline/People Responsible	Evidence that Demonstrates Progress	Status
Provide meaningful and timely professional development.  1. Develop in-house professional development that pulls on our communal knowledge and is responsive to teacher interest.	2017-2020 Principal/Asst. Principal Special Education Coordinator Mitchell Leadership Team	<ol> <li>Professional development will be applicable to classroom instruction and will deepen teacher learning.</li> <li>Non-teacher paraprofessionals will be provided with professional</li> </ol>	Complete.  Will continue to be reinforced in 2019-2020 and beyond.

Provide professional development to all staff.		development that grows their skills.	
Develop mutually beneficial relationships with one or more university teaching programs.	2017-2020 Principal/Asst. Principal	Mitchell will be a site that regularly hosts a diverse group of interns in teaching and specialty areas.	In progress.  Will continue in 2019-2020.  Mitchell has hosted several interns from Curry College.

### **Glossary of Terms**



### ALICE (Alert, Lockdown, Inform, Counter, Evacuate)

Training to prepare individuals to handle the threat of an armed intruder. ALICE teaches individuals to participate in their own survival, while leading others to safety.

#### Benchmark Assessments

Benchmark assessments are short tests administered throughout the school year that give teachers immediate feedback on how students are meeting academic standards.

#### Collaboration Time

Weekly time devoted to grade level and department teams to consult, collaborate, and discuss problems of practice and possible instructional implications.

#### **Common Core State Standards**

The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn in each grade level and in every content area.

#### **Community Meetings**

Monthly school assemblies that follow a Responsive Classroom meeting format, which invite the school community to greet one another, share their accomplishments, participate in an activity and hear about class/school news and announcements.

### **Cultural Proficiency (CP)**

A paradigm shift from viewing cultural difference as problematic to learning how to interact effectively with other cultures.

#### **Enrichment/Extension**

Learning that is extended beyond mastery of grade level standards. Enrichment opportunities can be provided in all content areas as needed based on student achievement.

### Flexible Grouping

A method of splitting students into groups for instruction based on specific goals, interests, and learning needs, rather than grouping the students by ability alone. Assessment data is used to determine which group students should participate in, and these groups are fluid, as student needs change.

#### **Formative Assessment**

Formative assessment including diagnostic testing is a range of formal and informal assessment procedures conducted by teachers during the learning process in order to modify teaching and learning activities to improve student learning.

#### **Elementary Leadership Team**

Stipend positions at the elementary level that allow classroom grade level representatives to meet with school administration and one another monthly to collaborate on school related Issues.

#### **Growth Mindset**

In a growth mindset, people believe that their most basic abilities can be developed through dedication and hard work—brains and talent are just the starting point. This view creates a love of learning and a resilience that is essential for great accomplishment (Courtesy of C.Dweck).

### **Guided Reading**

Small group reading instruction with a targeted purpose; used as a best practice approach in a Reader's Workshop instructional model.

### **High Needs**

For purposes of state assessment and accountability this category refers to all students in a school or district belonging to at least one of the following individual subgroups: students with disabilities, English language learners (ELL) and former ELL students, or low income students.

### **Professional Development (PD)**

Education for teachers and other school staff regarding school and district based initiatives. Currently, PD time is provided during staff meetings, early release and delayed opening days, as well as during the school day as needed.



### **Professional Learning Community (PLC)**

Grade level teams that collaborate to develop strategic goals aimed towards increasing student achievement.

### Responsive Classroom (RC)

Responsive Classroom is a research- and evidence-based approach to elementary education that leads to greater teacher effectiveness, higher student achievement, and improved school climate.

### Response to Intervention (RTI)

A framework to provide early interventions to students based on data in order to reduce referrals to special education.

### Social-Emotional Learning (SEL)

Social-Emotional Learning is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

### Social and Emotional Learning (SEL) SEL Representative

The Social and Emotional Learning Representative is a stipend position in each school in the Needham Public Schools. The role of the SEL Representative is to support and promote social and emotional learning within the school community.

### STEAM (Science, Technology, Engineering, Arts, Math)

Area of new programming implemented in FY15 school year for grades 1-3.

### **TAT**—Teacher Assisting Teachers Team

A group of Mitchell classroom teachers, special educators, guidance counselors, literacy specialists, and administrators that meets weekly to discuss individual and small groups of students and provide strategies and/or targeted interventions that can be implemented to support student growth. Data is collected based on student progress to determine if interventions have been successful.

### **Tiered Interventions (Tier 1, Tier 2, Tier 3)**

Tiered intervention refers to levels of support offered to individual students who struggle academically. Tier 1 refers to in-class supports provided by the teacher. Tier 2 refers to supports offered by a specialist teacher (i.e., a literacy coach). Tier 3 refers to a very high level of support such as the modified curriculum of special education.

### Units of Study (UOS)

Lucy Calkins is the author of the popular classroom materials Units of Study for Teaching Reading series and the Units of Study for Teaching Writing series. The Units of Study for reading and writing offer grade-specific support for teachers to develop instruction that helps students meet and exceed the Common Core State Standards.







Agenda Item: Discussion

Portrait of a Needham Graduate

## **Background Information:**

- Since last April, a 53 member planning committee, comprised of staff, students, parents, community and business leaders, and alumni, has met to develop a vision for Needham's students.
- The committee worked over four meetings and also utilized focus groups, surveys, and research to develop a "Portrait of a Needham Graduate".
- Subsequently, school staff have identified four priority areas to make the Portrait a reality for all students in the Needham Public Schools.

### Persons Available for Presentation:

Daniel Gutekanst, Superintendent of Schools Diane Simmons, Director of Planning, Communication, and Community Education Members of the Portrait of a Needham Graduate Planning Committee



## PORTRAIT OF A NEEDHAM GRADUATE

Shared vision of the future for our Pre-K to 12 students



... Continuing the District's commitment to EQUITY

## Video Introduction

https://www.youtube.com/watch?v=RxK-AMP1NXs&feature=youtu.be



# PREPARING **ALL** NEEDHAM PUBLIC SCHOOLS STUDENTS TO BE...

- \* CREATIVE THINKERS AND PROBLEM SOLVERS
- **\*COMMUNICATORS AND COLLABORATORS**



- \* RESPONSIBLE AND RESILIENT INDIVIDUALS
- \*EMPOWERED LEARNERS



# PORTRAIT COMPETENCIES

# **Creative Thinkers and Problem Solvers**

Raise questions driven by curiosity; Analyze relevant information; Express creativity; Design and innovate solutions

# **Communicators and Collaborators**

Listen effectively; Articulate ideas using a variety of communication strategies and skills; Interact with others respectfully and productively; Contribute to teamwork

# **Socially and Culturally Responsive Contributors**

Understand and respect diversity; Act with empathy and courage to ensure equity, access, and an anti-racist culture;

Address local and global issues through civic and community engagement

# **Responsible and Resilient Individuals**

Take responsibility for actions; Make healthy choices to achieve physical and emotional well-being; Self advocate;

Persist to overcome personal challenges; Adapt to change

# **Empowered Learners**

Discover and integrate content from multiple disciplines; Engage in self-directed learning; Use technology to support learning and navigate a digital world

# **PORTRAIT OF A NEEDHAM GRADUATE**

Shared vision of the future for our Pre-K to 12 students

# PROCESS FOR GENERATING STRATEGIC FRAMEWORK & DISTRICT PRIORITIES



# STAKEHOLDER INPUT

- 53 Portrait Committee participants provided "BIG BOLD STEPS"
- 430 Faculty & Staff representing all schools contributed ideas for:
  - ✓ Valuing the Present: What are we doing currently that supports ALL students in developing the Portrait competencies?
  - ✓ Abandoning the Past: What are we doing that interferes with or distracts from our vision?
  - ✓ **Envisioning the Future:** What new programs or practices would help ALL students develop the Portrait competencies crucial to their future?
- Synthesis of this data informed the draft District Priorities & Strategic Framework\* then refined through Survey feedback

<sup>\*</sup> Based on a classic strategy tool from McKinsey & Co. for managing growth along three horizons concurrently; and provides data source for a preliminary Needs Assessment that supports our planning process

# Summary of Stakeholder Input (N=483)

# Valuing the PRESENT – Current work that supports Portrait

1-Student Driven	2-Learning Experiences	3-Environment	4-Infrastructure
<b>SEL practices</b> particularly around Growth Mindset	<b>Curriculum</b> academic rigor, experiential, skills, standards, technology integration	<b>Space</b> – mindful of NHS renovations, new Williams School and Mitchell modulars	Assess District v. Portrait POG Committee/Staff Mtgs for research, data, feedback
Student Choice in texts, assignments, assessments, classes, clubs	<b>SEL practices &amp; Equity</b> All School Read, OYP, RC, Advisory, Difficult conversations	<b>Structure</b> – Cluster Model, Collaboration Spaces & b'w grade levels, Buddy classes	Hiring/Staffing Practices Caring staff, diverse talents, Evaluations focus on growth
Student Discipline accountability, responsibility	Interdisciplinary Learning STEAM, Greater Boston Project	Outside the classroom Penpals, fieldtrips, after school	<b>Prof Learning/Planning</b> SEL/Equity PD, Collaboration
Student Leadership Student Council, clubs, advocacy groups, social justice	Project-Based Learning Career Day, Egg Drop, NHD, Water Proj, Community Service	Homework Rethinking thoughtful practice & self-directed learning	Readiness for Change Excitement re: future; like FDK; Questions re: How to do it
Teaching & Learning practices independent work/play, self assessing	Inclusive practices Co-teach, TA, Workshop Model, Teamwork, Differentiation	<b>Schedule</b> Flexibility w/in clusters; Flex time; optional after school time	Resources Adequate support/materials; small class sizes/ratios
How we define success students set & monitor goals for themselves	How we define success peer review, rubrics to define and scaffold skills, portfolios	Family/Community Engagement – Mentors, Food Pantry, Culture/Traditions	How we define success academic standards, revised elementary report card, rubrics

# Summary of Stakeholder Input (N=483)

# Abandoning the PAST – What interferes with or detracts from our vision

1-Student Driven	2-Learning Experiences	3-Environment	4-Infrastructure
<b>SEL practice problem</b> talking about instead of experiencing Growth Mindset	<b>Curriculum</b> - large amount of mandated content; too fast paced; breadth & not depth	<b>Space Issue</b> – inflexible, rows of desks; large class sizes interfere w/collaboration	Assess District v. Portrait Stakeholder buy-in to research findings & proposed plan
Limits to Student Choice Assign spots in class, 1 recess, Compulsory elective/special	SEL / Equity Issue Outdated portions of SEL curriculum; stress; inequities	<b>Structure issue</b> – single grade/cluster/pod; rigid departmental structures	Hiring/Staffing Practices Lack of diversity; sub shortfall; Staffing for #classes/caseload
<b>Student Discipline issue</b> follow through, dress code	<b>Siloed Learning</b> – Academic silos; teacher silos; SPED silos	Outside the classroom Limits services, no internships	Prof Learning/Planning PD time; Implicit bias; Talk v act
Student Engagement issue - not connecting learning w/ real world, life skills	Non-relatable Project Disconnected content and projects; memorizing v applying	Homework issue Nightly work, rote practice, busy work, excessive amount	Readiness for Change Difficult to implement for those not already doing it
Teaching & Learning practice problem – Same experience for all; must do's	Inclusive practice issue Unbalanced class placement; rigid leveling/tracking/cohorts	Schedule Limitations Like a factory, minutes/subject; Need more unstructured time	Resources funding for support services; building issues; moving
How we define success 1 path: college grad; too much focus on grades	How we define success Standards-based reporting w/o SEL measures; teach to test	Family/Community View Different expectations; need communication/collaboration	How we define success Traditional assessment/MCAS; grades/college; PowerSchool

# Summary of Stakeholder Input (N=483)

# Envisioning the FUTURE – New programs/practices needed

1-Student Driven	2-Learning Experiences	3-Environment	4-Infrastructure
SEL practices executive functioning; self motivation	Curriculum – weave Portrait competencies into curriculum (e.g., explicitly teach creativity)	Space innovation hub; makerspace; flexible seating, walls; outside	Assess District v. Portrait 5-year plan & annual review of progress toward shared vision
Student Choice more options at all grade levels; more career exploration	SEL practices & Equity spiraling K to 12 SEL curriculum & culturally responsive teaching	Structure classrooms with multi-age and grade levels; small group/class	Hiring/Staffing Practices  More staff of color; more staff to support students
Student Discipline self regulation skills	Interdisciplinary Learning extend breadth & depth of IL	Outside the classroom internship for credit; <u>all</u> travel	Prof Learning/Planning calibration on competencies
Student Leadership more opportunities for individual student voice and activism	Project-Based Learning – more collaborative work; acts of Civic engagement	Schedule Flexible units of time, breaks/ alternatives, X-block w/freedom	Readiness for Change Many small steps result in large, impactful change
Teaching & Learning practices – new tools/tech to support individualized learning	Inclusive practices Multi- tiered system of supports; UDL, integrate curriculum/gen ed/sped	Teaching & Learning practices – teachable moments as they occur	Resources New buildings, playgrounds, space for growing # students
How we define success more students in conferences/ IEP; different paths to graduate	How we define success meaningful measure/tie learning together; capstone, portfolio	Family/Community Engagement – shared goal for student/family/community	How we define success – graduation requirements & assessments tied to Portrait



# PROPOSED **DISTRICT PRIORITIES** & **STRATEGIES**for FY20-FY25



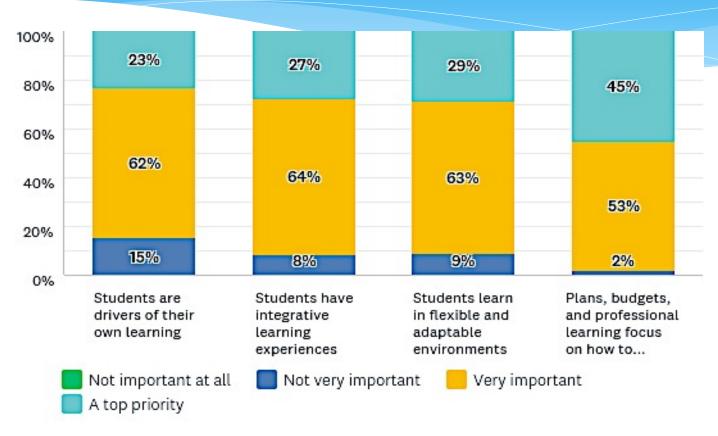
# **PORTRAIT OF A NEEDHAM GRADUATE**

Shared vision of the future for our Pre-K to 12 students

# Highlights of Survey Results:

Response to potential district priorities and strategies

(N=218 stakeholders)



# Proposed Change to District Plan

**Current version** 

**NEW version** 

# **VISION**

We envision all students engaged and fulfilled in their learning, committed to their community and willing to act with passion, integrity, and courage.

# **VISION**

Preparing ALL Needham Public School students to be:
Creative Thinkers and Problem Solvers;
Communicators and Collaborators;
Socially and Culturally Responsive Contributors;
Responsible and Resilient Individuals; and
Empowered Learners.

# **DISTRICT GOALS**

- 1. Advance Learning for All Students
- Develop Social, Emotional, Wellness, Citizenship Skills
- 3. Ensure Infrastructure Supports Learning Goals

# **DISTRICT PRIORITIES**

- → All Students Are Drivers of Their Own Learning
- → All Students Experience Integrative Teaching & Learning
- → All Students Learn & Grow Within Adaptable Environments
- Infrastructure Supports Needs of All Students

# ALL STUDENTS ARE DRIVERS OF THEIR OWN LEARNING

# **STRATEGIC OBJECTIVES FY20-FY25**

Incorporate opportunities for student choice, independent learning, & personalized pathways

Provide structures & experiences that enable student efficacy, leadership, and voice

Teach students the content & skills necessary for them to grow personally and academically

# ALL STUDENTS EXPERIENCE INTEGRATIVE TEACHING AND LEARNING

# **STRATEGIC OBJECTIVES FY20-FY25**

Extend interdisciplinary teaching and learning practices Pre-K to 12

Embed Portrait Competencies, Technology, Inclusive Practices, SEL, and Equity into all curricula and instructional practices

Provide opportunities for students to demonstrate knowledge and skills through multiple means of expression

# ALL STUDENTS LEARN & GROW WITHIN ADAPTABLE ENVIRONMENTS

# STRATEGIC OBJECTIVES FY20-FY25

Support and design classroom models and environments that foster collaboration & innovation

Provide time, schedules, and spaces that promote learning objectives

Complement instruction with accessible learning outside the classroom, within the community, and in partnership with families

# INFRASTRUCTURE SUPPORTS NEEDS OF ALL STUDENTS

# STRATEGIC OBJECTIVES FY20-FY25

Provide staffing, facilities, and budget resources aligned to district priorities

Implement a recruitment, retention, and development process for staff growth and diversity

Establish a professional learning structure supporting equity and the Portrait vision

# STRATEGIC FRAMEWORK: 4 Priorities – Equally Important

ALL STUDENTS
ARE DRIVERS
OF THEIR OWN
LEARNING

INFRASTRUCTURE
SUPPORTS
NEEDS OF
ALL STUDENTS



ALL STUDENTS
EXPERIENCE
INTEGRATIVE
TEACHING AND
LEARNING

ALL STUDENTS
LEARN & GROW
WITHIN
ADAPTABLE
ENVIRONMENTS

# PORTRAIT OF A NEEDHAM GRADUATE

Shared vision of the future for our Pre-K to 12 students

# STRATEGIC FRAMEWORK: What's changed?

- > Future-focused
- >Student-focused
- ➤ Shift in student role: empowered learner/owning their learning
- **►Integrating learning silos**
- Challenging us to address what interferes with learning (time, schedule, environment)
- ➤ Measuring impact of our actions in terms of student outcomes
- **► EQUITY in education for ALL students**

# **NEXT STEPS**

- GUIDED BY THE PORTRAIT AND OUR DISTRICT PRIORITIES, BUILD YEAR-OVER-YEAR
   FOR THE NEXT 5 YEARS TOWARD OUR VISION
- PRESENT TO SCHOOL COMMITTEE FOR VOTE ON FULL REPORT OF STRATEGIC
   FRAMEWORK AND DISTRICT PRIORITIES (MAY 7, 2019 meeting)
- ANNUAL DISTRICT PLAN & GOALS FOR FY20 (at School Committee meeting in JUNE)
- SCHOOL IMPROVEMENT PLANS BEGIN TO ALIGN WITH DISTRICT PRIORITIES
- DEPARTMENTAL GOALS EVOLVE TO ALIGN WITH DISTRICT PRIORITIES.
- COMPREHENSIVE PLAN FOR PROFESSIONAL LEARNING

REVISIT GOALS EACH YEAR WITH

PORTRAIT OF A NEEDHAM GRADUATE IN MIND



# Needham School Committee April 23, 2019

Agenda Item: Discussion

**Town Meeting Preparation** 

# **Background Information:**

• The School Committee may wish to discuss items relative to preparing for Town Meeting.

# Persons Available for Presentation:

Needham School Committee Members

Aaron Pressman Michael Greis Connie Barr Heidi Black Andrea Longo Carter Susan Neckes Matthew Spengler

# Needham School Committee April 23, 2019

Agenda Item: Action

Approve 2019-2020 Elementary, Middle School, and Needham High School Handbook Changes

# **Action Recommended:**

Upon recommendation of the Superintendent, that the Needham School Committee approves the 2019-2020 elementary, middle school and high school handbooks as submitted.

## Elementary Handbooks 2019-20

### 1. TO BE INSERTED WITHIN GENERAL SCHOOL INFORMATION SECTION

### SCHOOL ATTENDANCE

The education of children is a responsibility shared by the school and parents. Teachers and parents work together to develop characteristics important in the educational growth of children. Regular attendance is essential to the learning process and helps to establish good student work habits. Participation in classroom activities is an important factor in educational success. Student absences, tardiness and early dismissals affect this learning process. Therefore students are expected to be in attendance every day of the school year from arrival to dismissal. Students should be home when they are ill; otherwise, all efforts should be made to have them in school. To the greatest extent possible, all appointments should be made before or after school and recreational trips scheduled during school vacations.

Under Massachusetts General Laws Chapter 76, Section 1 states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven days or fourteen half-days in any period of six months. In addition to this law, each school may have its own attendance policy with which parents/guardians should be familiar. Parents/guardians are required under the law to ensure regular school attendance of their children and are subject to a fine for failure to comply with the law. If a child is absent for five (5) or more consecutive days, a doctor's note (certificate) is required when the child returns to school. Failure to provide a medical note will result in the absence being considered as unexcused.

### \*ABSENCES-REPORTING

In the event a child will be absent for the day, parents or guardians are expected to call the school office before the beginning of school. Parents and guardians must furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. Parents will be contacted as soon as practical and within three (3) days of the student's absence if the Parent(s) or Guardian has not contacted the school regarding an absence.

# \*ABSENCES-EXCESSIVE

Parent(s) or Guardians will be notified when a student has at least five days in which the student has missed two or more classes/periods (unexcused) or who has five or more unexcused absences in the school year. The building principal (or his/her designee) will make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop an action plan to improve the student's attendance. In all circumstances Parents/Guardians are encouraged to contact school staff and work collaboratively with them to correct the reasons that the student is missing school. Excessive, unexcused absences may also result in the school taking legal action to remedy this situation.

# **ABSENCES-PLANNED**

School vacations are planned well in advance, at appropriate intervals during the school year and parents should make family plans accordingly. It should be realized that teachers cannot realistically provide work in advance of planned absences that will adequately make up for missed instruction; therefore, teachers shall not be required to provide work for any student prior to a planned absence. Parents who allow their child to be out of school for vacations are assuming responsibility for their child's educational program. When a student returns to school, he/she shall complete work not available during their absence. The time limit for completion is the length of the absence.

# ELEMENTARY SCHOOLS CODE OF CONDUCT STUDENT BEHAVIOR AND EXPECTATIONS

### **GUIDING PRINCIPLES**

The goal of the Social and Emotional Learning program in the Needham Public Schools is to help students develop

self-awareness, self-management, social awareness, responsible decision-making, and relationship skills. The promotion of a social and emotional learning framework in our schools is designed to foster a school culture that promotes respect, inclusion and strong classroom and school culture. The implementation of this framework endeavors to provide an appropriate learning environment for our students.

The elementary school faculties establish a system of rules that govern their teaching and common spaces. Teachers engage students in establishing classroom rules and procedures that provide a structure to support all students as they learn and grow. Students are expected to demonstrate behavior appropriate to specific settings within the school, on the bus and on the playground. Teachers are asked to communicate clearly the rules of these settings to their students. School rules should be simple and few and emphasize a spirit of cooperation, high expectations and caring for one another. The rules will be stated in the affirmative wherever possible.

Children benefit from the consistency of having adult models both at school and at home in order to develop acceptable social behavior. The partnership between school and home is a critical support to our students in their social and emotional development. One of our guiding principles is the fostering of this partnership so that teachers and parents can share information, strategies, ideas, insights and, when needed, can problem-solve to assist our students in developing and maintaining appropriate behavior in the school setting.

### STRATEGIES TO HELP CHILDREN MODIFY BEHAVIOR

All students are expected to demonstrate respect for other individuals, their rights and their property in school and during all school-sponsored activities, including those times when they are riding school buses. Students are expected to behave in accordance with school rules and regulations. When appropriate, school personnel will modify environments to help prevent the likelihood of misbehavior.

Behavior expectations will be in keeping with each child's developmental readiness. Through classroom structures and direct skill instruction, children will be instructed in how to:

- 1. Make sound decisions and seek adult help (assistance when needed)
- 2. Behave responsibly
- 3. Cooperate with teachers and peer groups

The process for communicating with parents regarding problems with behavior will be initiated early on. Teachers are expected to contact parents for a conference, following the emergence of a behavior difficulty. Our schools believe that a strong home/school partnership is helpful in addressing the student's progress. Likewise, parents should contact their child's teacher with any concerns about social or behavioral problems. It is expected that most behavior problems will be solved at the parent-teacher level. However, if necessary, the Principal may communicate directly with parents regarding a challenging behavior. The following are examples of steps that may be taken in order to help students modify their behavior:

- 1. Parent-teacher conference At the first sign of an emerging behavioral pattern or difficulty
- 2. Teacher creates a behavior plan and/or contracts with the student for improvement
- 3. Involvement of the principal, school counselor and/or resource teacher as collaborative consultant to the teacher
- 4. Teacher applies to the Teacher Support Team for review of the student's progress and the development of a behavior intervention

### BUS CONDUCT

The school bus is an extension of the school itself and rules regarding behavior are the same as in the school. School bus safety is a primary concern of the Needham Public Schools, and we reserve the right to take whatever action is necessary to maintain a high level of safety. The school reserves the right to exclude students from school and/or the bus for misconduct of a serious nature that occurs on the bus or at the bus stop that may impact the school environment. The right of a student to school bus transportation is a qualified right dependent on good behavior. In

a case where a student seriously or continuously misbehaves, parents/guardians will be notified by the principal or designee of the school to which the student is assigned. The bus pass may be revoked if, in the opinion of the principal, such action is necessary for the general safety and well being of other students. In cases where a student's conduct jeopardizes the safety and well being of other students that student may immediately be excluded from the bus.

# **INVESTIGATION (Interviews & Searches)**

Under Needham School Committee policy, school administrators have the authority, as deemed necessary, to interview students regarding matters that are relevant to the school environment. In addition, school administrators may search students and their personal belongings on school property when the administrator has a reasonable basis for believing that the search will produce evidence that the student has violated a school rule or a state or federal law.

Lockers, desks, and similar areas assigned to students remain the property of the school and are therefore subject to inspection by the school administration at any time.

# POTENTIAL CONSEQUENCES FOR SERIOUS BEHAVIOR

The following behaviors may serve as grounds for suspension or other disciplinary action, including loss of student privileges.

- 1. Use of obscene, abusive or profane language or gestures
- 2. Harassment of another student especially on the basis of race, sex, national origin, religion, handicap, gender identity, or sexual orientation
- 3. Bullying, cyber-bullying or other intimidation of another student, regardless of the basis of such conduct
- 4. Behavior which endangers persons or property or disrupts the educational process or school activity
- 5. Fighting or any assault or act of violence committed against another student or school personnel

Students may be expelled under limited circumstances defined by statute (so called "Statutory Offenses) referenced in section titled: STATUTORY OFFENSES: DUE PROCESS AND PROVISIONS OF LAW

### PROCEDURES FOR SUSPENSION

Please refer to section titled: **PROCEDURES FOR SUSPENSION & EXPULSION** of this handbook for detailed information regarding Needham Public Schools Procedures for Suspension

# 2. DISTRICT-WIDE SECTION OF HANDBOOKS

# NEEDHAM SCHOOL NUTRITION SERVICES INFORMATION ELEMENTARY SCHOOLS

The school cafeteria is open every school day serving many choices of nutritious hot and cold lunches for all K-5 grade students. On Early Release Days, a simple breakfast will be served, and (new this year) a portable "Fun Lunch" will be available to students in the late morning to either eat in class or take to their after-school program. (As always, food can not be eaten on the bus.) The Needham Nutrition Services department is dedicated to being a leader in quality nutritious school. The department is directed by a Registered Dietitian, and supported by a second Registered Dietitian as Nutrition Outreach Coordinator. The Cafeteria Staff at each school are dedicated, talented, and kind people who are there because they love to care for children by preparing and serving excellent food in their "nutrition classroom", and encouraging the students to make good food choices to enhance their well-being.

Much thought and planning is put into providing a variety of entrée and other lunch menu components, which are

delicious, kid-friendly, and nutritious. The menu of the day changes, but every day there are six other lunch options available (Chicken Caesar Salad, Turkey Sandwich, Wow(Soy)butter & Jelly Sandwich, Tuna Sandwich, Bagel & Yogurt or Cheese, Soft Pretzel & Yogurt or cheese). Plentiful supplies of many choices of delicious fresh fruits, cut veggie sticks and salads are always available as part of the school lunch.

A printed copy of the Needham Elementary Lunch Menu is sent home with each child at the end of each month, for the following month. The menu and nutritional information, as well as allergy and ingredient information, are available on the Nutrition Service Department page of the Needham School District website. <a href="https://www.needham.k12.ma.us">www.needham.k12.ma.us</a>.

# Meal prices for 2019-2020

# Reduced price:

Lunch: \$TBD \$.00 (fee waived for 2019-2020)
Breakfast: \$TBD (at Eliot & Mitchell) \$.00 (fee waived for 2019-2020)

### Free or Reduced Priced Lunches:

Families who may automatically qualify for free or reduced price meals through a match with the Massachusetts HHS agency, will be notified before school begins in September. Other families may apply for free or reduced lunches by completing a current school year meal application. A new application must be filled out at the beginning of each school year, or at any time throughout year if the financial situation in the home changes. Meal applications are sent home at the beginning of every school year and are available on our website, in the school office, or the Nutrition Service office at the Administration Building. An on-line application is also available at lunchapp.com.

### What do you get with a "LUNCH"? & What is NOT included

Students who qualify for free or reduced price meals are able to get one complete breakfast and lunch for free or reduced price per day.

Included in a LUNCH (free, reduced, or full price) is:

- One Entree (any choice)
  - o "Entrée" is the protein item and grain item (usually together, ie: Hamburger on bun)
- Fruits & Vegetables. We don't limit (within reason) and we encourage students to take LOTS
- Milk, 8 oz. 1%, Fat-free, Fat-free Chocolate or Strawberry, Lactaid (for documented lactose intolerant students)
- Dessert if it is written on the menu for the day (usually 1-2 x/week)

Other <u>A la carte items</u> are available at Elementary schools FOR \$ALE, which are NOT included in the LUNCH price. These items that are not included are as follows:

- o 8 oz water \$.50
- o 4 oz yogurt \$.50

Students who qualify for free or reduced lunch can purchase a la carte items with cash, or money can be deposited into their lunch account for purchases of those items.

Students are not allowed to "go negative" in their lunch account for snacks. (only for LUNCH). Please talk with your child if you want to limit what they buy.

### **How the automated cafeteria payment system works:**

- Every student has their own personal lunch account and PIN number (automatically assigned when enrolled- whether or not they ever use it).
- Parents/Guardians deposit money into the student's account by check via the school cafeteria, on-line (credit card or electronic check), or cash (see **How to prepay** information below).

- Sales are automatically deducted from the student's account. Details of account use are tracked in the system and parents can access this information (see below).
- Pre-payment into the account is strongly encouraged- as it is much faster, however paying with cash is an
  option.
- Students who qualify for free or reduced price lunches are processed at the cash register like all other students, avoiding any potentially uncomfortable situation for the student. A la carte items (above) are not free nor available at reduced price. Only the meal.
- All students access their accounts at the cash register by entering their 4-digit PIN number on the PIN pad located at the register. Each child's unique PIN number is confidential and should not be shared. The PIN number stays the same from year to year until High School, when the number is changed to a 5-digit number. You will be notified of this number in the Welcome Back to School letter from Nutrition Services. If a student does not remember it, the cashier can access their account through the computer register by their name.

# When the lunch account gets low:

- An automated 'Low Balance Email' is sent on Monday evenings to the parent/guardian of students whose lunch account is at \$25.00 or below.
- A second 'Low Balance Email' is sent on Thursday evenings if balance is \$15 or below.

### **Negative Lunch Accounts**

- When an account goes below zero, only a complete lunch can be purchased- no a la carte items.
- The automated "Low Balance Email" that is sent on Monday and Thursday evenings (see above) serves as a further request to deposit money into the lunch account.
- If we have no email address in our lunch account system, a negative balance letter is printed out and mailed to the home, requesting deposit into the lunch account.

# Credit limit /Negative Balance follow-up

- If a student's lunch account reaches negative \$10.00 and there has been no response to email requests for deposit, the Cafeteria Manager will call the home to notify the parent/guardian about the negative account and to resolve the negative balance.
- If the account remains negative and reaches -\$20.00, then the delinquent account is referred to the Nutrition Services Director's office and additional attempts are made to reach parent/guardian via cellphone and/or work phone numbers.
- If the account remains negative and continues to increase in debt, the matter is referred to the school Principal for follow up with the parent/guardian.
- Beyond that, delinquent lunch accounts will be referred to a debt collection agency.

## Tracking lunch accounts

Parents can look at student lunch account activity. Instructions for doing this are on NPS Nutrition
Service website: "MyLunchAccount instructions". You will need the students Powerschool student ID
number for this (get from school secretary).

Please make sure the school secretary has your correct email address in Powerschool , as our lunch software system uploads the information from Powerschool.

### **How to Prepay:**

- Deposit funds via on-line. There is a link to the current online payment provider, SchoolPay, on the NPS
  website home page, as well as on the Nutrition Services page under Lunch Payment System. You will need to
  know the student's 5-digit Online Payment ID number specifically assigned for this on-line payment service.
  You can get that number and instructions for setting up account in Powerschool or from your school secretary.
- 2. Bring/send a check (payable to "Needham School Nutrition Services") to your school, in an envelope marked "Cafeteria". Deposits are made at the school cafeteria register. Please record on the memo line of the check: Student's full name, and 4 digit PIN number.

Website: needham.k12.ma.us Departments: Nutrition Services

There is lots of information on the Nutrition Services website, as well as pictures of the cafeterias and meals. Check it out!

### **Call Nutrition Services:**

Call the Cafeteria Manager at your child's school.

or

Feel free to call the Nutrition Services Office with any questions or comments: 781-455-0400:

X11219 for Mirella Santucci, Nutrition Services Bookkeeper

X11216 for Ruth Griffin, Nutrition Services Director

X11237 for Jen Tuttelman, Nutrition Outreach Coordinator

X11285 for Barb Pitney, Nutrition Services Secretary

### **HEALTH SERVICE POLICIES**

The Needham Public Schools, in accordance with the regulations of the Massachusetts Department of Public Health, requires the following health information before a student enters school.

### **Health History**

The Health History Form, which provides important health and developmental history about your child, must be completed by the parent/guardian and submitted to the school nurse prior to school entry for all students.

# **Required Immunizations**

Massachusetts Department of Public Health Regulation 105 CMR 220 requires students to be immunized before admission to school. An immunization certificate/record that includes the month, day, and year the immunizations were administered needs to be submitted to, and reviewed by, the school nurse before the student begins school. State regulations also require each child to meet grade entry immunization requirements.

### Exemption

Only documentation of medical and religious exemptions from immunization requirements is acceptable by the law in Massachusetts. If there are medical reasons why your child has not been immunized, a certificate must be obtained from your physician annually and forwarded to the school nurse. For religious exemption, please write a note to the school nurse.

# **Physical Examination**

The Massachusetts Department of Public Health Regulation 105 CMR 200 requires a physical examination for all new students that was completed within 12 months prior to the entrance to school, or within 30 days after school entry, and at intervals of three or four years after school entrance. Per these regulations, documentation of a current physical examination is required for students entering into preschool, kindergarten, grades 4, 7, and 10. If a student is participating in competitive athletics, an annual physical exam is required.

A student transferring from another school system shall be examined as an entering student. Health records transferred from the student's previous school may be used to determine compliance with this requirement.

### Lead Poisoning Screening and Vision Screening (Kindergarten entry requirement)

Each child must present documentation of lead poisoning screening, tested at ages 2-5 years, upon entry to kindergarten. Vision screening must be completed by the student's primary care provider upon entry to kindergarten (within the previous 12 months), or within 30 days of the start of the school year; certification that kindergarteners have passed acuity and stereopsis screenings is required.

### **Tuberculosis (TB) Testing**

Documentation of either:

- · Screening for student's low risk of tuberculosis exposure
- · Testing for tuberculosis of students at high risk of exposure to tuberculosis.

<u>The Confidential Nurse Emergency Card</u> must be completed **annually** by the parent/guardian and returned to the school nurse with updated information and authorization including: emergency contact information, student medical history, consent for student to receive emergency medical treatment, communication of pertinent medical information, and administration of select over the counter medication by the school nurse, per the NPS Medical Protocols.

### **Medication Policy**

The Needham Public Schools Medication Policy complies with state and federal laws and Massachusetts Department of Public Health Regulation 105 CMR 210. The following statements highlight the main points of the policy:

- The Health Services policy encourages that medication be administered before and after school hours, if possible.
- All medication, prescription or over-the-counter, requires an order from a health care provider who is a licensed prescriber as well as a completed parental permission form. Medication will not be administered until all required documents are completed and received by the School Nurse. These required forms are available in the health offices or may be downloaded from the Needham Public Schools Department of Health Services website.
- After consultation with the school nurse and the development of a medication administration plan, students who fall into the following exceptions may self-administer medication:
- students with asthma or other respiratory diseases may possess and administer prescription inhalers
- students with life-threatening allergies may possess and administer epinephrine via an auto-injector
- students with cystic fibrosis may possess and administer prescription enzyme supplements
- students with diabetes may possess and administer a glucose monitoring test and insulin delivery system
- Medications must be delivered to the School Nurse in a correctly labeled pharmacy or
  manufacturer's medication container by the parent, guardian or responsible adult. (Medications are not accepted in
  containers such as plastic bags.) Students are not permitted to bring medication to school.
- All medication orders expire at the end of each school year. New medication orders are required at the start of the school year.
- All medications must be picked up by a parent/guardian before the close of the school year. Any medications that are not picked up by the close of school will be destroyed.

### **Children with Special Health Care Needs**

If your child has asthma, allergies, diabetes, seizures, attention deficit disorder, or any other medical or mental health condition requiring special health services in the school and/or is assisted with medical technology, it is vital that the parent meet with the school nurse and develop an Individual Health Care Plan (IHCP) prior to school entry.

### Concussions

Concussion or Traumatic Head Injury can occur whenever there is a blow or jolt to the head that causes complicated chemical changes in the brain that take several days to resolve. Many concussions occur during organized (especially contact) sports, but are also common as a result of skiing, snowboarding, skateboarding, gymnastics or ballet falls, etc. Many concussions can go undetected initially because there has been NO loss of consciousness and the person is able to resume activity following the initial blow to the head or whiplash. Concussions may be life-altering or life-threatening if not treated correctly or aggressively. The Needham Public Schools (NPS) seeks to prevent concussions and provide a safe return to activity for all students after injury, particularly after a head injury. Although every concussed student is different, the care and management of all students who have sustained concussions requires education, supervision, and close collaboration between students, parents/guardians, school nurses, coaches, athletic trainers, athletic director, administrators, guidance counselors, school physician, teachers, neuropsychologists, and the students' primary care providers and medical specialists. In accordance with the Needham Public School (NPS) Policy on Head Injuries and Concussions in Extracurricular Athletic Activities 2012, protocols and procedures that are implemented are compliant with Massachusetts General Law c. 111, §222, An Act Relative to Safety Regulations for School Athletic programs, the Massachusetts Department of Public Health regulations 105 CMR 201.000, Head Injuries and Concussions in

Extracurricular Athletic Activities, and the Massachusetts Department of Public Health regulations 105 CMR 200.000, Physical Examination of School Children.

# The NPS Protocol Post Student Head Injury and Concussions- Re-entry to Academics and Return to Physical Activity and Athletics:

- Student sustains head injury during school, extracurricular athletics or activities, or other setting
- Student is removed from "play" from sports, physical education, or other physical activity until medically evaluated
- Student is assessed by school nurse during school day and certified athletic trainer during NHS sports, as available
- Coach, certified athletic trainer, or school nurse completes head injury report
- Parent/Guardian is notified and student is dismissed from school or athletic activity and referred for medical evaluation
- Medical provider evaluates student and documents diagnosis of traumatic brain injury or concussion
- Parent provides school nurse with documentation of head injury from medical provider and plan of care including orders for brain and physical rest
- School nurse notifies guidance department and teachers/coaching staff of injury and initiates a re-entry meeting with teachers, guidance, special education liaison, parent/guardian, and student (as applicable)
- A graduated academic re-entry plan and accommodations are implemented per protocol unless severity of head injury or prolonged recovery necessitate development of a 504 plan or amendment to IEP
- Nurse will review symptoms with student <u>each day</u> to assess recovery, update return to academics check list, and advise guidance and teachers of student's readiness to progress with return to academics plan
- Teachers, students, parents will maintain an open dialogue regarding work expectations and progress
- Medical provider provides updated documentation about student's medical recovery and clearance for progression to full academic program including physical activity and physical education
- School Nurse notifies guidance and teachers of progression to full academic program without accommodations due to head injury
- School Nurse notifies certified athletic trainer to initiate graduated return to athletics per protocol
- Certified athletic trainer consults with medical provider for authorization to clear student to return to full athletics.

## Symptoms to look for following a blow to the head:

- Headache or "pressure in head
- Nausea or vomiting
- •Loss of consciousness (even briefly) or groggy
- Sensitive to noise and/or light
- •Blurred or double visions
- Appears dazed or stunned
- Is confused about assignment
- •Confusion: can not recall events prior to hit or fall
- Answers questions slowly

- Forgets sports plays
- Unsure of game, score, or opponent
- Moves clumsily
- Shows behavior or personality changes
- Feeling sluggish, hazy, foggy
- Concentration or memory problems changes
- Balance problems or dizziness
- Can not recall events after hit or fall

Some of these symptoms will appear immediately after the blow. Some may quickly disappear while other symptoms can increase or develop hours or even days after the injury.

# What to do if your son/daughter has had a concussion:

- 1. <u>Seek medical consultation</u>. If there has been loss of consciousness (even briefly) person should be taken immediately to the hospital or MD office for evaluation. For concussions not involving loss of consciousness, report symptoms to primary care provider (PCP) right away for advice about how to proceed.
- 2. <u>Brain and Physical Rest</u> is the main treatment for a concussion. Doing as little as possible will allow symptoms to begin clearing and a graduated return to school and sports will be planned.
- 3. **Proper evaluation.** Make sure to get written clearance from PCP or specialist who understands current concussion management protocols before resuming activities. Progression is very individualized and is determined on a case-by-case basis. Factors affecting progression include: duration and type of symptoms, previous history of concussion, and type of sport/activity participation.
- 4. Inform your child's school nurse if he/she has experienced a concussion and to discuss the procedures and plans for

your child's return to academics, physical activity, and athletics.

### **Life-Threatening Food Allergy**

The Needham Public Schools (NPS) recognizes the increasing prevalence of student food allergies and the life-threatening nature of allergies for many students. The implementation of the Policy for Life-Threatening Food Allergy aims to minimize the risk of exposure to allergens that pose a threat to students, to assist students with assuming more individual responsibility for their health and safety as they grow older, and to ensure full participation in their educational programs and school sponsored activities. The management of students with food allergies requires the awareness, support, and response of the entire school community.

• If your child has a life-threatening allergy, please make sure he/she has access to emergency medication (Epinephrine) at all times and be sure that the school nurse has the necessary medical information about your child's emergency allergy action plan.

# Key points of the policy for Life-threatening Food Allergy include the following:

- NPS recognizes the increasing prevalence of student food allergies and the life- threatening nature of allergies for many students.
- An individualized health care plan including accommodations for prevention, management and emergency response is developed for each student with a medically diagnosed life-threatening food allergy.
- The school programs are not declared as "allergen free" and foods with known allergens (peanuts, tree nuts, milk, eggs, shell fish, fin fish, soy, wheat) are not banned
- Communication, planning, and education with faculty/staff, parents/guardians, and students will aim to minimize the risk of exposure to allergens that pose a threat to students.
- Non-curriculum related classroom-based celebrations and parties are food free
- Use of <u>food as a reward or incentive</u> during the school day is prohibited unless approved as part of an Individualized Education Program (IEP).
- <u>Inclusion of food for curriculum instruction and related activities or special school events</u>, requires strict adherence to the management protocol
- <u>Sales of competitive foods and beverages</u> (including bake sales/fundraisers) will not be permitted district wide during the school day and beyond school hours at the preschool-elementary level. Beyond the school day sales of competitive foods are permitted in grades six- twelve.
- NPS Staff employed by the NPS, to supervise and/or coach students participating as members of school-sponsored
  athletic teams, clubs, and other extracurricular activities beyond the school day, are responsible for implementing
  the applicable portions of the Food Allergy Policy and related protocols and procedures for the management of
  students with LTA
- NPS staff are not responsible for implementing the Food Allergy Policy and related protocols and procedures during (1) school sponsored events beyond the school day that are open to the public (e.g. school athletic contests, plays, or ceremonies) or (2) programs or events on NPS property that are sponsored by various parent, community, and private groups.

## RESPONSIBLE USE OF DIGITAL RESOURCES

Students and his/her parent/guardian are required to sign and submit an acknowledgement that they together have reviewed the Responsible Use of Digital Resources Policy and agree that the student will comply with its terms.

### Student email

Needham Public Schools may provide students with an email account. Email can be a powerful communication tool for students to increase communication and collaboration. Email is intended to be used for school and educational purposes only. Teachers may send email to middle and high school students to communicate reminders, course content, pose questions related to class work, or for other reasons. Students may send email to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

### **Student Roles and Responsibilities**

Our network systems provide access to educational resources. The destruction, vandalism, hacking, or damaging

of data, networks, hardware, software, and backend systems, or disruption of this or other resources used by NPS are prohibited.

- Resources must be used in a manner consistent with the mission of NPS
- Network and account security is the responsibility of all members of the NPS community. Any security risks should be reported to a teacher or network administrator
- Students will not use the internet or any technology resource to perform any act that can be construed as illegal
  or unethical
- Students will immediately report any suspicious or unusual activity to the supervising teacher or other appropriate staff member
- Computers not owned and managed by NPS must use the public guest NPS network
- Devices, including student owned devices, that disrupt the educational process or operation of the NPS are prohibited and will be removed. Such devices may be held and searched.
- Students will not deliberately damage any of the District's systems or cause the loss of other users' work
- Students will not override or encourage others to override any firewalls, desktop management or security measures established on the network.

### Respect and protect the intellectual property of others

- Users must respect others' privacy and intellectual property. Any traffic from this network that traverses another network is also subject to that networks' acceptable use policy (AUP)
- Students are responsible for citing sources and giving credit to authors during the research process. All communication and information accessible via the network should be assumed to be private property
- Users have a right to be informed about personal information that is being, or has been, collected about them, and to review this information.

### Safety and privacy of self and others

All users are expected to adhere to principles of safety and privacy.

- Students will not share passwords
- Students will login to their own accounts, not accounts belonging to someone else
- Students will not view, use, or copy passwords, data, or access networks to which they are not authorized
- Students will not capture, record, or distribute audio, video, or pictures of any school activity without permission from the staff and students involved.
- Students will not distribute private information (e.g. address, phone number, etc.) about themselves or other s without permission, and only as necessary and specifically related to the educational process.
- Students will not pretend to be someone else online.
- Students will not agree to meet with someone they have met online without the approval or participation of a parent or guardian or teacher

# Respect and practice the principles of community

Students are expected to be courteous and to use appropriate language and will communicate only in ways that are kind and respectful.

- Students will report threatening or discomforting materials to a teacher or trusted adult
- Students will not access, transmit, copy, or create material that violates the school's code of conduct (such as messages that violate the prohibitions against bullying and harassment, including sexual harassment).
- Students will not access, transmit, copy, or create material that is illegal (such as obscenity, pornography, stolen materials, or illegal copies of copyrighted works).
- Students will not use NPS resources to further other acts that are criminal or violate the school's code of conduct.
- Students will not send spam, chain letters, or other mass unsolicited mailings
- Students will not buy, sell, advertise, or otherwise conduct business unless approved as a school project. Violation of any portion of the Student Responsible Use of Digital Resources policy may result in not only revocation of the privilege of using IT, but also in disciplinary action, up to and including suspension from school. In addition, legal action may be taken for conduct that is unlawful.

### **Notification of Student Access to Digital Tools**

There will be a number of digital resources that teachers may use as educational tools with students. This is our notice to you that your child may have access to digital tools such as apps and web sites. These tools will be vetted regarding educational value, age appropriate content, and student data privacy. If such tools require student accounts, then students will be guided through the process to use a school-appropriate user name and password. Examples of such tools are the following:

### Khan Academy

Khan Academy is a free online resource that allows students to learn anytime, anywhere, with material that is uniquely appropriate for them. Students can explore new topics and practice their skills by using interactive practice and tutorials. Teachers will use this app when they feel appropriate; not all teachers will use this app. When used in class teachers will assist with log-in.

Website: www.khanacademy.org

Terms of Service: <a href="www.khanacademy.org/about/tos">www.khanacademy.org/about/tos</a>

**Privacy Policy:** www.khanacademy.org/about/privacy-policy

# Quizlet

Quizlet is a free website providing learning tools for students, including flashcards, study, and game modes. Quizlets can be made by teachers and shared or made by students as a study tool. Teachers will use this app when as appropriate, though not all teachers will use it. When used in class teachers will assist with log-in.

Website: https://quizlet.com/

Terms of Service: <a href="https://quizlet.com/tos">https://quizlet.com/tos</a>
Privacy Policy: <a href="https://quizlet.com/privacy">https://quizlet.com/privacy</a>

### Newsela

Newsela is a resource that provides teachers, parents, and students with over 1,000 current event articles scaled at five different reading comprehension levels. Newsela uses leveled articles and real-time assessments to build comprehension. Articles are aligned to curriculum standards and often include lesson plan components such as writing prompts and quizzes.

Website: <a href="https://newsela.com/">https://newsela.com/</a>

Terms of Service: <a href="https://newsela.com/pages/terms-of-use/">https://newsela.com/pages/terms-of-use/</a>
<a href="Privacy-Policy/">Privacy-Policy/</a>

Please see School Committee Policy IJNDB-2 for full statement on the district's policy regarding Student Responsible Use of Digital Resources

# SCHOOL DISCIPLINE PROCEDURES FOR SUSPENSION & EXPULSION

**GENERAL INFORMATION REGARDING SUSPENSION** Any student who is suspended from school will be given the opportunity to make up school work as needed to make academic progress. If the student is excluded from school for more than ten (10) consecutive days the student will have an opportunity to receive education services in order to make academic progress through the school-wide education service plan.

Except in the case of Statutory Offenses described later in this handbook, students may not be suspended more than 90 days in a school year and school staff will avoid suspensions of more than 10 days until alternatives such as positive behavioral interventions and supports have been tried as appropriate.

If student in preschool or in grades K through 3 is to be suspended, the principal will provide written notice to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

DUE PROCESS: PROCEDURES FOR SUSPENSION FOR CONDUCT OTHER THAN STATUTORY OFFENSES (M.G.L. c. 71, § 37H3/4)

# A. In-School Suspension For Less Than 10 Cumulative Days During A School Year

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

- 1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
- 2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
- 3. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
- 4. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension (see section C).

# B. Procedures For Short-Term, Out-Of-School Suspensions (10 Cumulative Days Or Less In A School Year)

Except in the case of an Emergency Removal (see section D) prior to imposing a short-term out-of-school suspension (10 days or less in a school year) an administrator will provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

- 1. <u>Notice</u>: The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:
  - a) the disciplinary offense;
  - b) the basis for the charge;
  - c) the potential consequences, including the potential length of the student's suspension;
  - d) the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
  - e) the date, time, and location of the hearing;
  - f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and parent.

- 2. Efforts to Involve Parent: The administrator will make reasonable efforts to include the parent in the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
- 3. Format of Hearing: The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
- 4. <u>Decision</u>: The administrator will provide written notice to the student and parent of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

If the student is in preschool or grade K-3, the administrator will send a copy of the written determination to the Superintendent and Director of Student Support Services and explain the reasons for imposing an out-of-school suspension before the short-term suspension takes effect.

# C. Procedures For Long -Term Suspension

Except in the case of an Emergency Removal (see Section D) prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

- 1. <u>Notice</u>: The notice will include all of the components for a short-terms suspension in Section B above, plus the following:
  - a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
  - b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
  - c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
  - d) the right to cross-examine witnesses presented by the school district;
  - e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
  - f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.
- 2. <u>Format of Hearing</u>: The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
- 3. <u>Decision</u>: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school

communications, or any other method of delivery agreed to by the school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

- 1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing:
- 2. Set out the key facts and conclusions reached;
- 3. Identify the length and effective date of the suspension, as well as a date of return to school;
- 4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
- 5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
  - a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
  - b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will last more than 90 school days in a school year nor extend beyond the end of the school year in which such suspension is imposed.

# D. Exception For Emergency Removal

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent as provided in Section B & C above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

# E. <u>Appeal To The Superintendent</u>

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than  $\underline{10}$  cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section C above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section C above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

# **Conduct Which May Lead To Expulsion (Statutory Offenses)**

Students are subject to suspension/expulsion by the Principal for the conduct listed below, subject to the procedures set forth in M.G.L. ch. 71, § 37H.

- Possession of a dangerous weapon\*
- Possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse)
- Assault on teachers, administrative staff or other educational personnel
- This includes not only knives and guns, explosive devices and realistic replicas of such weapons/devices, but also other objects used to assault another person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, matches or a lighter. While such objects would not always constitute "dangerous weapons", administrators and educational professionals will review the circumstances of each case and make a reasonable determination about whether a particular object in a student's possession constitutes a dangerous weapon in the school setting. Any illegal weapon will be turned over to the Police Department. Any student who brings a firearm to school must be expelled for a minimum of one school year, with exceptions granted only by the superintendent. (The definition of a firearm includes but is not limited to guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices.

Students are also subject to long term suspension/expulsion by the Principal when charged/convicted of a felony based upon the standards and procedures set forth in M.G.L. c.71, §37H1/2 (see below).

# **Gun Free Policy**

In accordance with the Gun Free Schools Act of 1994, any student who is determined to have brought a firearm to school or to a school related event will be excluded from Needham Public Schools for a period of not less than one year except as determine by the Superintendent on a case by case basis. The definition of a firearm includes but is not limited to guns (including a starter gun, bombs, grenades, rockets, missiles, mines and similar devices). 20 U.S.C. S8921

## STATUTORY OFFENSES: DUE PROCESS AND PROVISIONS OF LAW:

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or

assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

- 1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.
- 2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.
- 3. A letter will be mailed to the parent/guardian of the suspended student stating:
  - a. The reason for the suspension
  - b. A statement of the effective date and duration of the suspension
  - c. A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his parents to review the charge and the applicable standards if the Principal deems appropriate.

# STATUTE: CONTROLLED SUBSTANCES, DANGEROUS WEAPONS & ASSAULTS ON EDUCATIONAL PERSONNEL (MASS. GEN. LAWS, CHAPTER 71 SECTION 37H)

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but limited to, a gun or a knife; or a controlled substance as defined in chapter 94 C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph a or b shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, a Principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph a or b.
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have 10 days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

# STATUTE: FELONY COMPLAINTS & FELONY CONVICTIONS (MASS GEN. LAWS, CHAPTER 71 SECTION 37H1/2)

Notwithstanding the provisions of section 84 and sections 16 and 17 on chapter 76;

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a

felony delinquency complaint against a student, the Principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said Principal if said Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his/her request for an appeal no later than 5 calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parents/guardians within 3 calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal of a school in which the student is enrolled may expel said student if such Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the superintendent, in writing, of his/her request for an appeal no later than 5 calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parents/guardians within 3 calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

# DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The Individuals with Disabilities Education Act at 20 U.S.C., §1400, et. seq. and related regulations and 34 C.F.R., §300 et.seq., ("IDEA") provide eligible students ("students") with certain procedural rights and protections in the context of student discipline, as set forth below. These rights are in addition to the due process rights applicable to all students as described above.

Short term removals. Students who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days to the extent that such a removal would be applied to students without disabilities, without a prior determination of whether the conduct is a manifestation of the student's disability. Students may be removed for additional periods of up to ten (10) consecutive school days in the same school year for separate incidents of misconduct without a manifestation determination, so long as the removal does not constitutes a "change of placement" as described below. However, during such additional removals the district must provide the student with services to the extent necessary for progress in the general curriculum and the student's IEP goals, as determined by the Principal in consultation with at least one teacher. In addition, if appropriate, the district must conduct a functional behavioral assessment and develop or revise an existing behavioral plan for the student.

**Change of Placement.** A suspension of longer than 10 consecutive days or a series of shorter term suspensions that

constitute a pattern are considered to represent a "change in placement." Prior to a suspension that constitutes a change in placement, the student's Team, including the student's parents, must convene to determine whether the behavior is a manifestation of the student's disability. In making this determination, the Team must review all relevant information in the student's file, including the IEP, teacher observations, and any relevant information provided by the parents, to determine if the conduct was caused by, or had a direct and substantial relationship to the student's disability, or was the direct result of any failure by the school to implement the IEP.

Results of the Manifestation Determination. If the Team determines that the behavior is not a manifestation of the disability, then the school may suspend or expel the student consistent with the policies applied to students without disabilities, except that the district must still provide an appropriate educational program to the student, as determined by the Team, which program may be in a different setting. If the Team determines that the behavior is a manifestation of a disability, the Team must conduct a functional behavioral assessment and develop a behavioral intervention plan or where a behavioral intervention plan was previously developed, must review the plan and, if necessary, modify it to address the behavior. Except in circumstances involving drugs, weapons, or serious bodily injury as described below, the student will be returned to the placement from which the student was removed unless the placement is changed by agreement or through the Team process.

Exception for Drugs, Weapons and Serious Injury. Regardless of the Team's decisions regarding the manifestation determination, school personnel may order a change in the placement of a student to an interim alternative educational setting, such setting to be determined by the Team, for not more than forty-five (45) school days if the student (1) carries a weapon to school or to a school function; (2) knowingly possesses, uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or has inflicted serious bodily injury upon another person at school, on school premises, or at a school function. Additionally, a Massachusetts Department of Education Hearing Officer, under certain circumstances, may order a change in the placement of a student with a disability to an interim alternative education setting for up to forty-five (45) days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the child or others.

When a parent(s)/guardian(s) disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Additional information regarding the procedural protections for special education students eligible for services under laws providing for services for students with disabilities can be obtained from the Director of Student Support Services, who can be reached at 781-455-0400 x 213.

# Discipline of Students Whose Eligibility for Special Education is Suspected

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is "deemed to have knowledge" that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is "deemed to have knowledge" if: (1) the child's parent had expressed concern in writing to district supervisory or administrative personnel or the child's teacher that the child needs special education and related services; (2) the child's parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel. However, a school district is not "deemed to have knowledge" if the district evaluated the student and determined that the child was not eligible for special education services or the child's parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

# DISCIPLINE OF STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 ("Section 504") provides students with disabilities certain procedural rights and protections in the context of student discipline. Prior to imposing a "significant change in placement" for

disciplinary reasons, the district must determine whether the conduct is a manifestation of the student's disability. A significant change of placement results not only from an exclusion for more than 10 consecutive school days, but also from a pattern of shorter suspensions accumulating to 10 schools days during a school year. Whether a pattern exists must be decided on a case-by case basis, considering such factors as the length of each suspension, the nature of the alleged conduct, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school.

Prior to any significant change in placement for disciplinary reasons, a group of individuals knowledgeable of the student, the evaluation data, and the school program must determine whether the conduct at issue is related to the student's disability. If the conduct is directly related to the disability, the district will not impose the discipline and will develop an individual behavior management plan if the behavior significantly interferes with the student's ability to benefit from his education. If the conduct is not directly related to the student's disability, the district may discipline the student as it does general education students.

# DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES

The Needham Public Schools does not discriminate against students, parents, employees, or the general public based on race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age. Discrimination or harassment by administrators, teachers, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Needham Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

This Grievance Procedure is adopted to assist school staff in responding to claims of discrimination and/or harassment based on race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age, including those claims brought under to Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, M.G.L c. 76, § 5; M.G.L. c. 151B and 151C; and 603 C.M.R. § 26.00 and the Age Act. This policy applies to all students, and staff, as well as members of the general public.

# Definitions

For the purposes of this procedure:

- A. A "Complaint" is defined as an allegation that a student, employee or other individual has been discriminated against or harassed on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age.
- B. "Discrimination" means discrimination or harassment on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age by which an individual is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity of the school.
- C. "Harassment" means unwelcome conduct on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Harassment may include insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which rises to the level of a hostile environment.
- D. "Sexual Harassment" means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term "sexual harassment" may also include, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i)

submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment. Under M.G.L. c. 151B, § 1, the term "sexual harassment" shall mean sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of the sexual or gender-based incidents, as well as the identity, number and relationships of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

# Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Needham Public Schools.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements.

# How to make a complaint

A. Any student, employee or other individual who believes that he/she has been discriminated against or harassed should report their concern promptly to the school principal, or to the District's Civil Rights Coordinator. If the school principal receives the report, he or she will notify the Civil Rights Coordinator of the Complaint. Students, employees or other individuals who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal.

The District's Civil Rights Coordinator is:

For employees: Alex McNeil

Assistant Superintendent for Human Resources

alexandra\_mcneil@needham.k12.ma.us

781-455-0400 x11208

For students and families: Mary Lammi

Assistant Superintendent for Student Support Services

mary\_lammi@needham.k12.ma.us

- B. District staff is expected to report incidents of discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students, employees or other individuals which have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while he/she is at school.
- C. Students, employees and other individuals are encouraged to utilize the District's Complaint Procedure. However, individuals are hereby notified that they also have the right to report complaints to: The United States Department of Education; Office for Civil Rights, 5 Post Office Square, 8th Floor; Boston, Massachusetts 02110-1491, Telephone: (617) 289-0111, Fax: 617-289-0150, TDD: 877-521-2172; or Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700, TTY: N.E.T. Relay: 1-800-439-2370, FAX: 781-338-3710. Employees also have the right to seek a remedy at any time at the Equal Employment Opportunity Commission (EEOC), John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203-0506; 1-800-669-4000 or 1-800-669-6820 (TTY) and the Massachusetts Commission Against Discrimination (MCAD) at One Ashburton Place, Suite 601, Boston, MA 02018; 617-994-6000 or 617-994-6196 (TTY).

# Complaint Handling and Investigation

- A. The school principal or designee shall promptly inform the relevant Civil Rights Coordinator and the person(s) who is the subject of the Complaint that a Complaint has been received.
- B. After notifying the appropriate Civil Rights Coordinator, the school principal or designee may pursue an informal resolution of the Complaint with the agreement of the parties involved. Informal resolution is optional, and the Complainant may elect to proceed according to the formal resolution procedure at any time prior to the completion of the informal resolution.
- C. Under the formal resolution procedure, the Complaint will be investigated by the school principal or other individual designated by the school principal or Civil Rights Coordinator. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any Complaint about the Superintendent should be submitted to the School Committee Chair, who will consult with legal counsel concerning handling the investigation of the Complaint.
  - 1. The Complainant shall have the opportunity to identify witnesses and other relevant evidence to the investigator.
  - 2. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator's consideration.
  - 3. The privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.
  - 4. The investigator will keep a written record of the investigation process.

- 5. The investigator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
- 6. The investigation shall be completed within fifteen (15) school days of the date of the receipt of the Complaint.
- 7. The investigator may extend the investigation period beyond fifteen (15) school days because of extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If the investigator extends the investigation, he or she will notify the Complainant of the extension.
- 8. If a complaint or report of discrimination or harassment is received after June 1 of a given school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the District will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend the investigation period to account for the availability of witnesses during the summer vacation period. If the investigator extends the investigation, he or she will notify the Complainant of the extension and make reasonable efforts to interview the witnesses during the summer vacation period.
- 9. Nothing in this procedure will preclude the investigator, in his or her discretion, from completing the investigation sooner than the fifteen (15) school days described above.
- D. If the investigator determines that discrimination or harassment has occurred, he/she shall take steps to eliminate the discriminatory hostile environment, which may include but is not limited to:
  - 1. Determining what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any;
  - Determining what steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate; and
  - 3. Informing the Complainant and the person(s) who was the subject of the Complaint of the results of the investigation (in accordance with applicable state and federal privacy laws) within twenty (20) school days of receipt of the Complaint, unless the investigation is extended under the provision described above.
- E. If the Complainant or, in the case of a student, the student's parents/legal guardians, are dissatisfied with the results of the investigation, an appeal may be made to the appropriate Civil Rights Coordinator within ten (10) school days after receiving notice of the outcome of the investigation. In the appeal, the appellant should identify any specific alleged factual or legal errors and explain why the errors should result in a different conclusion. The Civil Rights Coordinator shall review the investigation and may conduct further investigation if deemed appropriate. Within seven (7) school days of receipt of any such appeal, the Civil Rights Coordinator shall decide whether or not to reopen the investigation, uphold the principal or designee's determination, or reverse the principal or designee's determination. The Civil Rights Coordinator shall provide written notification of that determination to both the Complainant and the accused. The Civil Rights Coordinator's decision shall be final, subject to further appeal to the Superintendent.
- F. If the Complainant or, in the case of a student, the student's parents/legal guardians, are dissatisfied with the decision of the Civil Rights Coordinator, an appeal may be submitted to the Superintendent

within seven (7) calendar days after receiving notice of the Civil Rights Coordinator's decision. The Superintendent will consider the appeal. The Superintendent's decision shall be final.

# DISTRICT MEETINGS, PROGRAMS, ACTIVITIES

The Public Schools, recognizing that some areas in its school department buildings are inaccessible to individuals with disabilities, adopts the following policy:

- All meetings, conferences, programs, and activities in school department buildings are available, without discrimination, to individuals with disabilities as defined by the Rehabilitation Act of 1973 and/or Title II of the American with Disabilities Act.
- Whenever an individual with a disability(ies) wishes to attend or participate in a meeting, conference, program, or activity which is inaccessible, that meeting, conference, program or activity will be relocated to an accessible area. Forty-eight hour notice of the need for relocation should be made by the person with a disability(ies) to the Superintendent's Office:

Needham Public Schools 1330 Highland Avenue Needham, MA 02492 (781) 455-0400 x11203

The Superintendent is responsible for implementing this policy by relocating meetings, conferences, programs, or activities.

Whenever an individual with impaired vision seeks to obtain information under this procedure, the information will be communicated as follows:

• A Braille copy of the posting; a tape recording of the notice; and the use of a reader, where necessary, will be provide upon request.

Whenever an individual who is Deaf or Hard of Hearing seeks to obtain information under this procedure, the district will seek to provide access to that person as follows:

• A communication option will be offered that reflects the individual's preference: interpretation by a sign language interpreter or oral interpreter; live transcription services; or another method, which could include written notes. This assistance will be arranged through the Massachusetts Commission for the Deaf and Hard of Hearing. Please contact the Director of Student Support Services for more information: (781) 455-0400 x 213.

This policy will be posted in prominent and, where possible, accessible places in all School Department buildings, Town Hall, and the Public Library.

# SPECIAL EDUCATION SERVICES

Special Education services provide specialized instruction to students who have been identified through testing, as having an educational disability that prevents them from making effective progress in their classroom. Parents/guardians play a key role in this process by offering their insight and information that helps the TEAM to understand their children. If determined to be eligible for special education services, a TEAM meeting, including parents and teachers, develops an Individualized Education Program (IEP) for the student. This Program is designed to support the student's access to the general education curriculum. Special Education evaluation and services can only be provided with a parent's permission. If you would like more information or believe your child may have a disability, please contact your child's teacher or your school's principal.

Educational Opportunities for homeless, foster care, and military connected students

**Homeless students: Enrollment Rights and Services** 

To the extent practical and as required by law, the district will work with homeless students and their families to

provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

The district liaison for homeless students and their families is Mary Lammi, Assistant Superintendent for Student Support Services.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families who reside in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

LEGAL REFS.: The McKinney-Vento Act and Title I, Part A, as Amended by the Every Student Succeeds Act of 2015

# **Educational Opportunities for Children in Foster Care**

The district ensures the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other students as required by law. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

The law requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). The law also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, the law requires the Department of Children and Families (DCF), The Department of Elementary and Secondary Education (DESE), and the school district to designate points of contact; and also that the district collaborate with

DCF to ensure that students will receive transportation to the school of origin if needed.

The points of contact for the district include:

Matt Ganas, Executive Director of Special Education matt\_ganas@needham.k12.ma.us

Mary Lammi, Assistant Superintendent for Student Support Services mary\_lammi@needham.k12.ma.us

# Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination.

# **Transportation**

The district of origin must collaborate with DCF on how transportation will be provided and arranged to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

# Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be enrolled in school in the local school district immediately. To minimize disruption of the student's education, the law requires the district to enroll the student in a new school right away, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child's school and district of origin to obtain the relevant records and documentation, and the school and district of origin should immediately transfer those records.

LEGAL REFS: Every Student Succeeds Act (ESSA);

Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act)

# **Educational Opportunities for Military Children**

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents/guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children.

# **Definitions**

Children of military families means school aged children, enrolled in kindergarten through 12th grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

**Deployment** means the period one month before the service members' departure from their home station on military orders through six months after return to their home station.

Eligible students are those who are children of active duty personnel, active duty personnel or veterans who have been severely injured and medically discharged, and active duty personnel who die on active duty within one year of service. Students are not eligible for the provisions of the Compact if they are children of inactive Guard or Reserves, retired personnel, veterans not included above or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible children include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Simultaneously, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).
- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.
- In compliance with federal law, special education students must be placed by the existing IEP with reasonable accommodations in the receiving school.
- The District will exercise, as deemed appropriate, the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, as deemed appropriate.
- Students of active duty personnel shall have additional excused absences at the discretion of the District for visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to attend the school in which he or she was enrolled while living without the custodial parent/guardian without any tuition fee imposed.
- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed in order to facilitate the on-time graduation of the student in accordance with Compact provisions.

LEGAL REFS: M.G. L. 15E;

Interstate Compact on Educational Opportunity for Military Children

# **Bullying Prevention & Intervention**

Bullying, cyberbullying, and retaliation will not be tolerated in the Needham Public Schools. This includes forms of bullying that involve Needham students either on campus, on buses, or anywhere on school grounds or while engaged in school sponsored events or activities. While it is recognized that we have an obligation to our students and school community to respond effectively to all bullying that happens while school is in session, personnel will also make every reasonable attempt to intervene with situations where bullying might happen outside of school, but the ramifications are brought into the school building.

In addition, Needham Public Schools will not tolerate retaliation against any individual who has brought harassment, bullying, and/or other inappropriate behavior to the attention of the school. Persons who engage in such behavior may be subject to disciplinary action including, but not limited to: reprimand, suspension, expulsion or other sanctions as determined by the school administration to be appropriate.

Further the Needham Public Schools recognizes that students may be more vulnerable to bullying based upon actual or perceived differences related to race, color, religion, ancestry, national origin, sex, socio-economic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical developmental or sensory disability or by associations with other people who have one or more of these characteristics. Needham Public Schools will provide support to students whose vulnerability is brought to the attention of a teacher, guidance counselor or administrator through observation or direct report from a student, staff member or parent/guardian. This support may be in the form of counseling, education to support both the student's ability to report bullying and his/her skills, knowledge and strategies to respond to bullying or harassment.

Preventing and reducing bullying will be addressed in the following ways:

- By establishing a school-wide culture where bullying is not acceptable and where students recognize that helping students who are bullied is the right thing to do
- By training staff in identification of bullying, prevention and intervention techniques for bullying
- By providing time in classroom for teachers to focus on bullying prevention so that they can provide tools for students
- By establishing and enforcing school rules and policies related to bullying

## A. Definitions

Aggressor is a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyberbullying, or retaliation.

Bullying, as defined in M.G.L. c.71, s. 37O, is the repeated use by one or more students or by a staff member of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- a. causes physical or emotional harm to the target or damage to the target's property;
- b. places the target in reasonable fear of harm to himself or of damage to his property;
- c. creates a hostile environment at school for the target;
- d. infringes on the rights of the target at school; or
- e. materially and substantially disrupts the education process or the orderly operation of a school.

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyber-bullying, as defined in M.G.L. c.71, s. 370 is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or

facsimile communications. Cyber-bullying also includes:

- i. the creation of a web page or blog in which the creator assumes the identity of another person;
- ii. the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying; and
- iii. the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more 37 persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

Hostile Environment, as defined in M.G.L. c. 71, s. 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Target is a student against whom bullying, cyber-bullying or retaliation has been perpetrated.

# B. Bullying and Retaliation Are Prohibited and Will Lead to Discipline

The Needham Public Schools absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students who engage in bullying or retaliation will be subject to disciplinary action, however, such disciplinary action must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action for students includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee. Staff who engage in bullying or retaliation will be subject to disciplinary action, based upon appropriate standards and expectations in light of the staff member's role and responsibilities. All discipline is subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying, as defined above, but nevertheless is inappropriate for the school environment.

# C. Reporting Obligations

Reporting by Staff: A member of school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee.

Reporting by Students, Parents/Guardians, and Others: The district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the school principal or designee. An individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

Reporting to the Superintendent: A staff member, parent/guardian, student or others who witness or become aware of conduct by the principal or assistant principal that may be bullying or retaliation are expected to report it to the Superintendent or designee, who shall then be responsible for taking steps otherwise assigned to the principal under this Policy.

Reporting to School Committee: If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to address the safety of the alleged victim.

Reporting to Parents/Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will notify the parent/guardian of the target and of the aggressor of this finding and of the school's procedures for responding to it. If the alleged target and alleged aggressor attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents/guardians of the report and procedures.

Reporting to Local Law Enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school principal or designee has a reasonable basis to believe that the incident may involve criminal conduct, the school principal or designee will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of the Needham Public Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued.

Reporting to Administrator of Another School District or School: If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Needham Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of the Needham Public Schools or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

# D. Investigation

The school principal or designee shall investigate promptly a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

Pre-Investigation: Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered.

Written statement of the complaint: The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred (date, time of day), and where the events occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

Interviews: Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

# Confidentiality:

The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address the matter.

# E. Determination

School personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See Ellison v. Brady, 924 F.2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation where appropriate:

- Holding parent/guardian conferences;
- Enhancing adult supervision on school premises
- Limiting or denying student access to a part, or area, of a school
- Excluding from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities
- Providing relevant educational activities for individual students or groups of students. Guidance
  counselors and others in the school setting who have been trained in working with students on
  interpersonal issues may be helpful in providing such programs
- Personalized Action Plan and directives for future conduct, including providing the target with a process
  for reporting any concerns about future conduct immediately. It is critical to involve the student in
  creating an action plan that involves a reporting process that works for that particular student
- Arranging for communication between the parties, if appropriate, to assist them in resolving issues which
  have arisen between them. (Such an approach will be used cautiously since communication can sometimes
  exacerbate, rather than alleviate, the target's concerns and since the conduct often involves an imbalance
  of power.)
- Providing counseling (or other appropriate services) or referral to such services for the target and/or the student aggressor and/or for appropriate family members of said students
- Transferring student's classroom or school

# F. Notice of Investigative Findings

Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify parents or guardians of the target and aggressor of this, and of the procedures for responding to it. While prior notice of an investigation shall not be required, the principal shall not be precluded from notifying the parents of a target or aggressor prior to completion of the principal's investigation. This communication will be done in the primary language of the home.

In notifying the parents of a target or aggressor of an investigation or the principal's findings thereon, the principal shall maintain the privacy and confidentiality of any individual or child who is not the child of the parents to whom the notice is provided. The principal shall ensure that any notice to the parents complies with applicable state regulations including, but not limited to, 603 CMR 49.00, and shall not report specific information to the target's parent(s) about the disciplinary action taken against an aggressor unless it involves a "stay away" order or other

directive that the target must be aware of in order to report violations.

The notice to the parents or guardians of the victim shall include information about the Massachusetts Department of Elementary and Secondary Education's ("DESE") problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system. The parents of the victim should be provided the following contact information: Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700; TTY: N.E.T. Relay: 1-800-439-2370.

Please see School Committee Policy JCFB Bullying for full statement on the district's policy regarding bullying and cyber-bullying.

# PHYSICAL RESTRAINT OF STUDENTS & TIME OUT PROCEDURE

# **Physical Restraint**

School staff may physically restrain students only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm and as a last resort when other alternatives have failed or been deemed inappropriate. In all cases, staff will be mindful of the importance of preventing or minimizing any harm to the student that could result from physical restraint.

Physical restraint means direct physical contact that prevents or significantly restricts a student's freedom of movement. It does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. While use of physical restraint is generally restricted to personnel who have received appropriate training, this training requirement does not preclude personnel from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. During a restraint, at least one adult who does not participate in the restraint will be present whenever possible.

A staff member who administers a restraint must verbally inform the principal or designee of the restraint as soon as possible and submit a written report no later than the next school working day. The principal or his/her designee will make reasonable efforts to verbally inform the student's parent of the restraint within 24 hours and will provide written notice within three school working days by email address provided by the parent (or by regular mail to the parent postmarked within three school working days of the restraint.)

#### <u>Time-out</u>

Time-out is a behavioral support strategy in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member, and a staff member must be with the student or immediately available to the student at all times. Time-out must cease as soon as the student has calmed.

Complaints and investigations regarding restraint practices are covered by School Policy JKAA. Additional information, including a copy of applicable state regulations, can be obtained from Mary Lammi, Director of Student Support Services, who can be reached at 781-455-0400 x213

# STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations ("Regulations") together provide parents and eligible students (those who have reached the age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the school's principal.

a. The **right to access** the student's education records. Parents or eligible students should submit their request for access to the building principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H ("Section 37H") law provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. These procedures include submitting a written request and other documentation to the principal on an annual basis. Information about these procedures can be obtained from the building principal.

- b. (b) The **right to request amendment** of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.
- c. © The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Needham Public Schools and who need access to a record in order to fulfill their duties. The Needham Public Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials.
- d. As required by law, the Needham Public Schools routinely releases (1) the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request, (2) the name and address of students to third party mail service that has been approved by the Department of Elementary and Secondary Education upon the request of a Charter School and (3) directory information, without consent. Directory information consists of the following: the student's name, parents' names, address, parent's email address, telephone listing, date of birth, major field of study, dates of attendance, weight and height of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent or eligible student objects to the release of any of the above information, the parent or eligible student may state that objection in writing to the Assistant Superintendent for Student Support Services no later than October 1 of each school year. Absent receipt of a written objection for the parent or eligible student by that date, this information will be released without further notice or consent.
- e. (d) The **right to file a complaint** concerning alleged failures by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Education, 75 Pleasant Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC.
- f. (e) **Destruction of Records:** Regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information is destroyed, the parent must be notified and have an opportunity to receive a copy of any of the information.
- g. (f) **Temporary Records** consist of all the information not kept on the transcript. This information includes the student's standardized test scores and evaluations by teachers, counselors, and other staff members. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal laws or any incident reports in which the student was charged with any suspendable act. In accordance with Department of Education regulations, a student's temporary record will be destroyed up to 7 years after leaving school provided prior notice is given to the student.

# STUDENT AND FAMILY HANDBOOK 2019-2020

# HIGH ROCK SCHOOL 77 FERNDALE ROAD NEEDHAM, MA 02492



# PRINCIPAL Jessica R. Downey

Jessica\_Downey@needham.k12.ma.us (781) 455-0455

# **SCHOOL TELEPHONE NUMBERS**

Main Number	(781	) 455-(	0455
Absence Phone Line	(781	) 455-0	0455
Main Office Fax	.(781	455-0	411
Nurse	Ext.	44601	
Guidance	Ext.	44602	

http://highrock.needham.k12.ma.us/main/

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# **Language Assistance Services**

free of charge. <b>Contact your child's school for assistance.</b>
Spanish: ATENCION: Si usted habla un idioma que no sea el inglés, hay servicios de asistencia lingüística disponibles gratis. <b>Contacte la escuela de su hijo para asistencia.</b>
Portuguese: ATENÇÃO: Se fala um idioma diferente do Inglês, os serviços de assistência linguística estão disponíveis gratuitamente para si. <b>Entre em contato com a escola do seu filho para obter assistência.</b>
Russian: ВНИМАНИЕ: Если вы не говорите на английском языке, для вас доступны бесплатные языковые сервисы на вашем языке. Обратитесь за помощью в школу, в которой учится ваш ребенок.
Haitian Creole: ATANSYON: Si ou pale yon lòt lang ke lang Anglè, sèvis asistans lang yo disponib pou ou gratis. Kontakte lekòl timoun ou an pou kapab jwenn asistans.
Cape Verdean: ATENSON: Si bu ta fala un língua diferenti di Ingles, Servísus di Apoiu Linguístiku stá disponível sen kustus. Kontakta skóla di bu fidju pa dá-bu apoiu.
Thai:โปรดทราบ:หากท่านพูดภาษาอื่นใดนอกเหนือจากภาษาอังกฤษ
ท่านสามารถใช้บริการความช่วยเหลือด้านภาษาโดยไม่ต้องเสียค่าใช้จ่าย
ติดต่อโรงเรียนของบุตรของท่านเพื่อขอความช่วยเหลือ
Romanian: ATENŢIE: Dacă sunteţi vorbitor de altă limbă decât engleza, serviciile de asistenţă lingvistică vă sunt disponibile în mod gratuit. Contactaţi şcoala copilului dvs. pentru asistenţă.
Arabic: انتباه: إن كنتم تتحدثون بلغة أخرى غير الإنجليزية، فإن خدمات المساعدة اللغوية متوفرة بشكل
مجاني. تواصلوا مع مدرسة طفلكم من أجل طلب المساعدة.
Chinese: □注意:如果您的母□不是英□,我□将免□提供您□言□助服□。 <b>如需□助,□ 与您孩子的学校□系。</b>
Mandarin: □注意:如果您的母□不是英□,我□将免□提供您□言□助服□。如需□助,□ 与您孩子的学校□系。
Taiwanese: 請注意:如果您的母語不是英語,我們將免費提供您語言輔助服務。如需協助, 請與您孩子的學校聯繫。
Burmese: အထူးဂရုပြုရန <b>်- အကယ</b> ်၍သင <b>်သည</b> ် အင်⊞ဂလိပ <b>်ဘဘသဘစကဘးမဟ</b> ုတ <b>်ဘ</b> ဲ အခြေားဘာသဘစကဘး ပြေောပါက၊ သင့္ခ်အတ <b>ွက</b> ် အခမ <b>ဲ့</b> ဘဘသဘစကဘးဝန <b>်ဆ</b> ောင္ခ်မ <b>ှုမ</b> ျဘးရရှိနိိုင္ပ်ပါသည <b>်။ သင့္ခ်ကလ</b> ေးငယ <b>်</b> ၏ ကျောင္ေ်းသို္ အကူအညီ ရယူရန <b>်</b> ဆက <b>်</b> သွယ်ပါ။
Vietnamese: CHÚ Ý: Nếu Quý vị nói một ngôn ngữ khác ngoài Tiếng Anh, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho Quý vị. <b>Vui lòng liên hệ với trường của con Quý vị để nhận được sự hỗ trợ.</b>
Cantonese: 請注意:如果您的母語不是英語,我們將免費提供您語言輔助服務。如需協助, 請與您孩子的學校聯繫。
Korean: : : : : : : : : : : : : : : : : : :
Japanese: 注意: 英語以外の言語でお話されたい場合は、言語支援サービスを無料でご利用に
なれます。
お子様の学校にサポートのご相談ください。

# HIGH ROCK SCHOOL

77 FERNDALE ROAD NEEDHAM, MA 02492

Dear Students & Families,

I want to extend a special welcome to each and every one of you. The year ahead will be filled with new experiences, opportunities, challenges, and growth. Everyone at High Rock is excited about working with you as you begin your journey through the middle school experience in Needham.

This journey will focus on three key values while you are at High Rock: *learning*, *self-discovery* and *caring for others*. Throughout the year your teachers, coursework, activities and experiences will provide you moments when you will examine, challenge and develop yourself in these three realms.

This handbook is a guide for you to understand the expectations and routines of the High Rock School. It is designed to help you have an enjoyable and successful school year. If you ever have questions about anything, the staff is here to help you. Please note that a full version of the handbook is available online on our High Rock Website.

Thank you for taking the time to review this handbook with your family. We are all looking forward to an exciting and rewarding year. We are so happy that you are here with us.

Best wishes for a successful school year.

Sincerely,

Jessica R. Downey

Jessica R. Downey Principal

# HIGH ROCK DAILY SCHEDULE

High Rock will open to students at 7:25 a.m., school day starts at 7:40 a.m. and ends at 2:10 p.m. Students need to wait outside the main entrance to the school if they arrive before that time. *Early Release* dismissal is at 11:30 a.m. All students are expected to leave the building at this time, as there is no adult supervision available.

# **CAFETERIA PROCEDURES**

Each Cluster has their own lunch period with assigned seats. Weather permitting; students are taken outside for the last 5-10 minutes of lunchtime for recess.

# DAILY PROCEDURES & EXPECTATIONS

## **AUTOMOBILE DROP-OFF & PICK-UP**

Between the hours of 7-8 a.m. and 1:40-2:40 p.m., Monday through Friday, the following will be in place:

- The Linden Street entrance will be one-way, entering at Linden Street and exiting at Sylvan Road with a left turn only.
- Students may enter/exit vehicles on the passenger side only.

**DROP OFF**: Autos will enter the Linden Street driveway and drop off along the driveway sidewalk. Cars must drop off students <u>prior</u> to the crosswalk. Cutting the line to drop off ahead of the crosswalk is not permitted. In addition, cars <u>may not enter</u> the lower parking lot enclosure (for staff parking only) to drop off students. Drop students off as soon as you can safely unload on a school property sidewalk. Once students have left the vehicle, drivers may pass other vehicles on the left.

**PICK-UP**: The pick-up line will begin in the driveway at the "pick up begins here" sign. Parents/guardians are encouraged to queue up along the entire length of the Linden Street driveway. Please do not block driveways or street openings as you are waiting for children.

#### BUS

The upper circle, off Ferndale Road, will be used by buses only, from 7-8 a.m. and 1:40-2:40 p.m. All automobile traffic during that time will be directed to the lower lot near the fields with one-way access off Linden Street.

## **WALKING & BIKING**

Students are encouraged to walk or bike to school as frequently as possible. A number of crossing guards have been added at key locations, see "Drop-Off/Pick-up Map" on our website.

# SCHOOL ATTENDANCE

The education of children is a responsibility shared by the school and parents/guardians. Teachers and parents/guardians work together to develop characteristics important in the educational growth of children. Regular attendance is essential to the learning process and helps to establish good student work habits. Participation in classroom activities is an important factor in educational success. Student absences, tardiness and early dismissals affect this learning process. Therefore students are expected to be in attendance every day of the school year from arrival to dismissal. Students should be home when they are ill; otherwise, all efforts should be made to have them in school. To the greatest extent possible, all appointments should be made before or after school and recreational trips scheduled during school vacations.

Under Massachusetts General Laws Chapter 76, Section 1 states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven days or fourteen half-days in any period of six months. In addition to this law, each school may have its own attendance policy with which parents/guardians should be familiar. Parents/guardians are required under the law to ensure regular school attendance of their children and are subject to a fine for failure to comply with the law. If a child is absent for five (5) or more consecutive days, a doctor's note (certificate) is required when the child returns to school. Failure to provide a medical note will result in the absence being considered as unexcused.

## **ABSENCES-REPORTING**

In the event a child will be absent for the day, parents/guardians are expected to call the school office by 8 a.m. Parents/guardians must furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. Parents/guardians will be contacted as soon as practical and within three (3) days of the student's absence if the parent/guardian has not contacted the school regarding an absence.

# **ABSENCES-EXCESSIVE**

Parents/guardians will be notified when a student has been absent five (5) or more days during a trimester without a medical note. This includes both absences and late arrivals. If the pattern does not improve, the principal or designee will attempt to work with parents/guardians to develop an action plan to improve the student's attendance. In all circumstances parents/guardians are expected to work collaboratively with school staff to correct the reasons that the student is missing school. Continued excessive absences may also result in the school taking legal action to remedy the situation. Five (5) or more unexcused tardies or absences during a trimester will make a student ineligible for the Honor Roll.

# **DISMISSALS**

If a student needs to be dismissed early from school, a note from the child's parent/guardian that includes the date, time and reason for the dismissal is required. On the morning of the dismissal students will present this note between 7:30 and 7:40 a.m. at the front office and then receive a dismissal pass that they will give to their teacher at the designated time. Students should be picked up at the main entrance (upper lot) at the early dismissal time.

## **VACATIONS & ABSENCE DUE TO NON-MEDICAL REASONS**

A student who is absent from school due to a family vacation taken during the school year misses important instruction in the classroom. The school calendar is published far in advance of the school year (Spring of the previous year) to help parents/guardians plan family trips. Whenever possible, plan your family vacations to coincide with school vacations. Since assignments are based upon material that has been previously taught, work must be made up after a child returns. Assignments cannot be sent home in advance. Vacations are always considered unexcused absences from school. Students may access MyHomework to view assignments, materials, and content posted by the teacher during a time of absence.

# LATE ARRIVAL TO SCHOOL

School begins at 7:40 a.m. Students are welcome in the building at 7:25 a.m. and are late if they are not in their advisory by the 7:40 a.m. bell. Students arriving late must report to the Main Office for a pass. A late arrival will be excused with a medical appointment note. Running late or oversleeping are not reasons for an excused absence. Parents/guardians will be notified when a student is frequently tardy and the principal or designee will work with families to develop an action plan to improve the student's attendance. Excessive tardiness could result in further disciplinary action. Five (5) or more unexcused tardies or absences during a trimester will make a student ineligible for the Honor Roll.

# CONTACTING SCHOOL OR HOME DURING THE SCHOOL DAY

If a parent/guardian needs to contact a student during the school day they should call the Main Office and the message will be given to that student. Students cell phones are to be turned off and stored in lockers during the school day.

Students are not permitted to use their cell phones between the hours of 7:40 a.m. to 2:10 p.m. If your child needs to contact a parent/guardian during the school day, they may ask a teacher or the Main Office for permission to use the telephone.

# **AFTERSCHOOL**

After 2:10 p.m. all students are expected to be in a supervised area with a teacher if they are staying afterschool. Teachers provide after school help for students from 2:10 until 2:40 p.m. on Tuesday, Wednesday and Thursday. Students should be picked up at 2:40 p.m. when staying for after school help unless they have another after school activity at the school. On Monday and Friday all students are dismissed at 2:10 p.m.

# Overview of After School Time for Students and Teachers - Tuesday, Wednesday, Thursday, from 2:10 - 2:40

There are two primary ways that after school time is structured, either teacher led or student initiated. Since time is limited after school our focus is to provide generalized support and review. This is also an opportunity for students to connect with teachers and fellow classmates in a less formal way. It is important to note that individual tutoring or targeted instruction is not the purpose of this time for students. Here are some examples of what may occur during this time:

## Teacher led:

Lead a group review session for a test/quiz
Review a concept that is misunderstood with a small group
Provide time for a student to make up a test or quiz

# Student initiated:

Ask specific questions
Complete missing work
Begin homework
Work on group project
Work collaboratively with friends in a constructive space

## **VISITORS**

Parents/guardians and visitors are required to sign in at the Main Office before proceeding to any other areas of the school. Visitors will be issued a visitor badge to wear during their time in the school. An appointment should always be made before planning to meet with a teacher or an administrator. Students not enrolled at High Rock School are not allowed to visit during the school day.

## **CORI PROCESS FOR VOLUNTEERS**

All volunteers who may have direct and unmonitored contact with children will be required to participate in the **C**riminal **O**ffender **R**ecord **I**nformation check prior to volunteering in the school. The school secretary will provide the form to a volunteer for completion and then submit it to the Director of Personnel for processing with the Criminal History Systems Board. The Superintendent, or his designee, will review the CORI information to determine if the volunteer may have unmonitored contact with children.

# SAFETY PROTOCOLS

If an evacuation of the building is necessary, students will follow the directions of the teacher and exit the building quickly and quietly.

# NO SCHOOL ANNOUNCEMENT

If the conditions are severe, school will be canceled. The Needham Public Schools will utilize an emergency notification system that will contact your home phone, cell phones, and send an email using the information you have updated in PowerSchool. The "No School" announcement will also be carried by television Channels 4, 5, 7, and FOX25, and the local cable channel. Information regarding schools during inclement weather is also prominently displayed on the Needham Public Schools' Website <a href="www.needham.k12.ma.us">www.needham.k12.ma.us</a>. The quickest way to find out is on Twitter where the superintendent posts the information. (For more info: <a href="https://twiter.com/@NPS\_Supt">https://twiter.com/@NPS\_Supt</a>). All classes and school activities will be canceled for the day, including scheduled adult evening classes, before and after school programs, including Needham <a href="Extended Day Program">Extended Day Program (NESP)</a>, and other school-based activities. Transportation of students to out-of-district schools will be canceled on Needham's "No School" days.

Parents/guardians may opt out of the emergency notification system for weather related events only:

- 1. Please log onto PowerSchool and click on Update Information.
- 2. On the Student Data Update page, delete the telephone number in the field marked *Weather Related School Delays/Cancellations Phone*.
- 3. You will receive calls for other school emergencies. Alternatively, you may change the number in that box to a phone number more convenient to you and your family.
- 4. Contact the school secretary if you have a problem with your PowerSchool account.

# TWO-HOUR DELAYED OPENING

The "Two-Hour Delayed Opening" announcement will be the same as for school closure. Parents/guardians are reminded not to send their children to school early on "Two-Hour Delayed Opening" days since the school yards may not be plowed nor will staff be available to supervise early arrivals. School will open at 9:25 a.m. and will be dismissed at 2:10 p.m.; lunch will be served at the regular times in all school cafeterias.

#### **EMERGENCY EARLY RELEASE ANNOUNCEMENT**

In the event of a severe weather emergency or some other emergency that develops during the school day, the Needham Public Schools may release students before the end of the school day. We will use the emergency notification system to alert parents/guardians. As appropriate, the Needham Public Schools will work with public safety officials to shelter students we are unable to send home.

Please do not call the Police Department, the Fire Department, the Department of Public Works, or the School Department to ask about "No School" or "Two-Hour Delayed Opening" announcements. Your call may interfere with the performance of their duties at a critical time during a storm.

# MIDDLE SCHOOL CODE OF CONDUCT

# STUDENT BEHAVIOR AND EXPECATIONS

## **GUIDING PRINCIPLES AT THE MIDDLE SCHOOL**

Middle Schools' Code of Discipline is guided by our core values: We dedicate ourselves to cultivating academic excellence, civic responsibility, and the personal growth of each member of our community. The discipline code is in effect both at school and at school-sponsored events, whether or not such events take place on school property (including, but not limited to, any and all athletic activities and contests). Even misconduct that does not take place in school or at a school sponsored event can result in discipline if it is of a serious nature and has direct relationship to the school or causes substantial disruption to the school environment.

Students are expected to hold themselves accountable for maintaining conduct that will allow for an appropriate educational environment for all. When students fail to hold themselves accountable, consequences will be imposed, ranging from a discussion with an administrator or teacher to expulsion from school. The procedures outlined in this section provide an explanation of our disciplinary process. In addition, this section provides examples of conduct that is prohibited. However, not every type of prohibited conduct can be listed. Students are expected to recognize that any conduct that is inconsistent with maintaining an appropriate environment either at school or at a school-sponsored event could lead to discipline, including suspension or expulsion.

# **HONOR CODE**

Dishonest acts such as lying, cheating, or stealing are never acceptable. Such acts will result in parent/guardian notification and appropriately assigned penalties. Students are expected to prepare themselves honestly for tests, homework, research papers, etc. No credit will be given for work obtained through cheating. A student aiding another in cheating will be treated in a similar manner.

# STUDENT EXPECTATIONS

Students are expected to conduct themselves in a polite and courteous manner, which respects the rights and privileges of all members of the school community. Members of the school community include: students, faculty, substitutes, visitors, guests, and all school employees. In addition to these general expectations, the following specific rules apply:

- 1. Cell phones and other electronic devices must be turned off and placed in lockers from 7:25 a.m. to 2:10 p.m. If a student is found with a cell phone during the school day, it will be confiscated and will need to be picked up at the Main Office by a parent/guardian after school.
- 2. If a student has an Apple watch or similar wearable device, it must be kept in airplane mode during the day. Otherwise it may be confiscated and sent to the Main Office for parent/guardian pickup.
- Misuse of a school iPad may result in an iPad being sent to the office. The iPad may remain
  there at the discretion of the Principal or designee, and the student will need to access
  classwork by another means.
- 4. Gum chewing is generally discouraged in class and is **only** allowed on a case-by-case basis with prior permission of the school staff.
- 5. All medications brought to school must be taken to and left with the nurse before school begins.
- 6. Students are prohibited from selling any items during school without prior approval of the Principal.
- 7. Students must be mindful of safety when indoors and outside at school. Unsafe behaviors such as snowball throwing or other dangerous behavior is not allowed.
- 8. Riding of bicycles, skateboards or rollerblading is not allowed in the bus loading area, in the driveway, or on school grounds. Bicycles ridden to school should be walked on sidewalk while on school grounds and must be locked in one of the bike racks on campus.
- 9. Backpacks, oversized bags, knapsacks, and gym bags are to be kept in lockers during the school day.
- 10. Students are expected to follow the school dress code (see page 10).

Any student whose behavior interferes with classroom instruction or the smooth operation of the school may be denied participation in co-curricular and extra-curricular activities including, but not limited to, assemblies, field trips, intramurals, or end-of-year activities.

# **DRESS CODE**

Responsibility for student dress resides with parents/guardians. Students are expected to dress for school in a manner that is appropriate and helpful to the general learning environment. The Principal or his/her designee reserves the final judgment regarding the appropriateness of student clothing. If necessary, parents/guardians will be called to bring a change of clothes for their child. The following are general expectations around dress code:

- Articles of clothing that display drugs, alcohol, tobacco or illegal activity are not allowed
- Clothes that show undergarments are not allowed.
- Hats or other headwear is not allowed. Hoods on sweatshirts may not be placed on heads
- Midsections, backs, breasts, chests, and buttocks are to be covered and not become exposed as a result of movement or activity during the school day.
- Students may wear headwear for medical or religious reasons, as approved by the Principal.

# **BUS CONDUCT**

The school bus is an extension of the school itself and rules regarding behavior are the same as in the school. School bus safety is a primary concern of the Needham Public Schools, and we reserve the right to take whatever action is necessary to maintain a high level of safety.

The school reserves the right to exclude students from school and/or the bus for misconduct of a serious nature that occurs at the bus stop that may impact the school environment. The right of a student to school bus transportation is a qualified right dependent on good behavior. In a case where a student seriously or continuously misbehaves, parents/guardians will be notified by the principal or designee of the school to which the student is assigned.

The bus pass will be revoked if, in the opinion of the principal, such action is necessary for the general safety and well being of other students. In cases where a student's conduct jeopardizes the safety and well being of other students that student my immediately be excluded from the bus.

# **INVESTIGATION (Interviews & Searches)**

Under Needham School Committee policy, school administrators have the authority, as deemed necessary, to interview students regarding matters that are relevant to the school environment. In addition, school administrators may search students and their personal belongings on school property when the administrator has a reasonable basis for believing that the search will produce evidence that the student has violated a school rule or a state or federal law.

Lockers, desks, and similar areas assigned to students remain the property of the school and are therefore subject to inspection by the school administration at any time.

# POTENTIAL CONSEQUENCES FOR SERIOUS BEHAVIOR

The following behaviors may serve as grounds for suspension or other disciplinary action, including loss of student privileges.

- 1. Use of obscene, abusive or profane language or gestures
- 2. Harassment of another student especially on the basis of race, color, sex, national origin, religion, disability, sexual orientation, or homelessness.
- 3. Bullying, cyber-bullying or other intimidation of another student, regardless of the basis of such conduct
- 4. Behavior which endangers persons or property or disrupts the educational process or school activity
- 5. Fighting or any assault or act of violence committed against another student or school personnel

Students may be expelled under limited circumstances defined by statute (so called "Statutory Offenses) referenced in section titled: STATUTORY OFFENSES: DUE PROCESS AND PROVISIONS OF LAW

# PROCEDURES FOR SUSPENSION

Please refer to page 23 of this handbook for detailed information regarding Needham Public Schools Procedures for Suspension.

# SCHOOL/HOME COMMUNICATION

The communication between the school and home is vital in supporting the overall mission of the High Rock School community.

# **POWERSCHOOL**

PowerSchool is an electronic information system, which tracks student data, attendance and grades. It is our primary student information system and serves to enhance the communication between home and school. The system is online and provides safe and secure access using password protection. Specific information pertaining to password access can be obtained from the Main Office. Teachers ensure that grades are up to date at the mid-term of each trimester so please use this to obtain information about student grades and progress.

## REPORT CARDS

A Report Card will be sent home with your child at the end of trimester one and two, and mailed home at the end of the year for trimester three.

# PARENT/TEACHER APPOINTMENTS

There are no regularly scheduled parent/teacher conferences in 6<sup>th</sup> grade as there were at the elementary level. However, parents/guardians may request a meeting with teachers. Cluster meetings, which may include some/all of your student's major subject teachers, advisory teacher, special educator and guidance counselor, may be arranged by calling your child's guidance counselor.

# PRIVATE SCHOOL RECOMMENDATION PROCEDURE

Please contact the Main Office first if your child will be applying to private school and if you have further questions throughout the process.

- 1. All recommendation forms and transcript requests must be submitted to the Main Office a minimum of <u>one month</u> prior to the application deadline in order for materials to be guaranteed to reach the school before the specified due date. Please do not contact teachers prior to the office processing your request.
- 2. Please download and submit paper copies of all forms/recommendations your child needs completed by his/her teacher(s) and guidance counselor. At this time, we are only able to submit paper, not electronic, copies of school records and recommendations.
- 3. Each teacher recommendation form must be accompanied with a stamped, addressed business envelope for each school. In addition, a 9x12 envelope for each school, addressed and with three first-class stamps affixed, must be supplied to the Main Office to accommodate required transcript documents and recommendations.
- 4. All recommendations will be mailed directly to the school and not given to parents/guardians or students.

# **SCHOOL CALENDAR**

Every attempt is made to include all relevant events and activities on the school's online calendar. This calendar will include events specific to each cluster (i.e. field trips) as well as school-wide events such as music concerts. You can locate our calendar through the Needham Public Schools Website at http://needham.K12.ma.us or through the link included on the High Rock School Website.

# FROM THE PRINCIPAL

The High Rock principal will communicate with parents/guardians electronically using the High Rock listserv (see below). These periodic updates will provide information regarding school activities, parent programs, special events and news from High Rock. This listserv is operated, maintained, and the property of the Needham Public Schools. The Main Office will coordinate all communication through this listserv.

Parents/guardians are responsible for signing up to become a member of the High Rock listserv. In addition, please note that it is the parents/guardians responsibility to manage the accuracy of the email addresses on record. The school holds no responsibility to update or change the email contact information contained within the list. The address where parents/guardians can sign-up to be a member of the High Rock listserv is: http://lists.needham.k12.ma.us/mailman/listinfo/highrock

# **HIGH ROCK SCHOOL WEBSITE**

The High Rock School maintains a comprehensive school Website, which includes a range of information about each department, the Program of Studies, and student services at High Rock. Current news, events and resources will also be included on the Website. Please visit us at: http://highrock.needham.k12.ma.us/home

# HIGH ROCK SCHOOL TECHNOLOGY WEBSITE

Another valuable resource for parents/guardians is the High Rock School Family Tech Resources. This site is designed to give students and parents/guardians information and resources that help you as a family navigate the digital world and maximize your student's learning experience. To access this Website go to: <a href="https://sites.google.com/a/needham.k12.ma.us/hrtechresources/home">https://sites.google.com/a/needham.k12.ma.us/hrtechresources/home</a>

# PARENT COMMUNICATION GUIDELINES FOR EMAIL

You can expect a response or an acknowledgement from a staff member that the email or phone call was received within two school days. This may seem long, but given the full plate of challenges teachers face, this is a manageable guideline. If you don't hear back from a teacher within the two-day timeframe, please try one more time (or use a different medium) before letting frustration set in. Unfortunately, email servers and voicemail do not always work consistently.

The probability that email will be an <u>effective form of communication</u> from a parent/guardian to teacher is high for the following types of communication:

- FYI's (no response needed). Example: "I will be out of town for the coming week. Alex will be staying with our neighbors, Mr. and Mrs. Friendly. Their phone number is ..."
- Short exchanges. Example: "My son has lost his textbook. How do I go about acquiring a new one?"

The probability that emails will not be effective from a parent/guardian to teacher is high when:

- Strong emotion is present. Anger and frustration are often misinterpreted and misunderstood with email.
- When emails move beyond two exchanges ... an exchange being a set of questions followed by a response.

Alternate options: These might be times when a telephone conference or a face-to-face meeting would improve the chances of resolving the matter.

## **HOMEWORK**

In general, students can expect to complete some homework each night (ranging from 1-2 hours). Sometimes you will be expected to work on long-term assignments at home. Students are expected to go on MyHomework each night to see the nightly assignments. Nightly, there may be some homework that requires students to use their iPads; however, the amount of time for this homework should not exceed 1 hour. If students are on their iPads at home for an excessive amount of time for "homework", please let your child's teacher know.

Students should develop a routine for homework with a time and place that helps them do their best and come to school prepared with homework and materials needed for all classes. Students should establish and use a study buddy for absences and make up work in a timely fashion when absent. Parents/guardians should monitor homework completion as needed and communicate regularly with their child about homework. Use PowerSchool to monitor your child's progress and grades. If your child is using the iPad for excessive amounts of time at home, take it away and let their teachers know.

# **INDEPENDENT READING**

Students are required to read at least 180 minutes each week at home. Research has consistently shown that sustained, self-selected reading leads directly to gains in vocabulary and reading achievement. High Rock School recognizes the importance of independent reading to student growth and development in literacy. Reading time will be logged using bookmarks that are maintained in the Flex classrooms. Students should expect that reading bookmarks will be assessed periodically to help develop and sustain long-term reading goals.

Each student at High Rock will have 20-30 minutes, every other day for independent reading at school. This time may count toward the 180 minutes required. Students are expected to come to IR prepared with a book and to use the IR time for reading.

# TEXTBOOKS/LIBRARY BOOKS/CLASSROOM TEXTS

Students are responsible for all books issued to them. Students who have textbooks stolen from their desk or locker should immediately report the loss to their subject teacher and the Main Office. Subject teachers will issue temporary books until such time as the originals have been found. Students should check the Lost and Found and make an exhaustive search before new books are issued. Students will be charged a district fee to replace any books lost or stolen.

# SCHOOL LIFE

# **HONOR ROLL**

High achieving students are recognized each trimester by being named to the Honor Roll. Two categories, High Honors and Honors, help to distinguish levels of success. The criteria:

**Honors** A grade of "B" or higher in all subjects, and an effort grade of 1 or 2. **High Honors** An "A-" or higher in all subjects, and an effort grade of 1 or 2.

Five (5) unexcused tardies during a trimester will make a student ineligible for Honor Roll.

# **PROMOTION TO GRADE 7**

Students in Grade 6 must receive a final passing grade in three major subjects, including English Language Arts, in order to be promoted to Grade 7.

Students who do not meet the above requirements must repeat the necessary course(s) in an accredited summer school program with documentation of a passing grade in order to be promoted to the next grade level. The Principal must approve a student's summer school program in order for the credit to be accepted by High Rock School.

## **TEACHER ASSISTANCE TEAM**

Our Teacher Assistance Team (TAT) is a faculty group who come together on a regular basis to support their colleagues in the enormous responsibility of meeting the diverse needs of the High Rock students. This forum provides an opportunity to share expertise and make decisions about how best to meet the needs of individual learners.

# **MEDIA CENTER**

Students are encouraged to use the library before advisory begins, and may come after school during extra help time, from 2:10 to 2:40 p.m. Students may also get permission from their teachers to visit the library during class time. A book borrowed from the Media Center and not returned on the date due becomes a financial obligation for the student to whom it was issued.

## LIBRARY DATABASES

The library databases are an essential resource for High Rock students. To access them at school or home, start at High Rock's Library Website: http://highrocklibrary.weebly.com. Passwords for the databases are available from the Website to everyone with a Needham Public Schools Google account.

## **FIELD TRIPS**

Attendance on a school-sponsored trip that is not a part of required class activities is not a student's right but rather a privilege. A student will not be able to attend such a trip if, in the determination of the Principal or Assistant Principal the student's pattern of behavior is deemed inappropriate or potentially disruptive to the planned trip. Please note that field trip money may not be refundable. Financial assistance is available to families.

## **GUIDANCE**

The Guidance Department at High Rock School will be working closely with all the 6<sup>th</sup> grade students during the transition to High Rock School. They will provide classroom, small group and individual opportunities for discussion about concerns, celebrations and topics of interest to our grade 6 students. Students may request a meeting with the Guidance Counselor at any time and parents/guardians are always encouraged to make an appointment to discuss their child's overall school performance or specific concerns that may arise.

# **SPECIAL EDUCATION SERVICES**

Special Education services provide specialized instruction to students who have been identified through testing, as having a disability that prevents them from making effective progress in their classroom. Parents/guardians play a key role in this process by offering their insight and information that helps the team to understand their children. If determined to be eligible for special education services, a team meeting, including parents/guardians and teachers, develops an Individualized Education Program (IEP) for the student. This program is designed to support the student's access to the general education curriculum. Special Education evaluation and services can only be provided with a parent's/guardian's permission. If you would like more information or believe your child may have a disability, please contact your child's guidance counselor or your school's principal.

# HIGH ROCK AFTER SCHOOL CLUBS

There are a number of after school clubs offered to High Rock students free of charge. Clubs meet on a regular basis. These clubs are open to all students. All programs are under the direction and supervision of faculty advisors. Calendars for these days are determined and posted on our Website at the start of the school year.

<u>Student Leadership Team</u> - The members of the SLT plan activities to enrich school life. This leadership program is open to all students throughout the school year.

<u>Yearbook Committee</u> - The members of the Yearbook Committee help design and develop the yearbook. The team consists of photographers, editors and designers.

<u>Math Team</u> - The Math Team works on problem solving, math skills and the opportunity to compete with other middle schools in two national competitions (Math Olympiad & Continental Math League). <u>Environmental Club</u> - In <u>Environmental Club</u>, students learn about recycling and other environmental issues. They also develop and execute plans to spread awareness about ways to help the environment.

## NCE MIDDLE SCHOOL PROGRAM

A fee-based after-school enrichment program called NCE Middle School Programs is available to all students. The goal of the program is to engage 6th graders in fun and enriching activities, introduce them to new skills, and help students and teachers make connections outside the classroom setting. The after-school activities are generally scheduled for one afternoon per week for approximately 10 weeks. There is a fall and a spring session. A late bus is available for the two 10-week sessions. For more information on NCE Middle School Program go to the Needham Public Schools Website and click on Community Ed <a href="https://www.needham.k12.ma.us">www.needham.k12.ma.us</a> or call Community Education at (781) 455-0400, ext. 11222.

### SCHOOL COUNCIL

The School Council is a representative, school building-based committee comprising of the principal, parents/guardians, teachers and community members. Each school in Massachusetts is mandated by state law to have a School Council. School Councils assist principals by reviewing the school budget and developing the School Improvement Plan. Requests for parent/guardian members will occur at the start of every school year. Parents/guardians may contact the principal directly to share their interest.

# HIGH ROCK-POLLARD PARENT TEACHER COUNCIL (PTC)

Although High Rock will be an independent 6th grade school, structures are intentionally created to link Pollard Middle School (7th/8th grades) with High Rock School (6th grade) into a 2-campus middle school program. One of these structures is a single High Rock-Pollard Parent Teacher Council (PTC) for both schools. The PTC actively supports the middle school community with volunteers, fundraising and communications. The PTC sponsors several fundraising activities each year to support enrichment and creative arts activities, and to provide grants to teachers and staff.

# SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SEPAC)

The SEPAC receives its statutory authority from the Chapter 71B, Section 3 of the Massachusetts General Laws. This authority is also codified in the Code of Massachusetts Regulations (CMR), 603 CMR 28.07(4). The SEPAC's business duties include, but are not limited to:

- advising the district on matters that pertain to the education and safety of students with disabilities;
- · meeting regularly with school officials; and
- participating in the planning, development, and evaluation of the school district's special education programs. The mission of the SEPAC is to work for understanding of, respect for, and support of all children with special needs in the community.

# NUTRITION SERVICES INFORMATION

The High Rock cafeteria is open every school day (except early release days), serving many choices of nutritious hot and cold lunches. The Nutrition Services department is dedicated to being a leader in quality nutritious school meals and has won two Healthier US School Challenge awards. The department is directed by a Registered Dietitian, and supported by a second Registered Dietitian as Nutrition Outreach Coordinator. The Cafeteria Staff are dedicated, talented, and kind people who are there because they love to care for children by preparing and serving excellent food in their "nutrition classroom", and encouraging the students to make good food choices to enhance their well being.

Much thought and planning is put into providing a variety of entrée and other lunch menu components, which are delicious, kid-friendly, and nutritious. The menu of the day changes, but every day there are other lunch options available, including Chicken Caesar Salad, various sandwiches, hamburgers,

chicken patties, bagel & yogurt or cheese. Plentiful supplies of many choices of delicious fresh fruits, cut veggie sticks and salads are always available as part of the school lunch.

The menu and nutritional information, as well as allergy and ingredient information, are available on the Nutrition Service Department page of the Needham School District website. www.needham.k12.ma.us.

Meal priceswill finalize in late AprilReduced price:Lunch:(TBD)\$.00 (fee waived for 2019-20)

# High Rock Items for sale:

LUNCH

Includes 5 components, per USDA: Meat (or Meat Alternate), grain, fruit, vegetable & milk. The student must take at least 3 components and must take a fruit or vegetable for it to be considered a 'meal'.

A la Carte See below

# Free or Reduced Priced Lunches:

Families may apply for free or reduced lunches by completing a current school year meal application. A new application must be filled out at the beginning of each school year, or at any time throughout year if the financial situation in the home changes. Meal applications are sent home at the beginning of every school year and are available on our website, in the school office, or the Nutrition Service office at the Administration Building. An on-line application is also available at lunchapp.com.

# What do you get with a "LUNCH"? & What is NOT included

Students who qualify for free or reduced price meals are able to get lunch for free or reduced price per day.

Included in a LUNCH (free, reduced, or full price) is:

- One Entree (any choice, including Salad Bar and Gourmet entrees
  - o "Entrée" is the protein item and grain item (usually together, i.e.: Hamburger on bun)
- Fruits & Vegetables. We don't limit (within reason) and we encourage students to take LOTS
- Milk, 8 oz. 1%, Fat-free, Fat-free Chocolate or Strawberry, Lactaid (for documented lactose intolerant students)
- Dessert if it is written on the menu for the day (usually 1-2 x/week)

Other <u>A la Carte items</u> are available at High Rock FOR \$ALE, which are NOT included in the LUNCH price. These items that are not included are as follows:

- o 2<sup>nd</sup> Entrée \$2
- A few "A-list" (healthy) Snack choices (baked chips, etc.) \$.50 \$1
- o 8 oz. water \$.50
- o 4 oz. yogurt \$.50

Students who qualify for free or reduced lunch can purchase a la carte items with cash, or money can be deposited into their lunch account for purchases of those items.

Students are not allowed to "go negative" in their lunch account for snacks. (only for LUNCH). Please talk with your child if you want to limit what they buy.

# How the automated cafeteria payment system works:

- Every student has their own personal lunch account and PIN number (automatically assigned when enrolled whether or not they ever use it).
- Parents/Guardians deposit money into the student's account by check via the school cafeteria, on-line (credit card or electronic check), or cash (see **How to prepay** information below).
- Sales are automatically deducted from the student's account. Details of account use are tracked in the system and parents/guardians can access this information (see #10 below).
- Pre-payment into the account is strongly encouraged as it is much faster, however paying with cash is an option.
- Students who qualify for free or reduced price lunches are processed at the cash register like all other students, avoiding any potentially uncomfortable situation for the student. A la Carte items (above) are not free nor available at reduced price. Only the meal.

 All students access their accounts at the cash register by entering their 4-digit PIN number on the PIN pad located at the register. Each child's unique PIN number is confidential and should not be shared. The PIN number stays the same from year to year until High School, when the number is changed to a 5-digit number. You will be notified of this number in the Welcome Back to School letter from Nutrition Services. If a student does not remember it, the cashier can access their account through the computer register by their name.

When the lunch account gets low:

- Students are notified at the cash register.
- An automated 'Low Balance Email' is sent on Monday evenings to the parent/guardian of students whose lunch account is at \$25 or below.
- A second 'Low Balance Email' is sent on Thursday evenings if balance is \$15 or below.
   Negative Lunch Accounts
- When an account goes below zero, only a complete lunch can be purchased no a la Carte items.
- The automated "Low Balance Email" that is sent on Monday and Thursday evenings (see above) serve as a further request to deposit money into the lunch account.
- If we have no email address in our lunch account system, a negative balance letter is printed out and mailed to the home, requesting deposit into the lunch account.

# Credit limit /Negative Balance follow-up

- If a student's lunch account reaches negative \$10.00 and there has been no response to email requests for deposit, the Cafeteria Manager will call the home to notify the parent/guardian about the negative account and to resolve the negative balance.
- If the account remains negative and reaches -\$20.00, then the delinquent account is referred to the Nutrition Services Director's office and additional attempts are made to reach parent/guardian via cellphone and/or work phone numbers.
- If the account remains negative and continues to increase in debt, the matter is referred to the school Principal for follow up with the parent/guardian.
- Beyond that, delinquent lunch accounts will be referred to a debt collection agency.

# Tracking lunch accounts

• Parents/guardians can look at student lunch account activity. Instructions for doing this are on NPS Nutrition Service website: "MyLunchAccount instructions". You will need the students PowerSchool student ID number for this (get from school secretary).

Please make sure the school secretary has your correct email address in PowerSchool, as our lunch software system uploads the information from PowerSchool.

# **How to Prepay:**

- Deposit funds via on-line via PayForlt.net. (<a href="https://www.payforit.net/Login.aspx">https://www.payforit.net/Login.aspx</a> The link is on the NPS website home page, as well as on the Nutrition Services page under Lunch Payment System. You will need to know the student's <a href="5-digit Online Payment">5-digit Online Payment</a> ID number specifically assigned for this on-line payment service, through DBS. You can get that number and instructions for setting up the account in PowerSchool or from your school secretary.
- 2. Bring/send a check (payable to "Needham School Nutrition Services") to your school, in an envelope marked "Cafeteria". Deposits are made at the school cafeteria register. Please record on the memo line of the check: Student's full name, and 4 digit PIN number.

## Food Allergies:

Nutrition Services is informed by the school nurse as to any food allergies students have. It is entered into the computerized point of sale system so that an alert comes up to the cashier about what the student is allergic to. The cashier must acknowledge that alert, and checks the tray to assure there are no foods on the tray that the student is allergic to. We accommodate documented food allergies, including gluten-free diets. See website for more detail.

<u>Website:</u> needham.k12.ma.us Departments: Nutrition Services
There is lots of information on the Nutrition Services website. Check it out!

#### **Call Nutrition Services:**

Barbara Buckley, Cafeteria Manager @ High Rock. 781-455-0455 x44001

Feel free to call the Nutrition Services Office with any questions or comments: 781-455-0400:

X11219 for Mirella Santucci, Nutrition Services Bookkeeper

X11216 for Ruth Griffin, Nutrition Services Director

X11237 for Jen Tuttelman, Nutrition Outreach Coordinator

X11285 for Barb Pitney, Nutrition Services Secretary

# **HEALTH SERVICE POLICIES**

The Needham Public Schools, in accordance with the regulations of the Massachusetts Department of Public Health, requires the following health information before a student enters school.

# **HEALTH HISTORY**

The Health History Form, which provides important health and developmental history about your child, must be completed by the parent/guardian and submitted to the school nurse prior to school entry for all students.

# **REQUIRED IMMUNIZATIONS**

Massachusetts Department of Public Health Regulation 105 CMR 220 requires students to be immunized before admission to school. An immunization certificate/record that includes the month, day, and year the immunizations were administered needs to be submitted to, and reviewed by, the school nurse before the student begins school. State regulations also require each child to meet t grade entry immunization requirements.

## **EXEMPTION**

Only documentation of medical and religious exemptions from immunization requirements is acceptable by the law in Massachusetts. If there are medical reasons why your child has not been immunized, a dated statement signed by a physician stating that a vaccine(s) are medically contraindicated for a student must be provided to the school nurse annually. If your child has a religious exemption, the parent/guardian must provide a letter stating that the vaccine(s) are against the sincerely held religious beliefs; this letter must be provided to the school nurse annually a the start of school year.

# PHYSICAL EXAMINATION

The Massachusetts Department of Public Health Regulation 105 CMR 200 requires a physical examination for all new students that was completed within 12 months prior to the entrance to school, or within 30 days after school entry, and at intervals of three or four years after school entrance. Per these regulations, documentation of a current physical examination is required for students entering into preschool, kindergarten, and grades 4, 7, and 10. If a student is participating in competitive athletics, an annual physical exam is required.

A student transferring from another school system shall be examined as an entering student. Health records transferred from the student's previous school may be used to determine compliance with this requirement.

# LEAD POISONING SCREENING AND VISION SCREENING (Kindergarten entry requirement)

Each child must present documentation of lead poisoning screening, tested at ages 2-5 years, upon entry to kindergarten. Vision screening must be completed by the student's primary care provider upon entry to kindergarten (within the previous 12 months), or within 30 days of the start of the school year; certification that kindergarteners have passed acuity and stereopsis screenings is required.

# **TUBERCULOSIS (TB) TESTING**

Documentation of either:

- Screening for student's low risk of tuberculosis exposure
- Testing for tuberculosis of students at high risk of exposure to tuberculosis.

THE CONFIDENTIAL NURSE EMERGENCY CARD must be completed annually by the parent/guardian and returned to the school nurse with updated information and authorization including: emergency contact information, student medical history, consent for student to receive emergency medical treatment, communication of pertinent medical information, and administration of select over the counter medication by the school nurse, per the NPS Medical Protocols.

# **MEDICATION POLICY**

The Needham Public Schools Medication Policy complies with state and federal laws and Massachusetts Department of Public Health Regulation 105 CMR 210. The following statements highlight the main points of the policy:

- The Health Services policy encourages that medication be administered before and after school hours, if possible.
- All medication, prescription or over-the-counter, requires an order from a health care
  provider who is a licensed prescriber as well as a completed parental permission form.
   Medication will not be administered until all required documents are completed
  and received by the School Nurse. These required forms are available in the health
  offices or may be downloaded from the Needham Public Schools Department of
  Health Services website.
- After consultation with the school nurse and the development of a medication administration plan, students who fall into the following exceptions may self-administer medication:
  - students with asthma or other respiratory diseases may possess and administer prescription inhalers
  - students with life-threatening allergies may possess and administer epinephrine via an auto-injector
  - students with cystic fibrosis may possess and administer prescription enzyme supplements
  - students with diabetes may possess and administer a glucose monitoring test and insulin delivery system
- Medications must be delivered to the School Nurse in a correctly labeled pharmacy or manufacturer's medication container by the parent/guardian or responsible adult. (Medications are not accepted in containers such as plastic bags.) Students are not permitted to bring medication to school.
- All medication orders expire at the end of each school year. New medication orders are required at the start of the school year.
- All medications must be picked up by a parent/guardian before the close of the school year. Any medications that are not picked up by the close of school will be destroyed.

# **CHILDREN WITH SPECIAL HEALTH CARE NEEDS**

If your child has asthma, allergies, diabetes, seizures, attention deficit disorder, or any other medical or mental health condition requiring special health services in the school and/or is assisted with medical technology, it is vital that the parent/guardian meet with the school nurse and develop an Individual Health Care Plan (IHCP) prior to school entry.

# **CONCUSSIONS**

Concussion or Traumatic Head Injury can occur whenever there is a blow or jolt to the head that causes complicated chemical changes in the brain that take several days to resolve. Many concussions occur during organized (especially contact) sports, but are also common as a result of skiing, snowboarding, skateboarding, gymnastics or ballet falls, etc. Many concussions can go undetected initially because there has been NO loss of consciousness and the person is able to resume activity following the initial blow to the head or whiplash. Concussions may be life altering or life threatening if not treated correctly or aggressively. The Needham Public Schools (NPS) seeks to prevent concussions and provide a safe return to activity for all students after injury, particularly after a head injury. Although every concussed student is different, the care and management of all students who have sustained concussions requires education, supervision, and close collaboration between students, parents/quardians, school nurses, coaches, athletic trainers, athletic director, administrators, guidance counselors, school physician, teachers, neuropsychologists, and the students' primary care providers and medical specialists. In accordance with the Needham Public Schools (NPS) Policy on Head Injuries and Concussions in Extracurricular Athletic Activities 2012, protocols and procedures that are implemented are compliant with Massachusetts General Law c. 111, §222, An Act Relative to Safety Regulations for School Athletic programs, the Massachusetts Department of Public Health regulations 105 CMR 201.000, Head Injuries and Concussions in Extracurricular Athletic Activities, and the Massachusetts Department of Public Health regulations 105 CMR 200.000, Physical Examination of School Children.

# The NPS Protocol Post Student Head Injury and Concussions - Re-entry to Academics and Return to Physical Activity and Athletics:

- Student sustains head injury during school, extracurricular athletics or activities, or other setting
- Student is removed from "play" from sports, physical education, or other physical activity until
  medically evaluated
- Student is assessed by school nurse during school day and certified athletic trainer during NHS sports, as available
- Coach, certified athletic trainer, or school nurse completes head injury report
- Parent/Guardian is notified and student is dismissed from school or athletic activity and referred for medical evaluation
- Medical provider evaluates student and documents diagnosis of traumatic brain injury or concussion
- Parent/guardian provides school nurse with documentation of head injury from medical provider and plan of care including orders for brain and physical rest
- School nurse notifies guidance department and teachers/coaching staff of injury and initiates a
  re-entry meeting with teachers, guidance, special education liaison, parent/guardian, and
  student (as applicable)
- A graduated academic re-entry plan and accommodations are implemented per protocol unless severity of head injury or prolonged recovery necessitate development of a 504 plan or amendment to IEP
- Nurse will review symptoms with student <u>each day</u> to assess recovery, update return to academics check list, and advise guidance and teachers of student's readiness to progress with return to academics plan
- Teachers, students, parents/guardians will maintain an open dialogue regarding work expectations and progress
- Medical provider provides updated documentation about student's medical recovery and clearance for progression to full academic program including physical activity and physical education
- School Nurse notifies guidance and teachers of progression to full academic program without accommodations due to head injury
- School Nurse notifies certified athletic trainer to initiate graduated return to athletics per protocol
- Certified athletic trainer consults with medical provider for authorization to clear student to return to full athletics.

# SYMPTOMS TO LOOK FOR FOLLOWING A BLOW TO THE HEAD:

Some of these symptoms will appear immediately after the blow. Some may quickly disappear while other symptoms can increase or develop hours or even days after the injury.

# What to do if your son/daughter has had a concussion:

- Seek medical consultation. If there has been loss of consciousness (even briefly) person should be taken immediately to the hospital or MD office for evaluation. For concussions not involving loss of consciousness, report symptoms to primary care provider (PCP) right away for advice about how to proceed.
- 2. **Brain and Physical Rest** is the main treatment for a concussion. Doing as little as possible will allow symptoms to begin clearing and a graduated return to school and sports will be planned.
- 3. <a href="Proper evaluation">Proper evaluation</a>. Make sure to get written clearance from PCP or specialist who understands current concussion management protocols before resuming activities. Progression is very individualized and is determined on a case-by-case basis. Factors affecting progression include: duration and type of symptoms, previous history of concussion, and type of sport/activity participation.
- 4. <u>Inform your child's school nurse</u> if he/she has experienced a concussion and to discuss the procedures and plans for your child's return to academics, physical activity, and athletics.

# LIFE-THREATENING FOOD ALLERGY

The Needham Public Schools (NPS) recognizes the increasing prevalence of student food allergies and the life-threatening nature of allergies for many students. The implementation of the Policy for Life-Threatening Food Allergy aims to minimize the risk of exposure to allergens that pose a threat to students, to assist students with assuming more individual responsibility for their

health and safety, as they grow older, and to ensure full participation in their educational programs and school sponsored activities. The management of students with food allergies requires the awareness, support, and response of the entire school community.

\* If your child has a life-threatening allergy, please make sure he/she has access to emergency medication (Epinephrine) at all times and be sure that the school nurse has the necessary medical information about your child's emergency allergy action plan.

# Key points of the policy for Life-threatening Food Allergy include the following:

- NPS recognizes the increasing prevalence of student food allergies and the life-threatening nature of allergies for many students.
- An individualized health care plan including accommodations for prevention, management and emergency response is developed for each student with a medically diagnosed life-threatening food allergy.
- The school programs are not declared as "allergen free" and foods with known allergens (peanuts, tree nuts, milk, eggs, shell fish, fin fish, soy, wheat) are not banned.
- Communication, planning, and education with faculty/staff, parents/guardians, and students will aim to minimize the risk of exposure to allergens that pose a threat to students.
- Non-curriculum related classroom-based celebrations and parties are food free.
- Use of <u>food as a reward or incentive</u> during the school day is prohibited unless approved as part of an Individualized Education Program (IEP).
- Inclusion of food for curriculum instruction and related activities or special school events, requires strict adherence to the management protocol
- <u>Sales of competitive foods and beverages</u> (including bake sales/fundraisers) will not be permitted district wide during the school day and beyond school hours at the preschool-elementary level. Beyond the school day sales of competitive foods are permitted in grades six-twelve.
- NPS Staff employed by the NPS, to supervise and/or coach students participating as members of school-sponsored athletic teams, clubs, and other extracurricular activities beyond the school day, are responsible for implementing the applicable portions of the Food Allergy Policy and related protocols and procedures for the management of students with LTA
- NPS staff are not responsible for implementing the Food Allergy Policy and related protocols and procedures during (1) school sponsored events beyond the school day that are open to the public (e.g. school athletic contests, plays, or ceremonies) or (2) programs or events on NPS property that are sponsored by various parent/guardian, community, and private groups.

# RESPONSIBLE USE OF DIGITAL RESOURCES

Students and his/her parent/guardian are required to sign and submit an acknowledgement that they together have reviewed the Responsible Use of Digital Resources Policy and agree that the student will comply with its terms.

# Student email

Needham Public Schools may provide students with an email account. Email can be a powerful communication tool for students to increase communication and collaboration. Email is intended to be used for school and educational purposes only. Teachers may send email to middle and high school students to communicate reminders, course content, pose questions related to class work, or for other reasons. Students may send email to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

# **Student Roles and Responsibilities**

Our network systems provide access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, and backend systems, or disruption of this or other resources used by NPS are prohibited.

- Resources must be used in a manner consistent with the mission of NPS.
- Network and account security is the responsibility of all members of the NPS community. Any security risks should be reported to a teacher or network administrator.

- Students will not use the Internet or any technology resource to perform any act that can be construed as illegal or unethical.
- Students will immediately report any suspicious or unusual activity to the supervising teacher or other appropriate staff member.
- Computers not owned and managed by NPS may not be connected to the NPS network without specific permission.
- Devices, including student owned devices, that disrupt the educational process or operation of the NPS are prohibited and will be removed. Such devices may be held and searched.
- Students will not deliberately damage any of the District's systems or cause the loss of other users' work
- Students will not override or encourage others to override any firewalls, desktop management or security measures established on the network.

# Respect and protect the intellectual property of others

- Users must respect others' privacy and intellectual property. Any traffic from this network that traverses another network is also subject to that networks' acceptable use policy (AUP).
- Students are responsible for citing sources and giving credit to authors during the research process. All communication and information accessible via the network should be assumed to be private property.
- Users have a right to be informed about personal information that is being, or has been, collected about them, and to review this information.

# Safety and privacy of self and others

All users are expected to adhere to principles of safety and privacy.

- Students will not share passwords
- · Students will login to their own accounts, not accounts belonging to someone else
- Students will not view, use, or copy passwords, data, or access networks to which they are not authorized
- Students will not capture, record, or distribute audio, video, or pictures of any school activity without permission from the staff and students involved.
- Students will not distribute private information (e.g. address, phone number, etc.) about themselves or others without permission, and only as necessary and specifically related to the educational process.
- Students will not pretend to be someone else online.
- Students will not agree to meet with someone they have met online without the approval or participation of a parent/guardian or teacher

# Respect and practice the principles of community

Students are expected to be courteous and to use appropriate language and will communicate only in ways that are kind and respectful.

- Students will report threatening or discomforting materials to a teacher or trusted adult
- Students will not access, transmit, copy, or create material that violates the school's code of conduct (such as messages that violate the prohibitions against bullying and harassment, including sexual harassment).
- Students will not access, transmit, copy, or create material that is illegal (such as obscenity, pornography, stolen materials, or illegal copies of copyrighted works).
- Students will not use NPS resources to further other acts that are criminal or violate the school's code of conduct.
- Students will not send spam, chain letters, or other mass unsolicited mailings
- Students will not buy, sell, advertise, or otherwise conduct business unless approved as a school project.

Violation of any portion of the Student Responsible Use of Digital Resources policy may result in not only revocation of the privilege of using IT, but also in disciplinary action, up to and including suspension from school. In addition, legal action may be taken for conduct that is unlawful.

## **Notification of Student Access to Digital Tools**

In addition to Google Apps for Education and MyHomework, there will be a number of digital resources that teachers may use as educational tools. This is our notice to you that your child may have access to digital tools such as apps and websites. These tools will be vetted regarding educational value, age appropriate content, and student data privacy. Such tools will typically be accessed through your student's Needham Google Account, using their Google ID and Password. Examples of such tools are the following:

#### Khan Academy

Khan Academy is a free online resource that allows students to learn anytime, anywhere, with material that is uniquely appropriate for them. Students can explore new topics and practice their skills by using interactive practice and tutorials. Teachers will use this app when they feel appropriate; not all teachers will use this app. When used in class teachers will assist with login.

Website: www.khanacademy.org

Terms of Service: www.khanacademy.org/about/tos

Privacy Policy: www.khanacademy.org/about/privacy-policy

#### Quizlet

Quizlet is a free website providing learning tools for students, including flashcards, study, and game modes. Quizlets can be made by teachers and shared or made by students as a study tool. Teachers will use this app when as appropriate, though not all teachers will use it. When used in class teachers will assist with login.

Website: https://quizlet.com/

Terms of Service: <a href="https://quizlet.com/tos">https://quizlet.com/tos</a>
Privacy Policy: <a href="https://quizlet.com/privacy">https://quizlet.com/privacy</a>

#### Newsela

Newsela is a resource that provides teachers, parents/guardians, and students with over 1,000 current event articles scaled at five different reading comprehension levels. Newsela uses leveled articles and real-time assessments to build comprehension. Articles are aligned to curriculum standards and often include lesson plan components such as writing prompts and quizzes.

Website: https://newsela.com/

Terms of Service: <a href="https://newsela.com/pages/terms-of-use/">https://newsela.com/pages/terms-of-use/</a>
Privacy Policy: <a href="https://newsela.com/pages/privacy-policy/">https://newsela.com/pages/privacy-policy/</a>

Please see School Committee Policy IJNDB-2 for full statement on the district's policy regarding Student Responsible Use of Digital Resources

## PROCEDURES FOR SUSPENSION & EXPULSION

#### **GENERAL INFORMATION REGARDING SUSPENSION**

Any student who is suspended from school will be given the opportunity to make up schoolwork as needed to make academic progress. If the student is excluded from school for more than ten (10) consecutive days the student will have an opportunity to receive education services in order to make academic progress through the school-wide education service plan.

Except in the case of Statutory Offenses described later in this handbook, students may not be suspended more than 90 days in a school year and school staff will avoid suspensions of more than 10 days until alternatives such as positive behavioral interventions and supports have been tried as appropriate.

If student in preschool or in grades K through 3 is to be suspended, the principal will provide written notice to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

# DUE PROCESS: PROCEDURES FOR SUSPENSION FOR CONDUCT OTHER THAN STATUTORY OFFENSES (M.G.L. c. 71, § 37H3/4)

## A. In-School Suspension For Less Than 10 Cumulative Days During A School Year

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

- 1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
- 2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent/guardian orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent/guardian after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.
- 3. The administrator will send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent/guardian after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.
- 4. The administrator will send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or by other method of delivery agreed to by the administrator and the parent/guardian.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension found at page 25.

# B. Procedures For Short-Term, Out-Of-School Suspensions (10 Cumulative Days Or Less In A School Year)

Except in the case of an Emergency Removal as provided on page 26 prior to imposing a short-term out-of-school suspension (10 days or less in a school year) an administrator will provide the student and his/her parent/guardian oral and written notice and an opportunity to participate in an informal hearing.

- 1. <u>Notice</u>: The written notice to the student and the parent/guardian will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:
  - a) the disciplinary offense;
  - b) the basis for the charge;
  - c) the potential consequences, including the potential length of the student's suspension;
  - d) the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
  - e) the date, time, and location of the hearing;
  - the right of the student and the student's parent/guardian to interpreter services at the hearing if needed to participate;

Written notice to the parent/guardian may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and parent.

- 2. Efforts to Involve Parent/Guardian: The administrator will make reasonable efforts to include the parent/guardian in the hearing. To conduct a hearing without the parent/guardian present, the administrator must be able to document reasonable efforts to include the parent/guardian. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency notification.
- 3. Format of Hearing: The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
- 4. <u>Decision</u>: The administrator will provide written notice to the student and parent/guardian of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

## C. Procedures For Long -Term Suspension

Except in the case of an Emergency Removal (see Section D) prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

- 1. <u>Notice</u>: The notice will include all of the components for a short-terms suspension in Section C above, plus the following:
  - a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not:
  - b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense;
  - c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
  - d) the right to cross-examine witnesses presented by the school district:
  - e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent/guardian upon request; and
  - f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.
- 2. <u>Format of Hearing</u>: The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
- 3. <u>Decision</u>: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and the parent/guardian. If the administrator decides to suspend the student on a long-term basis, the written determination will:
  - Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
  - 2. Set out the key facts and conclusions reached;
  - 3. Identify the length and effective date of the suspension, as well as a date of return to school:

- 4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days):
- 5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
  - a) the process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
  - b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will last more than 90 school days in a school year nor extend beyond the end of the school year in which such suspension is imposed.

## D. Exception For Emergency Removal

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent/guardian as provided in Section C or D above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and
  the parent/guardian an opportunity to attend the hearing, before the expiration of the two
  (2) school days, unless an extension of time for hearing is otherwise agreed to by the
  administrator, student, and parent/guardian.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

## E. Appeal To The Superintendent

If a decision by an administrator, following the parent/guardian meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent/guardian must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause. The following apply:

• The superintendent will make a good faith effort to include the parent/guardian in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the

- parent/guardian and superintendent to participate. The superintendent will send written notice to the parent/guardian of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section D above.
- The superintendent will issue a written decision within five (5) calendar days of the
  hearing which meets the requirements for a long-term suspension as described in Section
  D above. If the superintendent determines that the student committed the disciplinary
  offense, the superintendent may impose the same or a lesser consequence than the
  administrator, but will not impose a suspension greater than that imposed by the
  administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

## Conduct Which May Lead To Expulsion (Statutory Offenses)

Students are subject to suspension/expulsion by the Principal for the conduct listed below, subject to the procedures set forth in M.G.L. Ch. 71, § 37H (see below).

- Possession of a dangerous weapon\*
- Possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse)
- Assault on teachers, administrative staff or other educational personnel

\*This includes not only knives and guns, explosive devices and realistic replicas of such weapons/devices, but also other objects used to assault another person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, matches or a lighter. While such objects would not always constitute "dangerous weapons", administrators and educational professionals will review the circumstances of each case and make a reasonable determination about whether a particular object in a student's possession constitutes a dangerous weapon in the school setting. Any illegal weapon will be turned over to the Police Department. Any student who brings a firearm to school must be expelled for a minimum of one school year, with exceptions granted only by the superintendent. (The definition of a firearm includes but is not limited to guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices.

Students are also subject to long term suspension/expulsion by the Principal when charged/convicted of a felony based upon the standards and procedures set forth in M.G.L. c.71, §37H1/2 (see below).

#### STATUTORY OFFENSES: DUE PROCESS AND PROVISIONS OF LAW:

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

- 1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.
- 2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent/guardian of the impending suspension; this

shall include attempts to contact the parents/guardians at home and at work.

Parents/guardians may contact the school for additional information regarding the suspension.

- 3. A letter will be mailed to the parent/guardian of the suspended student stating:
  - a. The reason for the suspension
  - b. A statement of the effective date and duration of the suspension
  - A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his/her parents/guardians to review the charge and the applicable standards if the Principal deems appropriate.

# STATUTE: CONTROLLED SUBSTANCES, DANGEROUS WEAPONS & ASSAULTS ON EDUCATIONAL PERSONNEL (MASS. GEN. LAWS, CHAPTER 71 SECTION 37H)

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but limited to, a gun or a knife; or a controlled substance as defined in Chapter 94 C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph a or b shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, a Principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph a or b.
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have 10 days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under Section 21 of Chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under Section 21 of Chapter 76.

# STATUTE: FELONY COMPLAINTS & FELONY CONVICTIONS (MASS GEN. LAWS, CHAPTER 71 SECTION 37H1/2)

Notwithstanding the provisions of Section 84 and Sections 16 and 17 on Chapter 76;

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said Principal if said Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his/her request for an appeal no later than 5 calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parents/guardians

within 3 calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal of a school in which the student is enrolled may expel said student if such Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the superintendent, in writing, of his/her request for an appeal no later than 5

shall notify the superintendent, in writing, of his/her request for an appeal no later than 5 calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parents/guardians within 3 calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under Section 21 of Chapter 76. If the student moves to another district during the period the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under Section 21 of Chapter 76.

#### DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The Individuals with Disabilities Education Act at 20 U.S.C., §1400, et. seq. and related regulations and 34 C.F.R., §300 et. seq., ("IDEA") provide eligible students ("students") with certain procedural rights and protections in the context of student discipline, as set forth below. These rights are in addition to the due process rights applicable to all students as described above.

Short term removals. Students who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days to the extent that such a removal would be applied to students without disabilities, without a prior determination of whether the conduct is a manifestation of the student's disability. Students may be removed for additional periods of up to ten (10) consecutive school days in the same school year for separate incidents of misconduct without a manifestation determination, so long as the removal does not constitutes a "change of placement" as described below. However, during such additional removals the district must provide the student with services to the extent necessary for progress in the general curriculum and the student's IEP goals, as determined by the Principal in consultation with at least one teacher. In addition, if appropriate, the district must conduct a functional behavioral assessment and develop or revise an existing behavioral plan for the student.

Change of Placement. A suspension of longer than 10 consecutive days or a series of shorter term suspensions that constitute a pattern are considered to represent a "change in placement." Prior to a suspension that constitutes a change in placement, the student's Team, including the student's parents/guardians, must convene to determine whether the behavior is a manifestation of the student's disability. In making this determination, the Team must review all relevant information in the student's file, including the IEP, teacher observations, and any relevant information provided by the parents/guardians, to determine if the conduct was caused by, or had a direct and substantial relationship to the student's disability, or was the direct result of any failure by the school to implement the IEP.

Results of the Manifestation Determination. If the Team determines that the behavior is not a manifestation of the disability, then the school may suspend or expel the student consistent with the policies applied to students without disabilities, except that the district must still provide an appropriate educational program to the student, as determined by the Team, which program may be in a different setting. If the Team determines that the behavior is a manifestation of a disability, the Team must conduct a functional behavioral assessment and develop a behavioral intervention plan or where a behavioral intervention plan was previously developed, must review the plan and, if necessary, modify it to address the behavior. Except in circumstances involving drugs, weapons, or serious bodily injury as described below, the student will be returned to the placement from which the student was removed unless the placement is changed by agreement or through the Team process.

Exception for Drugs, Weapons and Serious Injury. Regardless of the Team's decisions regarding the manifestation determination, school personnel may order a change in the placement of a student to an interim alternative educational setting, such setting to be determined by the Team, for not more than forty-five (45) school days if the student (1) carries a weapon to school or to a school function; (2) knowingly possesses, uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or has inflicted serious bodily injury upon another person at school, on school premises, or at a school function. Additionally, a Massachusetts Department of Education Hearing Officer, under certain circumstances, may order a change in the placement of a student with a disability to an interim alternative education setting for up to forty-five (45) days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the child or others.

When a parent(s)/guardian(s) disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Additional information regarding the procedural protections for special education students eligible for services under laws providing for services for students with disabilities can be obtained from the Director of Student Support Services, who can be reached at 781-455-0400 x 213.

#### Discipline of Students Whose Eligibility for Special Education is Suspected

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is "deemed to have knowledge" that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is "deemed to have knowledge" if: (1) the child's parent/guardian had expressed concern in writing to district supervisory or administrative personnel or the child's teacher that the child needs special education and related services; (2) the child's parent/guardian had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel. However, a school district is not "deemed to have knowledge" if the district evaluated the student and determined that the child was not eligible for special education services or the child's parent/guardian refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

## Discipline of Students with Disabilities Under Section 504 of the Rehabilitation Act

Section 504 of the Rehabilitation Act of 1973 ("Section 504") provides students with disabilities certain procedural rights and protections in the context of student discipline. Prior to imposing a "significant change in placement" for disciplinary reasons, the district must determine whether the conduct is a manifestation of the student's disability. A significant change of placement results not only from an exclusion for more than 10 consecutive school days, but also from a pattern of shorter suspensions accumulating to 10 schools days during a school year. Whether a pattern exists must be decided on a case-by case basis, considering such factors as the length of each suspension, the nature of the

alleged conduct, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school.

Prior to any significant change in placement for disciplinary reasons, a group of individuals knowledgeable of the student, the evaluation data, and the school program must determine whether the conduct at issue is related to the student's disability. If the conduct is directly related to the disability, the district will not impose the discipline and will develop an individual behavior management plan if the behavior significantly interferes with the student's ability to benefit from his education. If the conduct is not directly related to the student's disability, the district may discipline the student as it does general education students.

## LEGAL NOTICES AND SELECTED POLICIES

#### Discrimination and Harassment Grievance Procedures

The Needham Public Schools does not discriminate against students, parents, employees, or the general public based on race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age. Discrimination or harassment by administrators, teachers, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Needham Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

This Grievance Procedure is adopted to assist school staff in responding to claims of discrimination and/or harassment based on race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age, including those claims brought under to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, M.G.L c. 76, § 5; M.G.L. c. 151B and 151C; and 603 C.M.R. § 26.00 and the Age Act. This policy applies to all students, and staff, as well as members of the general public.

## Definitions

For the purposes of this procedure:

- A. A "Complaint" is defined as an allegation that a student, employee or other individual has been discriminated against or harassed on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age.
- B. "Discrimination" means discrimination or harassment on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age by which an individual is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity of the school.
- C. "Harassment" means unwelcome conduct on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Harassment may include insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which rises to the level of a hostile environment.
- D. "Sexual Harassment" means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term "sexual harassment" may also include, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of

the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment. Under M.G.L. c. 151B, § 1, the term "sexual harassment" shall mean sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of the sexual or gender-based incidents, as well as the identity, number and relationships of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

#### Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Needham Public Schools.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements.

#### How to make a complaint

A. Any student, employee or other individual who believes that he/she has been discriminated against or harassed should report their concern promptly to the school principal or to the District's Civil Rights Coordinator. If the school principal receives the report, he or she will notify the Civil Rights Coordinator of the Complaint. Students, employees or other individuals who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal.

The District's Civil Rights Coordinator is:

For employees: Alex Montes-McNeil

Assistant Superintendent for Human Resources

alex mcneil@needham.k12.ma.us

781-455-0400 x11208

For students and families: Mary Lammi

Assistant Superintendent for Student Support Services

mary lammi@needham.k12.ma.us

781-455-0400 x11213

B. District staff is expected to report incidents of discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students, employees or other individuals which

have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while he/she is at school.

C. Students, employees and other individuals are encouraged to utilize the District's Complaint Procedure. However, individuals are hereby notified that they also have the right to report complaints to: The United States Department of Education; Office for Civil Rights, 5 Post Office Square, 8<sup>th</sup> Floor; Boston, Massachusetts 02110-1491, Telephone: (617) 289-0111, Fax: 617-289-0150, TDD: 877-521-2172; or Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700, TTY: N.E.T. Relay: 1-800-439-2370, FAX: 781-338-3710. Employees also have the right to seek a remedy at any time at the Equal Employment Opportunity Commission (EEOC), John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203-0506; 1-800-669-4000 or 1-800-669-6820 (TTY) and the Massachusetts Commission Against Discrimination (MCAD) at One Ashburton Place, Suite 601, Boston, MA 02018; 617-994-6000 or 617-994-6196 (TTY).

## Complaint Handling and Investigation

- A. The school principal or designee shall promptly inform the relevant Civil Rights Coordinator and the person(s) who is the subject of the Complaint that a Complaint has been received.
- B. After notifying the appropriate Civil Rights Coordinator, the school principal or designee may pursue an informal resolution of the Complaint with the agreement of the parties involved. Informal resolution is optional, and the Complainant may elect to proceed according to the formal resolution procedure at any time prior to the completion of the informal resolution.
- C. Under the formal resolution procedure, the Complaint will be investigated by the school principal or other individual designated by the school principal or Civil Rights Coordinator. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any Complaint about the Superintendent should be submitted to the School Committee Chair, who will consult with legal counsel concerning handling the investigation of the Complaint.
  - 1. The Complainant shall have the opportunity to identify witnesses and other relevant evidence to the investigator.
  - 2. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator's consideration.
  - 3. The privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.
  - 4. The investigator will keep a written record of the investigation process.
  - 5. The investigator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
  - 6. The investigation shall be completed within fifteen (15) school days of the date of the receipt of the Complaint.
  - 7. The investigator may extend the investigation period beyond fifteen (15) school days because of extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If the

- investigator extends the investigation, he or she will notify the Complainant of the extension.
- 8. If a complaint or report of discrimination or harassment is received after June 1 of a given school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the District will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend the investigation period to account for the availability of witnesses during the summer vacation period. If the investigator extends the investigation, he or she will notify the Complainant of the extension and make reasonable efforts to interview the witnesses during the summer vacation period.
- 9. Nothing in this procedure will preclude the investigator, in his or her discretion, from completing the investigation sooner than the fifteen (15) school days described above.
- D. If the investigator determines that discrimination or harassment has occurred, he/she shall take steps to eliminate the discriminatory hostile environment, which may include but is not limited to:
  - 1. Determining what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any:
  - 2. Determining what steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate; and
  - 3. Informing the Complainant and the person(s) who was the subject of the Complaint of the results of the investigation (in accordance with applicable state and federal privacy laws) within twenty (20) school days of receipt of the Complaint, unless the investigation is extended under the provision described above.
- E. If the Complainant or, in the case of a student, the student's parents/legal guardians, are dissatisfied with the results of the investigation, an appeal may be made to the appropriate Civil Rights Coordinator within ten (10) school days after receiving notice of the outcome of the investigation. In the appeal, the appellant should identify any specific alleged factual or legal errors and explain why the errors should result in a different conclusion. The Civil Rights Coordinator shall review the investigation and may conduct further investigation if deemed appropriate. Within seven (7) school days of receipt of any such appeal, the Civil Rights Coordinator shall decide whether or not to reopen the investigation, uphold the principal or designee's determination, or reverse the principal or designee's determination. The Civil Rights Coordinator shall provide written notification of that determination to both the Complainant and the accused. The Civil Rights Coordinator's decision shall be final, subject to further appeal to the Superintendent.
- F. If the Complainant or, in the case of a student, the student's parents/legal guardians, are dissatisfied with the decision of the Civil Rights Coordinator, an appeal may be submitted to the Superintendent within seven (7) calendar days after receiving notice of the Civil Rights Coordinator's decision. The Superintendent will consider the appeal. The Superintendent's decision shall be final.

## **DISTRICT MEETINGS, PROGRAMS, ACTIVITIES**

The Needham Public Schools, recognizing that some areas in its school department buildings are inaccessible to individuals with disabilities, adopts the following policy:

- All meetings, conferences, programs, and activities in school department buildings are available, without discrimination, to individuals with disabilities as defined by the Rehabilitation Act of 1973 and/or Title II of the American with Disabilities Act.
- Whenever an individual with a disability(ies) wishes to attend or participate in a meeting, conference, program, or activity which is inaccessible, that meeting, conference, program or activity will be relocated to an accessible area. Forty-eight hour notice of the need for relocation should be made by the person with a disability(ies) to the Superintendent's Office:

Needham Public Schools 1330 Highland Avenue Needham, MA 02492 (781) 455-0400 x 11203

The Superintendent is responsible for implementing this policy by relocating meetings, conferences, programs, or activities.

Whenever an individual with impaired vision seeks to obtain information under this procedure, the information will be communicated as follows:

 A Braille copy of the posting; a tape recording of the notice; and the use of a reader, where necessary, will be provide upon request.

Whenever an individual who is Deaf or Hard of Hearing seeks to obtain information under this procedure, the district will seek to provide access to that person as follows:

A communication option will be offered that reflects the individual's preference: interpretation
by a sign language interpreter or oral interpreter; live transcription services; or another
method, which could include written notes. This assistance will be arranged through the
Massachusetts Commission for the Deaf and Hard of Hearing. Please contact the Assistant
Superintendent for Student Support Services for more information: (781) 455-0400 x 11213.

This policy will be posted in prominent and, where possible, accessible places in all School Department buildings, Town Hall, and the Public Library.

## **SPECIAL EDUCATION SERVICES**

Special Education services provide specialized instruction to students who have been identified through testing, as having an educational disability that prevents them from making effective progress in their classroom. Parents/guardians play a key role in this process by offering their insight and information that helps the TEAM to understand their children. If determined to be eligible for special education services, a TEAM meeting, including parents/guardians and teachers, develops an Individualized Education Program (IEP) for the student. This Program is designed to support the student's access to the general education curriculum. Special Education evaluation and services can only be provided with a parent's/guardian's permission. If you would like more information or believe your child may have a disability, please contact your child's teacher or your school's principal.

Educational Opportunities for homeless, foster care, and military connected students

## **Homeless students: Enrollment Rights and Services**

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual

education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

The district liaison for homeless students and their families is Mary Lammi, Assistant Superintendent for Student Support Services.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and interdistrict choice options are available to homeless families on the same terms as families who reside in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

LEGAL REFS.: The McKinney-Vento Act and Title I, Part A, as Amended by the Every Student Succeeds Act of 2015

## **Educational Opportunities for Children in Foster Care**

The district ensures the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other students as required by law. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

The law requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). The law also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, the law requires the Department of Children and Families (DCF), The Department of Elementary and Secondary Education (DESE), and the school district to designate points of contact; and also that the district collaborate with DCF to ensure that students will receive transportation to the school of origin if needed.

The points of contact for the district include:

Matt Ganas, Executive Director of Special Education matt\_ganas@needham.k12.ma.us

Mary Lammi, Assistant Superintendent for Student Support Services mary lammi@needham.k12.ma.us

#### **Best Interest Determination**

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination.

#### **Transportation**

The district of origin must collaborate with DCF on how transportation will be provided and arranged to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

## Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be enrolled in school in the local school district immediately. To minimize disruption of the student's education, the law requires the district to enroll the student in a new school right away, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child's school and district of origin to obtain the relevant records and documentation, and the school and district of origin should immediately transfer those records.

## LEGAL REFS: Every Student Succeeds Act (ESSA);

Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act)

## **Educational Opportunities for Military Children**

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents/guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children.

#### **Definitions**

**Children of military families** means school aged children, enrolled in kindergarten through 12th grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

**Deployment** means the period one month before the service members' departure from their home station on military orders through six months after return to their home station.

Eligible students are those who are children of active duty personnel, active duty personnel or veterans who have been severely injured and medically discharged, and active duty personnel who die on active duty within one year of service. Students are not eligible for the provisions of the

Compact if they are children of inactive Guard or Reserves, retired personnel, veterans not included above or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible children include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Simultaneously, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).
- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.
- In compliance with federal law, special education students must be placed by the existing IEP with reasonable accommodations in the receiving school.
- The District will exercise, as deemed appropriate, the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, as deemed appropriate.
- Students of active duty personnel shall have additional excused absences at the discretion of the District for visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to attend the school in which he or she was enrolled while living without the custodial parent/guardian without any tuition fee imposed.
- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed in order to facilitate the on-time graduation of the student in accordance with Compact provisions.

LEGAL REFS: M.G. L. 15E;

Interstate Compact on Educational Opportunity for Military Children

## NEEDHAM PUBLIC SCHOOLS BULLYING POLICY

## **NEEDHAM PUBLIC SCHOOLS BULLYING POLICY**

Bullying, cyber-bullying and retaliation will not be tolerated in the Needham Public Schools. This includes all forms of bullying that involve Needham students either on campus, on buses, or anywhere on school grounds or while engaged in school sponsored events or activities. While it is recognized that we have an obligation to our students and school community to respond effectively to all bullying

that happens while school is in session, personnel will also make every reasonable attempt to intervene with situations where bullying might happen outside of school, but the ramifications are brought into the school building.

In addition, Needham Public Schools will not tolerate retaliation against any individual who has brought harassment, bullying, and/or other inappropriate behavior to the attention of the school. Persons who engage in such behavior may be subject to disciplinary action including, but not limited to: reprimand, suspension, expulsion or other sanctions as determined by the school administration to be appropriate.

Further the Needham Public Schools recognizes that students may be more vulnerable to bullying based upon actual or perceived differences related to race, color, religion, ancestry, national origin, sex, socio-economic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical developmental or sensory disability or by associations with other people who have one or more of these characteristics. Needham Public Schools will provide support to students whose vulnerability is brought to the attention of a teacher, guidance counselor or administrator through observation or direct report from a student, staff member or parent/guardian. This support may be in the form of counseling, education to support both the student's ability to report bullying and his/her skills, knowledge and strategies to respond to bullying or harassment.

Preventing and reducing bullying will be addressed in the following ways:

- by establishing a school-wide culture where bullying is not acceptable and where students recognize that helping students who are bullied is the right thing to do
- · by training staff in identification of bullying, prevention and intervention techniques for bullying
- by providing time in classrooms/morning meetings for teachers to focus on bullying prevention so that they can provide tools for students
- by establishing and enforcing school rules and policies related to bullying

#### A. Definitions

<u>Aggressor</u> is a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyberbullying, or retaliation.

**<u>Bullying</u>**, as defined in M.G.L. c.71, s. 370, is the repeated use by one or more students or by a staff member of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- a. causes physical or emotional harm to the target or damage to the target's property;
- b. places the target in reasonable fear of harm to himself or of damage to his property;
- c. creates a hostile environment at school for the target;
- d. infringes on the rights of the target at school; or
- e. materially and substantially disrupts the education process or the orderly operation of a school.

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

**Cyber-bullying**, as defined in M.G.L. c.71, s. 37O is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying also includes:

- i. the creation of a web page or blog in which the creator assumes the identity of another person;
- ii. the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying; and

iii. the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

<u>Hostile Environment</u>, as defined in M.G.L. c. 71, s. 370, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

**Retaliation** is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Target is a student against whom bullying, cyber-bullying or retaliation has been perpetrated.

## B. Bullying and Retaliation Are Prohibited and Will Lead to Discipline

The Needham Public Schools absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students who engage in bullying or retaliation will be subject to disciplinary action, however, such disciplinary action must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action for students includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee. Staff who engage in bullying or retaliation will be subject to disciplinary action, based upon appropriate standards and expectations in light of the staff member's role and responsibilities. All discipline is subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying, as defined above, but nevertheless is inappropriate for the school environment.

## C. Reporting Obligations

**Reporting by Staff:** A member of school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, and advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee.

Reporting by Students, Parents/Guardians, and Others: The district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the school principal or designee. An individual may make an anonymous report of bullying or retaliation; however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

**Reporting to the Superintendent:** A staff member, parent/guardian, student or others who witness or become aware of conduct by the principal or assistant principal that may be bullying or retaliation are expected to report it to the Superintendent or designee, who shall then be responsible for taking steps otherwise assigned to the principal under this Policy.

**Reporting to School Committee:** If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to address the safety of the alleged victim.

**Reporting to Parents/Guardians:** Upon determining that bullying or retaliation has occurred, the principal or designee will notify the parent/guardian of the target and of the aggressor of this finding and of the school's procedures for responding to it. If the alleged target and alleged aggressor attend

different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents/quardians of the report and procedures.

Reporting to Local Law Enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school principal or designee has a reasonable basis to believe that the incident may involve criminal conduct, the school principal or designee will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of the Needham Public Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued.

Reporting to Administrator of Another School District or School: If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Needham Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of the Needham Public Schools or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

#### D. Investigation

The school principal or designee shall investigate promptly a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

**Pre-Investigation:** Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

**Interviews:** Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

**Confidentiality**: The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address the matter.

#### E. Determination

School personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See Ellison v. Brady, 924 F.2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students

involved. In addition to taking disciplinary action, the following are examples of steps that <u>may</u> be taken to prevent the recurrence of bullying or retaliation where appropriate:

- Holding parent/guardian conferences;
- Enhancing adult supervision on school premises.
- Limiting or denying student access to a part, or area, of a school.
- Excluding from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities.
- Providing relevant educational activities for individual students or groups of students. Guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may be helpful in providing such programs.
- Personalized Action Plan and directives for future conduct, including providing the target
  with a process for reporting any concerns about future conduct immediately. It is critical to
  involve the student in creating an action plan that involves a reporting process that works
  for that particular student.
- Arranging for communication between the parties, if appropriate, to assist them in resolving
  issues which have arisen between them. (Such an approach will be used cautiously since
  communication can sometimes exacerbate, rather than alleviate, the target's concerns and
  since the conduct often involves an imbalance of power.)
- Providing counseling (or other appropriate services) or referral to such services for the target and/or the student aggressor and/or for appropriate family members of said students.
- Transferring student's classroom or school.

## Closing the Complaint and Follow-Up

If a complaint is substantiated, school staff will promptly provide notice to the parent/guardian of the target and the student aggressor. Notice will indicate what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents/guardians—unless it involves a "stay away" or other directive that the target must be aware of in order to report violations.

Within a reasonable time period following closure of the complaint, the administrative staff or designee will contact the target or will otherwise determine whether there has been any recurrence of the prohibited conduct.

#### **Notice of Investigative Findings**

Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify parents or guardians of the target and aggressor of this, and of the procedures for responding to it. While prior notice of an investigation shall not be required, the principal shall not be precluded from notifying the parents of a target or aggressor prior to completion of the principal's investigation. This communication will be done in the primary language of the home.

In notifying the parents of a target or aggressor of an investigation or the principal's findings thereon, the principal shall maintain the privacy and confidentiality of any individual or child who is not the child of the parents to whom the notice is provided. The principal shall ensure that any notice to the parents complies with applicable state regulations including, but not limited to, 603 CMR 49.00, and shall not report specific information to the target's parent(s) about the disciplinary action taken against an aggressor unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

The notice to the parents or guardians of the victim shall include information about the Massachusetts Department of Elementary and Secondary Education's ("DESE") problem resolution system and the

process for seeking assistance or filing a claim through the problem resolution system. The parents of the victim should be provided the following contact information: Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700; TTY: N.E.T. Relay: 1-800-439-2370.

Please see School Committee Policy JCFB Bullying for full statement on the district's policy regarding bullying and cyber-bullying.

#### POLICY PROHIBITING HAZING

Students are strictly prohibited from participating in initiation or membership rites in connection with school-sponsored activities when their conduct may reasonably be seen as demeaning or assaultive in nature. This prohibition applies even if those targeted give "consent" to such conduct. Students afforded the privilege of participating in athletic and other school-sponsored activities are expected to take a leadership role, both by avoiding such conduct themselves and by reporting any such conduct by others to the Principal or his/her designee. Students who participate in this type of conduct, even as a bystander, or who become aware of it an fail to report it can expect to be exclude from athletics and other extracurricular activities. In addition, they may be subject to suspension and even expulsion from school.

Students are also reminded that the Massachusetts General Laws imposes criminal sanctions for particularly serious circumstances involving initiation rights and other conduct, by stating as follows:

Section 17: Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in Section 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced to consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health of safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of these section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18: Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars (See M.GL. c. 269, S17-19).

#### PHYSICAL RESTRAINT OF STUDENTS & TIME OUT PROCEDURE

#### Physical Restraint

School staff may physically restrain students only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm and as a last resort when other alternatives have failed or been deemed inappropriate. In all cases, staff will be mindful of the importance of preventing or minimizing any harm to the student that could result from physical restraint.

Physical restraint means direct physical contact that prevents or significantly restricts a student's freedom of movement. It does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. While use of physical restraint is generally restricted to personnel who have received appropriate training, this training requirement does not preclude personnel from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical

harm. During a restraint, at least one adult who does not participate in the restraint will be present whenever possible.

A staff member who administers a restraint must verbally inform the principal or designee of the restraint as soon as possible and submit a written report no later than the next school working day. The principal or his/her designee will make reasonable efforts to verbally inform the student's parent/guardian of the restraint within 24 hours and will provide written notice within three school working days by email address provided by the parent/guardian (or by regular mail to the parent/guardian postmarked within three school working days of the restraint.) Time-out

Time-out is a behavioral support strategy in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member, and a staff member must be with the student or immediately available to the student at all times. Time-out must cease as soon as the student has calmed.

Complaints and investigations regarding restraint practices are covered by School Policy JKAA.

Additional information, including a copy of applicable state regulations, can be obtained from Mary Lammi, Assistant Superintendent of Student Support Services, who can be reached at 781-455-0400 x11213.

## STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations ("Regulations") together provide parents/guardians and eligible students (those who have reached the age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents/guardians and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the school's principal.

- a. The **right to access** the student's education records. Parents/guardians or eligible students should submit their request for access to the building principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H ("Section 37H") law provides specific procedures that must be followed prior to release of records to a parent/guardian who does not have physical custody of a child. These procedures include submitting a written request and other documentation to the principal on an annual basis. Information about these procedures can be obtained from the building principal.
- b. (b) The **right to request amendment** of the student's education records. Parents/guardians or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.
- c. (c) The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Needham Public Schools and who need access to a record in order to fulfill their duties. The Needham Public Schools also discloses student records without parent/guardian/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials.
- d. As required by law, the Needham Public Schools routinely releases (1) the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request, (2) the name and address of students to third party mail service that has been approved by the Department of Elementary and Secondary Education upon the request of a Charter School and (3) directory information, without consent. Directory information consists of the following: the student's name, parent's/guardian's names, address, parent's/guardian's email address, telephone listing, date of birth, major field of study, dates of attendance, weight and height of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent/guardian or eligible student objects to the release of any of the above information, the parent/guardian or eligible student may state that objection in writing to the Assistant Superintendent for Student Support Services no later than October 1 of each school year. Absent

receipt of a written objection for the parent/guardian or eligible student by that date, this information will be released without further notice or consent.

- e. (d) The **right to file a complaint** concerning alleged failures by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Education, 75 Pleasant Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC.
- f. (e) **Destruction of Records:** Regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information is destroyed, the parent/guardian must be notified and have an opportunity to receive a copy of any of the information.
- g. (f) **Temporary Records** consist of all the information not kept on the transcript. This information includes the student's standardized test scores and evaluations by teachers, counselors, and other staff members. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal laws or any incident reports in which the student was charged with any suspendable act. In accordance with Department of Education regulations, a student's temporary record will be destroyed up to 7 years after leaving school provided prior notice is given to the student.

## POLLARD MIDDLE SCHOOL 200 HARRIS AVENUE NEEDHAM, MA 02492



# STUDENT AND FAMILY HANDBOOK 2019-2020

## Principal:

Ms. Tamatha Bibbo

## **Middle School Assistant Principals:**

Ms. Megan Bonomolo- Grade 8
Mr. Jeremy Greenwood- Grade 7
Special Education Coordinator – Ms. Marcy Cohen
Math Curriculum Coordinator – Ms. Tammy Ghizzoni
Science Curriculum Coordinator – Mr. Mark Healey
ELA Curriculum Coordinator – Ms. Elizabeth Welburn
Social Studies Curriculum Coordinator – Ms. Brooke Kessel

## SCHOOL TELEPHONE NUMBERS

Main Number	 ,	(781) 455-0480
Main Office Fax		(781) 455-0413
Grade 7 Office	 	Ext. 33004
		Ext. 33002
Nurse	 	Ext. 33237
Media Center	 	Ext. 33014
		http://pollard.needham.K12.ma.us/

#### Language Assistance Services

ATTENTION: If you speak a language other than English, language assistance services are available to you free of charge. **Contact your child's school for assistance.** 

Spanish: ATENCION: Si usted habla un idioma que no sea el inglés, hay servicios de asistencia lingüística disponibles gratis. Contacte la escuela de su hijo para asistencia.

Portuguese: ATENÇÃO: Se fala um idioma diferente do Inglês, os serviços de assistência linguística estão disponíveis gratuitamente para si. Entre em contato com a escola do seu filho para obter assistência.

Russian: ВНИМАНИЕ: Если вы не говорите на английском языке, для вас доступны бесплатные языковые сервисы на вашем языке. Обратитесь за помощью в школу, в которой учится ваш ребенок.

Haitian Creole: ATANSYON: Si ou pale yon lòt lang ke lang Anglè, sèvis asistans lang yo disponib pou ou gratis. Kontakte lekòl timoun ou an pou kapab jwenn asistans.

Cape Verdean: ATENSON: Si bu ta fala un língua diferenti di Ingles, Servísus di Apoiu Linguístiku stá disponível sen kustus. Kontakta skóla di bu fidju pa dá-bu apoiu.

Thai:โปรดทราบ:หากท่านพูดภาษาอื่นใดนอกเหนือจากภาษาอังกฤษ ท่านสามารถใช้บริการความช่วยเหลือด้านภาษาโดยไม่ต้องเสียค่าใช้จ่าย ติดต่อโรงเรียนของบุตรของท่านเพื่อขอกวามช่วยเหลือ

Romanian: ATENȚIE: Dacă sunteți vorbitor de altă limbă decât engleza, serviciile de asistență lingvistică vă sunt disponibile în mod gratuit. Contactați școala copilului dvs. pentru asistență.

Arabic:انتباه: إن كنتم تتحدثون بلغة أخرى غير الإنجليزية، فإن خدمات المساعدة اللغوية متوفرة بشكل مجاني. تواصلوا مع مدرسة طفلكم من أجل طلب المساعدة.

Chinese: 请注意:如果您的母语不是英语,我们将免费提供您语言辅助服务。**如需协助,请与您孩子的学校联系。** 

Mandarin: 请注意:如果您的母语不是英语,我们将免费提供您语言辅助服务。**如需协助,请与您孩子的学校联系。** 

Taiwanese: 請注意: 如果您的母語不是英語,我們將免費提供您語言輔助服務。**如需協助,請與您孩子的學校聯繫。** 

Burmese: အထူးဂရုပြုရန် အကယ်၍သင်သည် အင်္ဂလိပ်ဘာသာစကားမဟုတ်ဘဲ အခြားဘာသာစကား ပြောပါက၊ သင့်အတွက် အခမဲ့ ဘာသာစကားဝန်ဆောင်မှူများရရှိနိုင်ပါသည်။ သင့်ကလေးငယ်၏ ကျောင်းသို့ အကူအညီ ရယူရန် ဆက်သွယ်ပါ။

Vietnamese: CHÚ Ý: Nếu Quý vị nói một ngôn ngữ khác ngoài Tiếng Anh, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho Quý vị. **Vui lòng liên hệ với trường của con Quý vị để nhận được sự hỗ trợ.** 

Cantonese: 請注意: 如果您的母語不是英語,我們將免費提供您語言輔助服務。**如需協助,請與您孩子的學校聯繫。** 

Korean: 주의: 영어 외 타국어를 사용하시는 경우, 언어 지원 서비스를 무료로 제공받으실수 있습니다. **지원 문의는 자녀의 학교로 연락해 주시기 바랍니다.** 

Japanese:注意: 英語以外の言語でお話されたい場合は、言語支援サービスを無料でご利用になれます。 お子様の学校にサポートのご相談ください。

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# ADMINISTRATION

## 2019-2020

## Pollard Middle School Phone Number: 781-455-0480

#### **Main Office**

Ms. Tamatha Bibbo, Principal, ext. 33011

Ms. Linda Riley, Lead Secretary, ext. 33003

Ms. Paulina Corbett, Sr. Bookkeeper, ext. 33005

Ms. Linda Alexander, Secretary, ext. 33001

#### **Grade Level Offices**

Ms. Megan Bonomolo, Assistant Principal, ext. 33010

Ms. Deb Negoshian, Grade Level Secretary, ext. 33002

Mr. Jeremy Greenwood, Assistant Principal, ext. 33012

Ms. Gianna Giannacopoulos, Grade Level Secretary, ext. 33004

## **Guidance Office**

Ms. Sascha D'Angelo, Guidance Counselor, ext. 33234

Ms. Kristen Gosselin, School Adjustment Counselor, ext. 33045

Ms. Julianne Pizzi, Guidance Counselor, ext. 33236

Ms. Carol Sargent, School Adjustment Counselor, ext. 33200

Mr. Mark Yetman, Guidance Counselor, ext. 33232

## **Special Education**

Ms. BethAnn Amendt, Special Education Team Chairperson, ext. 33227

Ms. Marcy Cohen, Special Education Coordinator, ext. 33195

Ms. Linda Keller, Program Assistant, ext. 44404

## **Middle School Curriculum Coordinators**

Math
Science
Mr. Mark Healey, ext. 44504
Mr. Mark Healey, ext. 44505
ELA
Ms. Elizabeth Welburn, ext. 44507
Social Studies
Ms. Brooke Kessel, ext. 44506
METCO Coordinator
Ms. Leslie Smart, ext. 33318

## **K-12 Directors**

Guidance	Mr. Tom Denton	781-455-0800, <mark>x 22130</mark>
Fine & Performing Arts	Ms. LeeAnn Sutton	781-455-0800, <mark>x 22440</mark>
Health Services	Ms. Barbara Singer	781-455-0800, <mark>x 22382</mark>
Media & Technology	Ms. Jean Tower	781-455-0471, <mark>x 22458</mark>
METCO Program	Dr. Joan <mark>ne All</mark> en-Willoughby	781-455-0800, <mark>x 22522</mark>
K-8 SPED Director	Mr. Matt Ganas	781-455-0400, <mark>x 11215</mark>
Wellness	Dr. Kathy Pinkham	781-455-0800, <mark>x 22140</mark>
World Languages	Dr. Elizabeth Zajac	781-455-0800, <mark>x 22745</mark>

It is the policy of Needham Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, age or disability in its education programs, services, activities or employment practices.

# POLLARD MIDDLE SCHOOL

Needham, MA 02492





Dear Students & Families:

Welcome to Pollard Middle School! On behalf of the school community, we are excited to welcome you to our school and provide this handbook as an aid for you and your student to use throughout the school year.

This student handbook has been developed through a collaborative effort between faculty, students, and the Pollard School Council. At Pollard, we have dynamic and talented faculty and staff who are passionate about teaching and learning, and believe that learning requires a partnership between the school and home. As a result, we have included in the following pages pertinent school information, such as daily procedures, programs, and policies. Most importantly, the handbook will be a resource for you and your student to learn about the school community's expectations for our students and to understand what we aspire to develop in our students.

At Pollard, students experience a dramatic shift in their cognitive abilities as they move from a concrete mode of thought to a more abstract level of thinking. Consequently, the middle school program is designed to nurture the intellectual, ethical, social, emotional, and physical development of students moving from childhood to adolescence. At Pollard, we strive to support our students as curious, active, and engaged learners. We hope to inspire each student as a scholar, an artist, a musician, a volunteer, an athlete, an entrepreneur, and so much more. To the end, Pollard provides a wide-variety of programs for student involvement both during and after the regular school day. We strongly encourage students to take advantage of the opportunities offered.

We hope that this school year is a positive one for you and your student. We will work tirelessly to support the academic achievement, motivation, and development of an appreciation and enjoyment of learning for your student.

In partnership,

Ms. Tamatha L. Bibbo

Tamatha of Bibbo

Principal

# POLLARD MIDDLE SCHOOL 2019-2020 BELL SCHEDULE

**GRADE 7** 

GRADE 8

Doors Open	7:35	am	7:35 am		
Advisory	7:50 -	- 8:03	7:50 - 8:03		
Period 1	8:06 -	- 9:01	8:06 – 9:01		
Period 2	9:04 -	- 9:59	9:04 – 9:59		
Period 3	10:02 -	- 10:57	10:02 - 10:27 Lunch 10:27 - 10:55 10:57 - 11:27	10:02 - 10:57 Lunch 10:57 - 11:25	
Period 4	11:00 – 11:55		11:30 – 12:25	11:28 – 12:25	
Period 5	Lunch 11:55 -12:23 12:26 - 1:22	11:58–12:28 (part1) <b>Lunch 12:28</b> – <b>12:56</b> 12:58–1:23 (part2)	12:27–1:22	12:27 – 1:22	
Period 6	1:25 – 2:20	1:25 – 2:20	1:25 – 2:20	1:25 – 2:20	
Student Dismissal	2:20 pm		2:20 pm		
*After School Help	2:20 – 2:50		2:20 – 2:50		
After School Activities	2:50 - Varies		2:50 - Varies		

<sup>\*</sup> After School Help is offered on Tuesdays, Wednesdays, and Thursdays.

We dedicate ourselves to cultivating academic excellence, civic responsibility, and the personal growth of each member of our community.

## We Know:

Students enter Pollard Middle School at a critical phase of their development. They experience rapid physiological and emotional changes, an emerging sense of self, and an increased need for self-assertion. Cognitively, middle school students move from concrete toward abstract thinking. Middle school students strive for self-acceptance and a sense of belonging, which shapes their behavior and perceptions. Healthy connections with adults and peers are crucial. Adult recognition reinforces students' sense of worth and their ability to balance extreme and competing developmental needs.

## We Believe:

- > All students can learn, and it happens at varying rates through multiple learning styles.
- > Active learning requires taking risks, and mistakes are valuable for learning.
- > Learning through a broad-based curriculum and exposure to different perspectives are integral to educating the whole child.
- Learners should feel safe, cared for, and valued.
- Learning requires a partnership between school, home, and the community.

## We Work To Provide:

- > A student-centered curriculum that is experiential, interdisciplinary, and exploratory.
- > A staff that plays multiple roles in fostering student growth, as they provide knowledge, serves as role models, and responds to each individual's needs.
- ➤ A middle school environment that stresses civic and global awareness and each student's role as a member of a family, a community, and society at large.

# We Strive To Develop:

- > Creative and critical thinkers.
- > Confident and open-minded risk takers.
- > Responsible and thoughtful decision-makers.
- > Articulate and reflective communicators.
- > Collaborative and socially conscious contributors to the community.

## Pollard Core Values

All members of the Pollard community will:

- > BE curious, confident and independent learners
- > ACT with compassion, integrity and inclusivity
- > STRIVE for personal growth

## SCHOOL/HOME COMMUNICATION

The communication between the school and home is vital in supporting the overall mission of the Pollard school community. Electronic communication is the primary vehicle in which the main office or the individual grade level offices communicate with parents/guardians. There are a number of sources that are used for the purposes of communicating between the school and home:

#### **POWERSCHOOL**

PowerSchool is an electronic information system which tracks student data, attendance, and grades. It is our primary student information system and serves to enhance the communication between home and school. The system is online and provides safe and secure access using password protection. Specific information pertaining to password access can be obtained from the student's grade level office.

## Please note the following:

- Grades in Powerschool will be updated on the 15th and 30th of the month.
- Projects, major tests, or assignments that come due on or near these dates may not appear as part of the update.
- Teachers enter homework at different times, and all homework may not be recorded.

#### DAILY ANNOUNCEMENTS

Each day student related announcements are shared as part of morning announcements with students. A listing of these announcements are posted daily on the school's website under "Daily Bulletin."

## POLLARD LISTSERV

Pollard will have two separate listservs for each grade established for the parent/guardians in the school. Separate correspondence from the Pollard principal and/or grade level offices will be sent to all the family electronically using the Pollard listserv. Parents/guardians are responsible for signing up to become a member of the appropriate email lists. For each grade level that your child is in, please sign up for a listserv account. The addresses where parents/guardians can sign-up to be a member of each listserv are as follows:

#### **Grade Seven**

https://lists.needham.k12.ma.us/mailman/listinfo/polgrade7

**Grade Eight** 

https://lists.needham.k12.ma.us/mailman/listinfo/polgrade8

#### Please Note:

These listservs are operated, maintained, and the property of the Needham Public Schools. In addition, it is the parent/guardian responsibility to manage the accuracy of the email addresses on record. The school holds no responsibility to update or change the email contact information contained within these lists.

## SCHOOL CALENDAR

Every attempt is made to include all relevant events and activities on the school's online calendar. This calendar will include events specific to each grade level (i.e., field trips) as well as school-wide events such as music concerts. You can locate our calendar through the Needham Public School's website at <a href="http://pollard.needham.k12.ma.us">http://pollard.needham.k12.ma.us</a> or through the link included on the Pollard Middle School website.

## POLLARD SCHOOL WEBSITE

The Pollard Middle School maintains a comprehensive school website, which includes a range of information about each grade level, department, and program of studies. Current news and events are also included on the site. Please visit us at <a href="http://pollard.needham.k12.ma.us">http://pollard.needham.k12.ma.us</a>.

## SCHOLASTIC INFORMATION

## GRADING AND REPORTING OF STUDENT PROGRESS

Achievement grades are officially reported using standard letter grades at the end of each trimester with a total of three report cards for the school year. The grading system currently in use is as follows:

A	93-100	C	73-76	F	Below 60 and failing
A-	90-92	C-	70-72	I	Work Incomplete
B+	87-89	D+	67-69	M	Medical*
В	83-86	D	63-66	P	Passing*
B-	80-82	D-	60-62	*Used o	only with principal's approval
C+	77-79				

Report cards are generally distributed the week after the end of each trimester. Pollard uses the *PowerSchool* informational system, the school no longer produces hard copies of student interim reports or report cards at the end of the first or second trimester. The school will, however, issue a hard copy of a child's official report card at the end of the third trimester as well as anytime at the request of the parent/guardian. At the interim point of each trimester, and at the end of the first and second trimester, information will be forwarded to parents/guardians outlining the fact that it is the respective interim reporting period of the trimester and patents/guardians are strongly encouraged to log on and to review the academic standing of their child.

Beyond the data distributed through the official report card, teachers communicate with families whenever they deem it appropriate to share information, note concerns, or commend students for outstanding performance and/or marked improvement. These communications may take a variety of forms including a conference, telephone call, letter, memo, or teacher-designed information form.

#### HOMEWORK

Effective homework enhances classroom learning and achievement at the middle school level. The amount of homework and the nature of assignments vary from day-to-day and subject-to-subject. The amount of time an individual student takes to complete homework will likewise vary. In general, middle school students should expect to complete one to two hours of homework a night.

In cases where the average amount of homework per day falls outside of the above guidelines, or there are questions about homework assignments, parents/guardians should feel free to contact the appropriate teacher(s), guidance counselor, or the grade level assistant principal. It is important to note that students are expected to plan their time accordingly around long-range assignments (i.e., projects) which may be worked on over a number of days or weeks and which require careful time management. Information regarding homework for most teachers is available online on our school's website. All students are expected to go on *My Homework* each night to see the nightly assignments. There may be some homework that requires students to use their iPads; however, the amount of time for this homework should not exceed 1 hour. If students are on their iPads at home for an excessive amount of time for "homework", please let your child's teacher know.

The student role in homework completion includes the following:

- Write assignments in the provided assignment notebook or in *MyHomework* each day in class.
- Use MyHomework as your online agenda to help you organize all your assignments.
- Use the iPad as an educational tool; do not get distracted by it.
- Plan and prioritize time for short-term and long-term assignments.
- Develop a routine for homework with a time and place suitable for study.
- Ask clarifying questions about homework prior to leaving school.
- Come prepared with homework and materials needed for all classes.
- Establish and use a study buddy for absences and make up work in a timely fashion when absent.
- Communicate with your teacher or family when you need special consideration or extra help.

The family's role in homework completion includes the following:

- Establish clear expectations for your child about homework.
- Ensure there are a regular time, place, and materials for homework.

- Monitor homework completion as needed.
- Communicate regularly with your child about homework.
- Communicate any questions or concerns about homework with child's teachers.

#### HONOR ROLL

High achieving students are recognized each trimester by being named to the Honor Roll. Two categories, High Honors and Honors, help to distinguish levels of success. The criteria is as follows:

Honors A grade of "B" or higher in all subjects, and an effort grade of 1 or 2. High Honors A grade of "A-" or higher in all subjects, and an effort grade of 1 or 2.

Please note the importance our school places on student attendance. Five (5) or more unexcused tardies and/or absences during a trimester will make a student ineligible for Honor Roll.

#### **EFFORT GRADE (RUBRIC)**

#### 1 = Excellent

- Consistently is prepared for class with all homework and materials.
- Participates actively in class activities.
- Behavior is consistently appropriate and enhances the learning environment.
- Consistently perseveres when challenged with new or difficult tasks.

## 2 = Good

- Usually is prepared for class with all homework and materials.
- Usually participates actively in class activities.
- Behavior is usually appropriate and enhances the learning environment.
- Usually perseveres when challenged with new or difficult tasks.

## 3 = Fair

- Is inconsistent in preparation for class with all homework and materials.
- At times, participates actively in class activities.
- At times, behavior is inappropriate and does not enhance the learning environment.
- At times, perseveres when challenged with new or difficult tasks.

#### 4 = Unacceptable

- Is rarely prepared for class with all homework and materials.
- Rarely participates actively in class activities.
- Behavior is rarely appropriate and does not enhance the learning environment.
- Rarely perseveres when challenged with new or difficult tasks.

#### HONOR CODE

Honesty with others and oneself is one of the most precious qualities that a person can possess. It is the goal of Pollard Middle School to aid in the development of this trait in all of its students. Dishonest acts such as lying, cheating, or stealing are never acceptable. Such acts will result in family notification and appropriately assigned penalties. Students are expected to prepare themselves honestly for tests, homework, research papers, etc. No credit will be given for work obtained through cheating. A student aiding another in cheating will be treated in a similar manner.

## PROMOTION TO GRADE 7 AND 8

Students in Grade 6 must receive a final passing grade in three major subjects, including English Language Arts in order to be promoted to Grade 7. Students in Grade 7 must pass three major subjects, including English Language Arts and Math in order to be promoted to Grade 8. Students who do not meet the above requirements must repeat the necessary course(s) in an accredited summer school program with documentation of a passing grade in order to be promoted to the next grade level. Your child's attendance in a summer school program is subject to approval by the principal.

## PROMOTION TO GRADE 9

A student in Grade 8 must pass three major subjects, including English Language Arts and Math, to be promoted to Grade 9. Students who do not meet these requirements must repeat the necessary course(s) in an accredited summer school program in order to be promoted to Grade 9. If your child fails math and/or English Language Arts for the year, he/she will need to attend a summer school program in these subjects. Should your

child fail social studies or science, he/she will need to enroll with a tutor over the summer to work on fulfillment of the requirements in these subjects for promotion to Grade 9. Attendance in summer school is subject to the approval of the principal.

Documentation of passing grades in summer school must be presented to the principal **before** a student's records will be sent to a high school. Exceptions to this rule may be made only on the basis of a Student Support Team (SST) recommendation and the written approval of the middle school and high school principals.

#### PRIVATE SCHOOL RECOMMENDATION PROCEDURES

We realize that some families will choose to apply to private schools as an alternative educational option. Part of the application process often includes a request that transcripts and recommendations be completed and sent by appropriate Pollard staff. In order to accommodate all requests in a timely manner we have outlined the following procedures to assist in this process:

- All recommendation forms and transcript requests must be submitted to the grade level office a minimum of one month prior to the application deadline.
- Whenever possible, please submit requests as early as possible so that proper attention may be given to your child's recommendation. Any requests received less than one month before the deadline cannot be guaranteed to reach the school before the specified due date.
- All recommendation forms must be accompanied with a stamped, addressed envelope for each school to which records and recommendations are to be mailed.
- All recommendations will be mailed directly to the school and not given to families or students.

#### FAMILY/TEACHER APPOINTMENTS

Parents/guardians are encouraged to make appointments with individual teachers to discuss the academic progress of their child. When there are more widespread concerns (i.e., beyond the progress in one subject area) regarding the academic progress of a student, a cluster meeting may be arranged by calling the grade level office.

#### STUDENT SUPPORT TEAM

All of our schools have Student Support Teams (SST). These are faculty groups who come together on a regular basis to support their colleagues in the enormous responsibility of meeting the diverse needs of their students. This forum provides an opportunity to share expertise and make decisions about how best to meet the needs of individual learners. Specific topics of discussion and collaborative problem solving may focus on:

- How instructional strategies may be varied
- Accommodations that may help a student better learn
- Behavioral interventions that may be adapted to improve behavior
- What other regular education supports may be needed to enhance learning

#### TEXTBOOKS AND iPADS

Students are responsible for all books/iPads issued to them. A book/iPad not returned on the date due becomes a financial obligation for the student to whom it was issued. Students who have textbooks or iPads stolen from their desk or locker should immediately report the loss to their subject teacher. Subject teachers will issue temporary books/iPads until such time as the originals have been found. Students should check the *Lost and Found* and make an exhaustive search before new books are issued. All thefts should be reported directly to the grade level office.

Students have iPads in school to be used as a learning tool in classes. If a student is using the iPad for another reason during the school day, the teacher has the right to suspend iPad use for the period, or refer a student to the Grade Level Office for further action. All students will sign an iPad Rules and Expectations sheet at the beginning of the year that will detail acceptable use, expectations, "no iPad zones", and the procedures for misuse of the iPad.

## ATTENDANCE PROCEDURES AND REGULATIONS

#### SCHOOL ATTENDANCE

School attendance is very important for a student's success in school. Children who do not attend regularly have difficulty keeping up and also miss out on being part of the social fabric of the school. There may be times when your child is ill. If your child is too ill to attend school, you should contact the school first thing in the morning and keep the school informed if the absence continues, (781) 455-0480. If your child is having difficulty attending school for any reason, please contact the school so that we can see if there is any way we can be of

assistance to you.

Massachusetts General Laws are very explicit about the need for students to attend school and about the obligation of schools to account for the attendance of all children. Students who fail to attend school without parent/guardian or school permission are considered truant, and school districts are required to notify the attendance officer and court system whenever truancy is a problem. Students who miss more than seven days of school or 14 partial days in a six-month period without documentation of a medical illness may be asked to provide medical documentation for any future absences and may be sent a letter informing them that the Attendance Officer of the Needham Police Department has been notified of the excessive absences. A student who is absent 20 days during the school year without medical documentation may be retained and repeat that school year. Undocumented absences must be reported. Extensive absences due to illness will require documentation from a physician.

A student who is not present during at least half of a "school session" (i.e., a 6.5-hour day) shall be marked and counted as absent. Any student entering school after 11:00 a.m. will be considered absent.

#### ABSENCES

Each day a student is absent from school the parent or guardian must telephone the child's grade level office between 7:35 a.m. and 8:30 a.m. to inform the school of the absence:

Grade 7: 781-455-0493 These 2 numbers will be updated when MITEL system is complete at Pollard Grade 8: 781-455-0489

This early morning phone call helps our office staff promptly verify the absence of a student and is essential in enabling the school to identify those students who are absent without parental knowledge or consent. If successful contact has not been made with the home, a note signed by the parent or guardian indicating the reason for the absence must be presented to the grade level secretary on the day the student returns. A student who anticipates an absence should bring a note from home stating the reason for the absence and the date(s) of the absence. The note should be given to the grade level administrator, and the student should make arrangements with each teacher for make-up work upon returning to school.

Schoolwork missed because of excused tardiness, dismissal, or absence must be made up upon return. Students are expected to review *MyHomework*, or to contact teachers or classmates for missed homework assignments. Requests for grade level offices to gather homework assignments can only be honored on or after the third day of absence. It is the student's responsibility to ask each teacher for make-up assignments or locate these on *MyHomework*. Moreover, excessive absences from school without medical documentation may result in the removal from field trips and extra-curricular activities. The Principal will make a determination if the student can attend a field trip at least 2 weeks prior to the trip. A student absent from school may only participate in school-sponsored activities (athletics, dances, concerts, etc.) that same day with the principal's permission.

#### \*ABSENCES-REPORTING

In the event a child will be absent for the day, parents or guardians are expected to call the school office before school begins. Parents and guardians must furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. Parents will be contacted on the day of absence or as soon as practical and within three (3) days of the student's absence if the Parent(s) or Guardian has not contacted the school regarding an absence.

## \*ABSENCES-EXCESSIVE

Parent(s) or Guardians will be notified when a student has at least five days in which the student has missed two or more classes/periods (unexcused) or who has five or more unexcused absences in the school year. The building principal (or his/her designee) will make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop an action plan to improve the student's attendance. In all circumstances Parents/Guardians are encouraged to contact school staff and work collaboratively with them to correct the reasons that the student is missing school. Excessive, unexcused absences may also result in the school taking legal action to remedy this situation.

#### DISMISSALS

It is the general policy of the Needham Public Schools that students will not be dismissed from school before the end of the school day. Exceptions to this policy may be granted by the grade level administrator upon the

presentation of a written request for dismissal from the child's parent or guardian.

Students who are required be dismissed early from school must report to the grade level office between 7:35 a.m. and 7:50 a.m. to obtain a dismissal slip by producing a note from the parent or guardian requesting the dismissal. The student is then asked to show this note to his/her teacher(s) and report to the main office for pick-up before leaving the school building.

When students feel ill and wish to return home, they must first report to the nurse in the health office. The nurse will contact the home to decide upon whether or not a student should be dismissed and if the parent/guardian can come to pick up the child. **Students should not contact home directly to dismiss themselves.** 

#### LATE TO SCHOOL

School officially begins at 7:50 a.m. Students who are not in their assigned student advisory group at 7:50 a.m. are considered tardy. Students who are tardy must report to the grade level office for an tardy pass. Students who exceed five (5) unexcused tardies to school in a trimester will serve an office detention each time he/she is late. Five (5) or more unexcused tardies and/or absences during a trimester will also make a student ineligible for Honor Roll.

#### LATENESS TO CLASS

A student who is late to class must present a corridor pass from the staff member who detained the student. If the student is late for class and does not have a pass from a staff member, the student is admitted to class and must report to the classroom teacher at 2:20 p.m. or make appropriate arrangements with the teacher for resolving the problem of lateness. Frequent lateness is reported to the grade level administrator.

#### VACATIONS & ABSENCE DUE TO NON-MEDICAL REASONS

It is important for children to receive continuous instruction on a daily basis while school is in session. Each day of instruction missed sets a child back and creates added pressure on the child and on the school. As a result, vacations are always considered unexcused absences from school. The school calendar is published far in advance of the school year to help families plan trips so that they can coincide with school vacations. Parents/guardians are urged to comply with the school calendar. Since assignments are based upon material which has been previously taught, work must be made up after a child returns. At times, assignments cannot be sent home in advance.

# DAILY PROCEDURES & EXPECTATIONS

## **BEGINNING OF THE SCHOOL DAY**

The school building opens at 7:35 a.m. Students who arrive before 7:35 a.m. are asked to wait on the patio at the front of the school. Students who walk to school are encouraged to time their departure from home so as to arrive at school by 7:35 a.m. Bus schedules have been developed to ensure an arrival time between 7:35 a.m. and 7:45 a.m.

Our front doors open at 7:35 a.m. with the sound of a bell. Students have fifteen minutes to enter the building, visit their locker, grab breakfast, and make their way to their advisory period for 7:50 a.m. Students who need or wish to see a teacher before 7:35 a.m. are asked to make an appointment in advance and present a pass to the main office. Advisory begins promptly at 7:50 a.m.

#### END OF THE DAY

Outside Of The Building: At 2:20 p.m. school is officially dismissed. At this time, it is expected that all students who are not staying after school for extra help and/or involved with an after-school activity will leave the school in order to facilitate the opportunity for teachers to work with students who are staying for extra help from 2:20-2:50 p.m. Those students who take the school bus home will board buses with a departure time of approximately 2:25 p.m. The school only supervises the immediate dismissal time period. There is no staff supervision outside of the building following 2:30 p.m.

*Inside Of The Building*: Students are encouraged to participate in extra-curricular activities at Pollard. Teachers provide extra assistance for students from 2:20 p.m. until 2:50 p.m. on Tuesdays, Wednesdays, and Thursdays. Students who remain in the school after 2:20 p.m. are expected to be supervised by an adult and asked to leave the building at 2:50 pm.

**Please Note**: There is no formal supervision of students in the hallways after school has dismissed. Staff who do stay are working with students who remain for extra help or who are offering an after-school activity. Any student not with a faculty member will be asked to leave the school building.

#### **DELIVERIES TO CLASSROOMS & COMMUNICATION WITH STUDENTS**

From time to time students may forget things that they need in school for the day (i.e., lunch, money, homework, etc.). Families who deliver items to school on behalf of their child are asked to drop off items at the grade level office. Students who anticipate a delivery will be expected to visit the grade level office to pick up the items. On occasion, we also realize that families will deliver items or messages for their child that he/she is not expecting. In such circumstances grade level secretaries will make every reasonable effort to notify the student of his/her need to report to the office to pick up and item or to retrieve a message. However, as classroom interruptions are strongly discouraged, the ability to fulfill such requests depends on the time of day and the volume of such requests on any given day.

## STUDENT ADVISORY PROGRAM

## Purpose Of The Advisory Program

The overall purpose of the Student Advisory Program at the middle school level is to create an environment where students feel safe, supported, and understood by their advisors and one other. Each advisee will have an advisor who will support and monitor his/her overall experience and progress in school. The goals are to connect students to students; student to a trusted, charismatic adult; and to conduct deliberate Social/ Emotional Learning (SEL) curriculum developed by the advisory team.

## Overview Of The Advisory Program

In the middle school advisory program, 12 to 15 advisees meet with their advisors on a regular basis. The advisor is responsible for in-school and school-to-home communication including taking attendance, distributing report cards, and numerous other routine matters of school business. Advisors should be aware of patterns across disciplines and communicate with other advisors as needed. Advisors are not expected to be the primary disciplinarians, or the contact for classroom specific and guidance related concerns. Individual teachers remain the primary academic contact for their discipline.

## Culture

Each advisor will strive to promote a positive culture in their advisory group and throughout the school by:

- Ensuring group norms are developed with the groups, posted in the room, and actively applied.
- Informing students of school-wide and grade level events and encourage participation in all aspects of school life.
- Making introductory contact with families by October 30th.

## Participation in the learning process

Each advisor will support the successful participation of advisees in the learning process by:

- Conferencing with individual advisees at each mid and end of term marking period.
- Placing advisee generated academic goals and reflection sheets in advisory folder.
- Conducting one family "conference" at the mid-year around February.
- Monitoring advisee's academic progress across all disciplines.

## Personal competency development

Each advisor will develop personal competencies in his/her advisees by:

- Utilizing both structured activities and informal practices
- Having advisees engage in education at least once a week on themes self-awareness, self-assessment, and interpersonal skill development.
- Implementing at least one structured activity (consult binder for thematic ideas) during the week that is advisor-led.

### **LOCKERS**

All students will be assigned a locker at the beginning of the school year. Unless otherwise decided by the school/administration, students will keep this same assigned locker until the end of the school year. It is expected that all students will use a combination lock to secure their personal belongings. The combination of this lock will be recorded by the advisory teacher. A copy of this information will be kept in the grade level office.

Please Note: Lockers assigned to students remain the property of the school, and are therefore, subject to inspection by the administration at any time.

## LOST AND FOUND/PERSONAL ITEMS OF VALUE

The *Lost and Found* is located outside the physical education office. Articles found, such as eyeglasses, cell phones, iPads, and MP3's, should be turned into the main office. Articles of clothing will be placed in the bin outside of the physical education office. Students are urged to use nametags on all clothing and to write their names on all book covers. Valuable items or large sums of money should not be brought to school. If it is necessary for these items to be at school, then they should be left at the grade level office for safekeeping during the day. The school simply cannot take responsibility for lost or stolen items when these procedures are not followed.

#### TRANSPORTATION OF STUDENTS

Around the same time each day approximately 900 students and 120 faculty and staff make their way to the Pollard campus. In order to maintain student and staff safety and to streamline this process with such a large volume of traffic, the following has been established:

#### **AUTOMOBILE:**

- If you must transport your child by car, please try to car pool to minimize the number of cars in the area.
- Please do not drop students off along Harris Avenue except between Fair Oaks and Bradford, or well beyond the school near Coulton and Prince.
- The circular driveway in front of the school and the Harris Avenue Parking Lot are off-limits until 8:15 a.m. and between 1:30 p.m. and 3:00 p.m.
- Please do not use the staff parking lot along Harris Avenue or the one located in the rear of the school off of Glenwood Road for student pick-ups or drop-offs.
- The Glenwood Road parking lot is for medical drop-offs only.

#### **BUS**:

- Students who are eligible for bus transportation and pay the appropriate fee will be issued both a bus pass for the year and a set of rules and regulations established by the transportation department.
- Students who violate these rules are subject to disciplinary actions including loss of transportation privileges.

#### VISITORS

With such a large campus and the constant imperative to ensure the safety and security of both students and staff, it is important that all visitors report to the main office to sign in while school is in session. Visitors will be issued a visitor badge that they are asked to wear during their visit. Prior arrangements should always be made before planning to meet with a teacher or an administrator. Unfortunately, due to liability reasons, students not enrolled at Pollard Middle School are not allowed to visit the school or classes during the school day.





## NEEDHAM SCHOOL NUTRITION SERVICES INFORMATION

Breakfast and lunch are served at Pollard every school day (except early release days). The Pollard Breakfast Cart at the school entrance offers a variety of delicious options for breakfast before school each day. At lunch, many choices of nutritious hot and cold lunches are offered, including a salad bar.

The Pollard Cafeteria is managed by a Chef Manager. The Nutrition Services department is dedicated to being a leader in quality nutritious school meals and has won two Healthier US School Challenge awards. The department is directed by a Registered Dietitian, and supported by a second Registered Dietitian as Nutrition Outreach Coordinator. The Cafeteria Staff are dedicated, talented, and kind people who are there because they love to care for children by preparing and serving excellent food in their "nutrition classroom", and encouraging the students to make good food choices to enhance their well-being.

Much thought and planning is put into providing a variety of entrée and other lunch menu components, which are delicious, kid-friendly, and nutritious. The menu of the day changes, but every day there are other lunch options available, including a Salad Bar, Chicken Caesar Salad, Pizza, various sandwiches, Hamburgers, Chicken Patties, Bagel & Yogurt or Cheese. Plentiful supplies of many choices of delicious fresh fruits, cut veggie sticks and salads are always available as part of the school lunch.

The menu and nutritional information, as well as allergy and ingredient information, are available on the Nutrition Service Department page of the Needham School District website. <a href="https://www.needham.k12.ma.us">www.needham.k12.ma.us</a>.

Meal prices Reduced price:

Lunch: \$TBD (Salad Bar \$TBD) \$.00 (fee waived for 2019-2020) Breakfast: \$TBD \$.00 (fee waived for 2019-2020)

#### **Pollard Items for sale:**

**LUNCH** Includes 5 components, per USDA: Meat (or Meat Alternate), Grain, Fruit, Vegetable & milk.

The student must take at least 3 components and must take a fruit or vegetable for it to be

considered a 'meal'.

BREAKFAST Includes 4 components, per USDA: 2 oz Grain (or 1 Grain and 1 Meat), Fruit (or juice), Milk

The student must take 3 components, one being the fruit (or juice)

A la carte See below

## Free or Reduced Priced Lunches:

Families who may automatically qualify for free or reduced price meals through a match with the Massachusetts HHS agency, will be notified before school begins in September. Other families may apply for free or reduced lunches by completing a current school year meal application. A new application must be filled out at the beginning of each school year, or at any time throughout year if the financial situation in the home changes. Meal applications are sent home at the beginning of every school year and are available on our website, in the school office, or the Nutrition Service office at the Administration Building. An on-line application is also available at lunchapp.com.

## What do you get with a "LUNCH"? & What is NOT included

Students who qualify for free or reduced price meals are able to get one complete breakfast and lunch for free or reduced price per day.

Included in a LUNCH (free, reduced, or full price) is:

- One Entree (any choice, including Salad Bar
  - "Entrée" is the protein item and grain item (usually together, ie: Hamburger on bun)
- Fruits & Vegetables. We don't limit (within reason) and we encourage students to take LOTS
- Milk, 8 oz. 1%, Fat-free, Fat-free Chocolate or Strawberry, Lactaid (for documented lactose intolerant students)
- Dessert if it is written on the menu for the day (usually 1-2 x/week)

Other <u>A la carte items</u> are available at Pollard FOR SALE, which are NOT included in the LUNCH price. These items that are not included are as follows:

- o 2nd Entrée \$2.00
- o Variety of "A-list" (healthy) Snacks \$.50 \$1.00
- o Fresh baked Cookie \$.50

- o 16 oz Water \$1.00
- 8 oz water \$.50
- o 4 oz yogurt \$.50

Students who qualify for free or reduced lunch can purchase a la carte items with cash, or money can be deposited into their lunch account for purchases of those items.

Students are not allowed to "go negative" in their lunch account for snacks. (only for LUNCH). Please talk with your child if you want to limit what they buy.

## **How the automated cafeteria payment system works:**

- · Every student has their own personal lunch account and PIN number (automatically assigned when enrolled- whether or not they ever use it).
- · Parents/Guardians deposit money into the student's account by check via the school cafeteria, on-line (credit card or electronic check), or cash (see **How to prepay** information below).
- Sales are automatically deducted from the student's account. Details of account use are tracked in the system and parents can access this information (see #10 below).
- · Pre-payment into the account is strongly encouraged- as it is much faster, however paying with cash is an option.
- Students who qualify for free or reduced price lunches are processed at the cash register like all other students, avoiding any potentially uncomfortable situation for the student. A la carte items (above) are not free nor available at reduced price, only the meal.
- All students access their accounts at the cash register by entering their 4-digit PIN number on the PIN pad located at the register. Each child's unique PIN number is confidential and should not be shared. The PIN number stays the same from year to year until High School, when the number is changed to a 5-digit number. You will be notified of this number in the Welcome Back to School letter from Nutrition Services. If a student does not remember it, the cashier can access their account through the computer register by their name.

## When the lunch account gets low:

- Students are notified at the cash register.
- An automated 'Low Balance Email' is sent on Monday evenings to the parent/guardian of students whose lunch account is at \$25.00 or below.
- A second 'Low Balance Email' is sent on Thursday evenings if balance is \$15 or below.

#### **Negative Lunch Accounts**

- When an account goes below zero, only a complete lunch can be purchased- no a la carte items.
- Negative account balances will be allowed to go to a maximum credit limit of 5 lunches at Pollard. If the student's account balance reaches that maximum negative credit limit, they will no longer be able to "charge" a regular lunch.
- The automated "Low Balance Email" that is sent on Monday and Thursday evenings (see above) serve as a further request to deposit money into the lunch account.
- If we have no email address in our lunch account system, a negative balance letter is printed out and mailed to the home, requesting deposit into the lunch account.

#### Maximum credit limit /Alternate meals

- When the account reaches the maximum credit limit (value of 5 lunches), and there has been no response to the requests for deposit, the student may receive an "alternate" meal consisting of a cheese sandwich, a serving of canned fruit, and a low fat white milk. There is no charge to the account for this alternate meal. The cheese sandwich lunch is meant to provide basic nourishment so the child won't be hungry, but to get attention to replenish the lunch account.
- Nutrition Services personnel usually attempt to make phone calls to parent/guardian about the negative
  accounts if they believe there may be a problem with account communications previously made, and
  before they get to the cheese sandwich stage.

## Credit limit / Negative Balance followup

- If a student's lunch account reaches negative \$10.00 and there has been no response to email requests for deposit, the Cafeteria Manager will call the home to notify the parent/guardian about the negative account and to resolve the negative balance.
- If the account remains negative and reaches -\$20.00, then the delinquent account is referred to the Nutrition Services Director's office and additional attempts are made to reach parent/guardian via cellphone and/or work phone numbers.

- If the account remains negative and continues to increase in debt, the matter is referred to the school Principal for follow up with the parent/guardian.
- Beyond that, delinquent lunch accounts will be referred to a debt collection agency.

## Tracking lunch accounts

• Parents can look at student lunch account activity. Instructions for doing this are on NPS Nutrition Service website: "MyLunchAccount instructions". You will need the students Powerschool student ID number for this (get from school secretary).

Please make sure the school secretary has your correct email address in Powerschool, as our lunch software system uploads the information from Powerschool.

## How to Prepay:

- 1. Deposit funds via on-line. There is a link to the current online payment provider on the NPS website home page, as well as on the Nutrition Services page under Lunch Payment System. You will need to know the student's 5-digit Online Payment ID number specifically assigned for this on-line payment service. You can get that number and instructions for setting up account in Powerschool or from your school secretary.
- 2. Bring/send a check (payable to "Needham School Nutrition Services") to your school, in an envelope marked "Cafeteria". Deposits are made at the school cafeteria register. Please record on the memo line of the check: Student's full name, and 4 digit PIN number.

## **Food Allergies:**

Nutrition Services is informed by the school nurse as to any food allergies students have. It is entered into the computerized point of sale system so that an alert comes up to cashier about what the student is allergic to. The cashier must acknowledge that alert, and checks the tray to assure there are no foods on the tray that the student is allergic to. We accommodate documented food allergies, including gluten-free diets. See website for more detail.

Website: needham.k12.ma.us Departments: Nutrition Services

There is lots of information on the Nutrition Services website, as well as pictures of the cafeterias and meals. Check it out!

### **Call Nutrition Services:**

Chef Mehdi Chniouli. Pollard. 781-455-0480 x 33040

Feel free to call the Nutrition Services Office with any questions or comments: 781-455-0400:

X11219 for Mirella Santucci, Nutrition Services Bookkeeper

X11216 for Ruth Griffin, Nutrition Services Director

X11237 for Jen Tuttelman, Nutrition Outreach Coordinator

X11285 for Barb Pitney, Nutrition Services Secretary

## **HEALTH SERVICE POLICIES**

The Needham Public Schools, in accordance with the regulations of the Massachusetts Department of Public Health, requires the following health information before a student enters school.

#### **Health History**

The Health History Form, which provides important health and developmental history about your child, must be completed by the parent/guardian and submitted to the school nurse prior to school entry for all students.

### **Required Immunizations**

Massachusetts Department of Public Health Regulation 105 CMR 220 requires students to be fully immunized before admission to school. An immunization certificate/record that includes the month, day, and year the immunizations were administered needs to be submitted to, and reviewed by, the school nurse before the student begins school. State regulations also require each child to meet grade entry immunization requirements.

## **Exemption**

Only documentation of medical and religious exemptions from immunization requirements is acceptable by law in Massachusetts. If there are medical reasons why your child has not been immunized, a certificate must be obtained from your by a physician annually and forwarded to the school nurse. If your child has a religious exemption, you must provide the school nurse with a letter <u>annually</u> that is signed and dated and states that a vaccine(s) is against sincerely held religious beliefs.

### **Physical Examination**

The Massachusetts Department of Public Health Regulation 105 CMR 200 requires a physical examination for all new students that was completed within 12 months prior to entrance to school, or within 30 days after school entry, and at intervals of three or four years after school entrance. Per these regulations, documentation of a current physical examination is required for students entering into preschool, kindergarten, grades 4, 7, and 10. If a student is participating in competitive athletics, an annual physical exam is required. A student transferring from another school system shall be examined as an entering student. Health records transferred from the student's previous school may be used to determine compliance with this requirement.

## Lead Poisoning Screening and Vision Screening (Kindergarten entry requirement)

Each child must present documentation of lead poisoning screening, tested at ages 2-5 years, upon entry to kindergarten. Vision screening must be completed by the student's primary care provider upon entry to kindergarten (within the previous 12 months), or within 30 days of the start of the school year; certification that kindergarteners have passed acuity and stereopsis screenings is required.

## **Tuberculosis (TB) Testing**

Documentation of either:

- Screening for student's low risk of tuberculosis exposure
- Testing for tuberculosis of students at high risk of exposure to tuberculosis.

<u>The Confidential Nurse Emergency Card</u> must be completed **annually** by the parent/guardian and returned to the school nurse with updated information and authorization including: emergency contact information, student medical history, consent for student to receive emergency medical treatment, communication of pertinent medical information, and administration of select over the counter medication by the school nurse, per the NPS Medical Protocols.

#### **Medication Policy**

The Needham Public Schools Medication Policy complies with state and federal laws and Massachusetts Department of Public Health Regulation 105 CMR 210. The following statements highlight the main points of the policy:

- The Health Services policy encourages that medication be administered before and after school hours, if possible.
- All medication, prescription or over-the-counter, requires an order from a health care provider who is a licensed prescriber as well as a completed parental permission form. Medication will not be administered until all required documents are completed and received by the School Nurse. These required forms are available in the health offices or may be downloaded from the Needham Public Schools Department of Health Services website.
- After consultation with the school nurse and the development of a medication administration plan, students who fall into the following exceptions may self-administer medication:
- students with asthma or other respiratory diseases may possess and administer prescription inhalers
- students with life-threatening allergies may possess and administer epinephrine via an auto-injector
- students with cystic fibrosis may possess and administer prescription enzyme supplements
- students with diabetes may possess and administer a glucose monitoring test and insulin delivery system
- Medications must be delivered to the School Nurse in a correctly labeled pharmacy or

manufacturer's medication container by the parent, guardian or responsible adult. (Medications are not accepted in containers such as plastic bags.) **Students are not permitted to bring medication to school**.

- All medication orders expire at the end of each school year. New medication orders are required at the start
  of the school year.
- All medications must be picked up by a parent/guardian before the close of the school year. Any medications that are not picked up by the close of school will be destroyed.

## **Children with Special Health Care Needs**

If your child has asthma, allergies, diabetes, seizures, attention deficit disorder, or any other medical or mental health condition requiring special health services in the school and/or is assisted with medical technology, it is vital that the parent meet with the school nurse and develop an Individual Health Care Plan (IHCP) prior to school entry.

#### Concussions

Concussion or Traumatic Head Injury can occur whenever there is a blow or jolt to the head that causes complicated chemical changes in the brain that take several days to resolve. Many concussions occur during organized (especially contact) sports, but are also common as a result of skiing, snowboarding, skateboarding, gymnastics or ballet falls, etc. Many concussions can go undetected initially because there has been NO loss of consciousness and the person is able to resume activity following the initial blow to the head or whiplash. Concussions may be life-altering or lifethreatening if not treated correctly or aggressively. The Needham Public Schools (NPS) seeks to prevent concussions and provide a safe return to activity for all students after injury, particularly after a head injury. Although every concussed student is different, the care and management of all students who have sustained concussions requires education, supervision, and close collaboration between students, parents/guardians, school nurses, coaches, athletic trainers, athletic director, administrators, guidance counselors, school physician, teachers, neuropsychologists, and the students' primary care providers and medical specialists. In accordance with the Needham Public School (NPS) Policy on Head Injuries and Concussions in Extracurricular Athletic Activities 2012, protocols and procedures that are implemented are compliant with Massachusetts General Law c. 111, §222, An Act Relative to Safety Regulations for School Athletic programs, the Massachusetts Department of Public Health regulations 105 CMR 201.000, Head Injuries and Concussions in Extracurricular Athletic Activities, and the Massachusetts Department of Public Health regulations 105 CMR 200.000, Physical Examination of School Children.

## The NPS Protocol Post Student Head Injury and Concussions- Re-entry to Academics and Return to Physical Activity and Athletics:

- Student sustains head injury during school, extracurricular athletics or activities, or other setting
- Student is removed from "play" from sports, physical education, or other physical activity until medically evaluated
- Student is assessed by school nurse during school day and certified athletic trainer during NHS sports, as available
- Coach, certified athletic trainer, or school nurse completes head injury report
- Parent/Guardian is notified and student is dismissed from school or athletic activity and referred for medical evaluation
- Medical provider evaluates student and documents diagnosis of traumatic brain injury or concussion
- Parent provides school nurse with documentation of head injury from medical provider and plan of care including orders for brain and physical rest
- School nurse notifies guidance department and teachers/coaching staff of injury and initiates a re-entry meeting with teachers, guidance, special education liaison, parent/guardian, and student (as applicable)
- A graduated academic re-entry plan and accommodations are implemented per protocol unless severity of head injury or prolonged recovery necessitate development of a 504 plan or amendment to IEP
- Nurse will review symptoms with student <u>each day</u> to assess recovery, update return to academics check list, and advise guidance and teachers of student's readiness to progress with return to academics plan
- Teachers, students, parents will maintain an open dialogue regarding work expectations and progress
- Medical provider provides updated documentation about student's medical recovery and clearance for

- progression to full academic program including physical activity and physical education
- School Nurse notifies guidance and teachers of progression to full academic program without accommodations due to head injury
- School Nurse notifies certified athletic trainer to initiate graduated return to athletics per protocol
- Certified athletic trainer consults with medical provider for authorization to clear student to return to full athletics.

## What to do if your son/daughter has had a concussion:

<u>Seek medical consultation</u>. If there has been loss of consciousness (even briefly) person should be taken immediately to the hospital or MD office for evaluation. For concussions not involving loss of consciousness, report symptoms to primary care provider (PCP) right away for advice about how to proceed.

**Brain and Physical Rest** is the main treatment for a concussion. Doing as little as possible will allow symptoms to begin clearing and a graduated return to school and sports will be planned.

<u>Proper evaluation</u>. Make sure to get written clearance from PCP or specialist who understands current concussion management protocols before resuming activities. Progression is very individualized and is determined on a case-by-case basis. Factors affecting progression include: duration and type of symptoms, previous history of concussion, and type of sport/activity participation.

<u>Inform your child's school nurse</u> if he/she has experienced a concussion and to discuss the procedures and plans for your child's return to academics, physical activity, and athletics.

## **Life-Threatening Food Allergy**

The Needham Public Schools (NPS) recognizes the increasing prevalence of student food allergies and the life- threatening nature of allergies for many students. The implementation of the Policy for Life-Threatening Food Allergy aims to minimize the risk of exposure to allergens that pose a threat to students, to assist students with assuming more individual responsibility for their health and safety as they grow older, and to ensure full participation in their educational programs and school sponsored activities. The management of students with food allergies requires the awareness, support, and response of the entire school community.

\* If your child has a life-threatening allergy, please make sure they have access to emergency medication (Epinephrine) at all times and be sure that the school nurse has the necessary medical information about your child's emergency allergy action plan.

## Key points of the policy for Life-threatening Food Allergy include the following:

- NPS recognizes the increasing prevalence of student food allergies and the life- threatening nature of allergies for many students.
- An individualized health care plan including accommodations for prevention, management and emergency response is developed for each student with a medically diagnosed life-threatening food allergy.
- The school programs are not declared as "allergen free" and foods with known allergens (peanuts, tree nuts, milk, eggs, shell fish, fin fish, soy, wheat) are not banned
- Communication, planning, and education with faculty/staff, parents/guardians, and students will aim to minimize the risk of exposure to allergens that pose a threat to students.
- <u>Non-curriculum related</u> classroom-based celebrations and parties are food free
- Use of <u>food as a reward or incentive</u> during the school day is prohibited unless approved as part of a Individualized Education Program (IEP).
- <u>Inclusion of food for curriculum instruction and related activities or special school events</u>, requires strict adherence to the management protocol
- <u>Sales of competitive foods and beverages</u> (including bake sales/fundraisers) will not be permitted district wide during the school day and beyond school hours at the preschool-elementary level. Beyond the school day sales of competitive foods are permitted in grades six-twelve.
- NPS Staff employed by the NPS, to supervise and/or coach students participating as members of school-sponsored athletic teams, clubs, and other extracurricular activities beyond the school day, are responsible for implementing the applicable portions of the Food Allergy Policy and related protocols and procedures for the management of students with LTA
- NPS staff are not responsible for implementing the Food Allergy Policy and related protocols and procedures during (1) school sponsored events beyond the school day that are open to the public (e.g. school athletic contests, plays, or ceremonies) or (2) programs or events on NPS property that are sponsored by various parent, community, and private groups.

## FIRE EVACUATION PROCEDURES

When the fire alarm sounds, students must pay close attention to the staff member for special instructions and directions. The following guidelines must be observed:

- File out of the room by row quickly and quietly.
- Do not push or run.
- In the event of a blocked exit, file quickly and quietly to the alternative exit.
- Move at least 100 feet away from the building.
- Remain with your teacher and your class for further instructions.
- If you are not with a group when a fire signal sounds, leave the building by the nearest exit, join a group on the school grounds, and report your name to the teacher in charge of the group.

#### ALICE

As part of the school's emergency planning, we have adopted the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) protocol to respond to emergency situations. There are various reasons as to why we may need to go into and enhanced lockdown or "shelter in place"— these may include weather emergencies, chemical accidents, or potential threats of violence that could make going outdoors dangerous for students and staff. At the beginning and throughout the year, specific discussions will be held with students regarding expectations about how to respond in such an emergency. We will also conduct drills throughout the year to ensure all students are comfortable and prepared. Similar to fire drills, these drills may or may not be announced to students ahead of time.

## SCHOOL ANNOUNCEMENTS FOR INCLEMENT WEATHER

During inclement weather, the Superintendent must decide if conditions will be safe for children to come to school. The following plan will be in effect for inclement weather:

#### "No School" Announcement:

If the conditions are severe, school will be canceled.

The Needham Public Schools utilizes an emergency notification system that will contact your home phone, cell phones, and will also be carried by television channels 4, 5, 7, and FOX25, and the local cable channel. Information regarding schools during inclement weather is also prominently displayed on the Needham Public Schools' website <a href="https://www.needham.k12.ma.us">www.needham.k12.ma.us</a>

- All classes and school activities will be canceled for the day, including scheduled adult evening classes, before and after school programs, including Needham Extended Day Program (NEDP), and other school based activities.
- Transportation of students to out-of-district schools will be canceled on Needham's "No School" days. Families may opt out of the emergency notification system for weather related events only:
- Please log onto PowerSchool and click on Update Information.
- On the Student Data Update page, delete the telephone number in the field marked Weather Related School Delays/Cancellations Phone.
- You will receive calls for other school emergencies. Alternatively, you may change the number in that box to a phone number more convenient to you and your family.
- Contact the school secretary if you have a problem with your PowerSchool account.

## "Two-Hour Delay" Announcement:

- If conditions are almost safe, but the DPW requires extra time to plow the roads or sand the streets, the school day will be shortened.
- The opening of school and all bus pickups will be delayed two hours. In such a situation our building will open at 9:35 a.m. with school officially starting at 9:50 a.m.
- The "Two-Hour Delayed Opening" announcement will be carried by the same radio and television stations outlined above.
- Lunch will be served at the regular time.
- Afternoon dismissals and all other school activities will take place at their regularly scheduled times.

• Parents/guardians are reminded not to attempt to send their children to school early on Two-Hour Delay days since the area around the school may not be plowed nor will staff be available to supervise early arrivals.

#### EMERGENCY EARLY RELEASE ANNOUNCEMENT

In the event of a severe weather emergency or some other emergency that develops during the school day, the Needham Public Schools may release students before the end of the school day. We will use the emergency notification system to alert parents and guardians. As appropriate, the Needham Public Schools will work with public safety officials to shelter students we are unable to send home.

**Please Note:** With the potential for a very high volume of calls during such conditions, please do not telephone the school's main office, or the Police, Fire, or Department of Public Works. In order to receive information about any impact on school operations, please listen to the radio and television stations, log-on to their respective websites and/or check the district's website for specific information.

## **SCHOOL LIFE**

#### LIBRARY MEDIA CENTER

At the discretion of a teacher, up to three students at one time may be sent to the Media Center for 15 minutes to pick up a book or other materials needed to complete an assignment. Teachers will supply the student(s) with a library pass indicating the intention of the visit. The student(s) will return to the classroom with the pass signed by the library staff. Students wishing to use the Media Center after school must present a pass signed by a teacher. Students are expected to conduct themselves appropriately in the media center. No food, drinks, or gum are allowed in the Media Center. Complete information on the media center's policies, rules, and expectations can be viewed at <a href="https://pollardlibrary.weebly.com/">https://pollardlibrary.weebly.com/</a>. If you have any questions about the media center's services and/or materials, please call the library assistant at 781-455-0480, x 33014.

#### FIELD TRIPS

Attendance on a school-sponsored trip, not a part of required class activities, is not a student's right but rather a privilege. A student will not be able to attend such a trip if, in the determination of the principal or grade level administrator, the student's pattern of behavior is deemed inappropriate, anti-social or potentially disruptive to the planned trip; the student's academics are not in good standing; and/or a student's absences are deemed as excessive (more than 5 in a trimester). Please note that field trip money may not be refundable.

## **GUIDANCE**

All students are encouraged to make appointments with their assigned guidance counselor. Appointments may be made directly with the individual counselor or through the grade level secretary. Counselors meet with students either individually or in small groups to discuss topics of concern or to host lunch bunch groups. Counselors also meet with families to discuss topics of concerns regarding their children.

## SPECIAL EDUCATION SERVICES

Special education services provide specialized instruction to students who have been identified through testing, as having a disability that prevents them from making effective progress in their classroom. Parents/guardians play a key role in this process by offering their insight and information that helps the TEAM to understand their children. If determined to be eligible for special education services, a TEAM meeting, including families and teachers, develops an Individualized Education Program (IEP) for the student. This program is designed to support the student's access to the general education curriculum. Special education evaluation and services can only be provided with family permission. If you would like more information or believe your child may have a disability, please contact your child's teacher or Marcy Cohen, Special Education Coordinator.

## **NEEDHAM COMMUNITY EDUCATION (NCE)**

Pollard is abuzz after school with a wonderful range of engaging enrichment opportunities. Courses are taught by Needham teachers and talented community members and include offerings in the arts, sports, hobbies, science discovery, community service, etc. Offerings are high quality, reasonably priced, and a healthy choice for middle school students.

## HIGH ROCK-POLLARD PARENT TEACHER COUNCIL (PTC)

The PTC actively supports the middle school community with volunteers, fund-raising, and communications. The PTC sponsors several fundraising activities each year to support enrichment and creative arts activities and to provide grants to teachers and staff. Although High Rock is an independent sixth grade school, structures are intentionally being created to link Pollard Middle School (7th/8th grade) with High Rock School (6th grade) into a 2-campus middle school program. One of these structures is a single *High Rock-Pollard Parent Teacher Council* (PTC) for both schools.

#### SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SEPAC)

The SEPAC is a self-governed organization of Needham parents and caregivers of children with special needs. The SEPAC provides a forum for parents and caregivers to share information and promote understanding, respect for, and support for all children with special needs in the community. The SEPAC advises school officials on the education and safety of students with disabilities and on the planning, development and evaluation of special education programs within the Schools. Visit the SEPAC web site at: Needhamsepac.org for more information or to be added to their email list.

#### STUDENT COUNCIL

Under the direction and supervision of faculty advisors, the members of the Pollard Student Council plan activities to enrich school life. The election by the student body of officers and representatives takes place in the fall.

# CODE OF DISCIPLINE POLICIES, PROCEDURES, REGULATIONS

#### RATIONALE AND SCOPE

Pollard Middle School's Code of Discipline is guided by our core values: We dedicate ourselves to *cultivating* academic excellence, civic responsibility, and the personal growth of each member of our community. The discipline code is in effect both at school and at school-sponsored events, whether or not such events take place on school property (including, but not limited to, any and all athletic activities and contests). Even misconduct that does not take place in school or at a school sponsored event can result in discipline if it is of a serious nature and has a direct relationship to the school or causes substantial disruption to the school environment. Parents and teachers/ administrators are partners when a consequence may be issued to ensure that the students learns from the experience, changes the behavior and recovers socially/ emotionally. In the best interest of the child, positive intent should be assumed by all parties.

Students are expected to hold themselves accountable for maintaining conduct that will allow for an appropriate educational environment for all. When students fail to hold themselves accountable, consequences will be imposed, ranging from a discussion with an administrator or teacher to expulsion from school. The procedures outlined in this section provide an explanation of our disciplinary process. In addition, this section provides examples of conduct that is prohibited. However, not every type of prohibited conduct can be listed. Students are expected to recognize that any conduct that is inconsistent with maintaining an appropriate environment either at school or at a school-sponsored event could lead to discipline, including suspension or expulsion.

As always, discipline cases are handled individually, respecting the rights, developmental needs and dignity of the student while taking into account the needs and best interest of the entire school community. To respect the confidentiality of all of our students and families, we are not at liberty to discuss the disciplinary actions taken regarding students other than your own.

### STUDENT BEHAVIOR AND EXPECTATIONS

Students are expected to conduct themselves in a polite and courteous manner, which respects the rights and privileges of all members of the school community. Members of the school community include students, faculty, substitutes, visitors, guests, and all school employees. Any student whose behavior interferes with classroom instruction or the smooth operation of the school may be denied participation in co-curricular and extracurricular activities including, but not limited to assemblies, field trips, intramurals, or end-of-year activities. The following reflects the general expectations for all students in order to help ensure we maintain an environment that is conducive to student learning:

## Pollard Middle School Students are expected to:

- Dress in a manner appropriate for school/ dressed for success and ready to learn.
- Address all faculty and staff respectfully and follow all reasonable directions given.
- Refrain from using profanity.
- Arrive at all classes on time, fully prepared for work with writing implements, books, iPads, notebooks, and necessary study materials.
- Cooperate with courtesy and respect in a manner outlined by faculty or staff member.
- Be responsible for all school-owned books, iPads, materials, and equipment.
- Obtain permission before using school and classroom equipment or classmates' materials.
- Follow and comply with the school's Responsible Use Policy.
- Only eat and drink food in the school cafeteria unless permission has been given by a staff member.
- Help keep the campus clean and take personal responsibility for ensuring that all trash is deposited in appropriate garbage bins or recycling containers.
- Receive permission from the principal before selling any items in school. This includes participating in any fundraising efforts.
- Refrain from riding of bicycles, skateboards, or rollerblading on the patio, the bus loading area, or the front driveway at any time.

#### DRESS CODE

Responsibility for student dress resides with parent/guardians. Students are expected to dress for school in a manner that is appropriate and helpful to the general learning environment. The Principal or her designee reserves the final judgment regarding the appropriateness of student clothing. If necessary, parents/guardians will be called to bring a change of clothes for their child. The following are general expectations around dress code:

- Articles of clothing that display drugs, alcohol, tobacco or illegal activity are not allowed.
- Clothes that show undergarments are not allowed.
- Hats or other headwear is not allowed. Hoods on sweatshirts may not be placed on heads during the school day. Students may wear headwear for medical or religious reasons, as approved by the Principal.
- Midsections, backs, breasts, chests, and buttocks are to be covered and not become exposed as a result
  of movement or activity.

#### CORRIDOR BEHAVIOR

In order to establish a climate for courtesy and mutual respect, and for the safety and well being of everyone, students are asked to observe the following:

- Keep to the right side of hallways and stairs whenever possible.
- No running in the corridors or hallways at any time.
- No shoving, pushing, or playing of any kind in the corridor or hallways.
- No yelling, shouting, or abusive language in the school building.
- No banging, slamming, or kicking of locker doors or classroom doors.
- No eating, consuming, or selling food or beverages in the corridors.

#### CAFETERIA RULES & PROCEDURES

Students have approximately 28 minutes each day to eat lunch in our cafeteria. In order to safely and efficiently provide an enjoyable environment for the number of students that pass through the cafeteria each day the following guidelines are important.

## At the beginning of lunch:

- Prior to arriving at lunch all books, binders, and personal items must be placed in a student's locker or in the classroom he/she is attending.
- Once students enter the cafeteria, those who are buying their lunch should form orderly lines by each door to the serving areas. Once in line students are expected to be respectful and courteous to the cafeteria staff and those other faculty on duty; wait patiently to make their way through the service area; and not "cut" the line.
- Students who purchase lunch can sit immediately in their seats.
- Students are encouraged to deposit funds in their personal lunch account with a check to speed-up the checkout process. When the fund balance is low, students will be given a notification to bring home to their parents/guardians.

During lunch:

- Students are expected to sit at their tables throughout the entire lunch period.
- The exceptions to this include leaving their seats to buy seconds or to request permission of the supervisor to use the lavatory.
- Students should assume responsibility for the table at which they are seated. The cleanliness and upkeep of each table is the responsibility of the entire group sitting at the table.
- At the end of lunch, tables must be cleared and cleaned. In addition, the floor area must be left clean and tidy.
- Students must consume or dispose of all food and beverages before leaving the cafeteria.
- A supervisor will dismiss the table as a group to allow students to go outside or leave at the end of lunch.

## **BUS CONDUCT**

The school bus is an extension of the school itself and rules regarding behavior are the same as in the school. School bus safety is a primary concern of the Needham Public Schools, and we reserve the right to take whatever action is necessary to maintain a high level of safety.

The school reserves the right to exclude students from school and/or the bus for misconduct of a serious nature that occurs on the bus or at the bus stop that may impact the school environment. The right of a student to school bus transportation is a qualified right dependent on good behavior. In a case where a student seriously or continuously misbehaves, parents/guardians will be notified by the principal or designee of the school to which the student is assigned.

The bus pass will be revoked if, in the opinion of the principal, such action is necessary for the general safety and well being of other students. In cases where a student's conduct jeopardizes the safety and well being of other students that student may immediately be excluded from the bus.

#### ELECTRONIC DEVICES AND CELL PHONES

The use of cell phones and other personal technology (with the exception of electronic readers) are prohibited in the school between the hours of 7:35 a.m. and 2:50 p.m. Other than electronic readers, such devices should remain out of sight, locked in lockers, and turned off during these hours. Violations of this prohibition will result in disciplinary action. Furthermore, use of audio/video recording devices is particularly prohibited without the express consent of the teacher or administration. A violation of this prohibition may be considered a serious infraction and may lead to suspension. Students should also be aware that a secret audio recording (recording of individual without his/her knowledge) could result in criminal charges under Massachusetts General Laws ch. 272, §99F.

## USE OF SCHOOL PROPERTY & FACILITIES OUTSIDE OF SCHOOL HOURS

Students are encouraged to participate in extra-curricular activities at Pollard Middle School. Students who remain after school should be under the supervision of a coach or faculty member, or be participating in a school-sponsored activity or project. Students are prohibited from remaining in the building or on school grounds without supervision, and such conduct may lead to discipline. In particular:

- Students who are not supervised will be asked to leave the building.
- Students should not loiter in the corridors or cafeteria after school.
- Students should not loiter on school grounds, the steps, or in the parking lots.

## INVESTIGATION (Interviews & Searches)

Under Needham School Committee policy, school administrators have the authority, as deemed necessary, to interview students regarding matters that are relevant to the school environment. In addition, school administrators may search students and their personal belongings on school property when the administrator has a reasonable basis for believing that the search will produce evidence that the student has violated a school rule or a state or federal law.

Lockers, desks, and similar areas assigned to students remain the property of the school and are therefore subject to inspection by the school administration at any time.

#### **Minor Infractions:**

For minor infractions students are generally required to meet with a teacher or administrator after school or to attend detention. Minor infractions may include the following:

- Disregard for the rules of the school.
- Discipline referrals from faculty or staff.
- Violations of the school policies.
- Behavior in the corridors and common areas, which does not adhere to the established expectations for conduct.
- Cafeteria misconduct.
- Violation of the electronic devices expectations for the school.

#### **Serious Infractions:**

Infractions of the nature described in the following examples will result in disciplinary action which could include short-term or long-term suspensions (up to 90 days). The administration will determine the consequences for serious infractions of the Code of Discipline.

- \*Repeated minor infractions or habitual disregard of rules
- Forgery and/or cheating
- Repeated truancy
- Refusing to give his/her name to a faculty member or any school department personnel
- Leaving the school building or grounds without authorization while school is in session
- Accumulated detentions not served
- Insubordination
- Throwing objects, including snowballs
- Smoking and/or use of chewing tobacco
- Use of language (written or spoken) that is disruptive to the educational environment
- Theft
- Destruction or defacement of school property
- Assault (includes not only harmful or offensive touching of another person, but also the immediate threat of such touching)
- Violations of the District's Policy Prohibiting Bullying, including cyber bullying, and/or retaliation (see page 30)
- Violations of the District's Policy Prohibiting Hazing (see page 31)
- Harassment of other students and staff because of their gender, race, ethnicity, color, national origin, ancestry, religion, age, sexual orientation, gender identity or disability
- Threats or intimidation to any student or school department personnel
- Safety Threats/false alarms
- Fire setting/arson
- Possession of a dangerous weapon
- Possession, use, or being under the influence of alcohol or other drugs (See also, M.G.L. ch. 71, §37H at page 38)
- Commission of an act that may result in serious bodily injury

# SELECTED POLICIES AND LAWS RELATING TO STUDENT CONDUCT: PROCEDURES FOR SUSPENSION

## **General Notes Regarding Suspension:**

A student who has been suspended whether in school or out-of-school may not participate in any extra curricular or co-curricular activities until he/she has returned to school and completes a full day of attendance.

Any student suspended from school will be given the opportunity to make up schoolwork as needed to make academic progress. If the student is excluded from school for more than ten (10) consecutive days for any reason, the student will have an opportunity to receive education services in order to make academic progress through the school-wide education service plan and will be so informed at the time of the suspension.

Except in the case of the "Statutory Offenses" as described in M.G.L. ch. 71, §37H and 37H1/2 as described on page 38, students may not be suspended more than 90 days in a school year and school staff will avoid

suspensions of more than 10 days until alternatives such positive behavioral interventions and supports have been tried as appropriate. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

#### RESTORATIVE JUSTICE

Restorative justice is a manner of repairing harm caused by behavior of one or more students. Students who perform the behavior must repair the harm to the victim(s). This confidential process is voluntary and involves the support of the family, community members, and the police. A restorative justice approach to discipline will be considered on a case-by-case manner by the school administration.

## DUE PROCESS: PROCEDURES FOR SUSPENSION FOR CONDUCT OTHER THAN STATUTORY OFFENSES (M.G.L. c. 71, § 37H3/4)

## A. In-School Suspension For Less Than 10 Cumulative Days During A School Year

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

- 1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
- 2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
- 3. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
- 4. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension found at page 25.

## B. Procedures For Short-Term, Out-Of-School Suspensions (10 Cumulative Days Or Less In A School Year)

Except in the case of an Emergency Removal as provided on page 26 prior to imposing a short-term out-of-school suspension (10 days or less in a school year) an administrator will provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

1. <u>Notice</u>: The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:

- a) the disciplinary offense;
- b) the basis for the charge;
- c) the potential consequences, including the potential length of the student's suspension;
- d) the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- e) the date, time, and location of the hearing;
- f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and parent.

- 2. <u>Efforts to Involve Parent</u>: The administrator will make reasonable efforts to include the parent in the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
- 3. <u>Format of Hearing</u>: The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
- 4. <u>Decision</u>: The administrator will provide written notice to the student and parent of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

### C. Procedures For Long -Term Suspension

Except in the case of an Emergency Removal (see Section D) prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

- 1. <u>Notice</u>: The notice will include all of the components for a short-terms suspension in Section B above, plus the following:
  - a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
  - b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
  - c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
  - d) the right to cross-examine witnesses presented by the school district;
  - e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
  - f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.
- 2. <u>Format of Hearing</u>: The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
- 3. <u>Decision</u>: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and the parent. If the

administrator decides to suspend the student on a long-term basis, the written determination will:

- 1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- 2. Set out the key facts and conclusions reached;
- 3. Identify the length and effective date of the suspension, as well as a date of return to school;
- 4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
- 5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
  - a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
  - b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will last more than 90 school days in a school year nor extend beyond the end of the school year in which such suspension is imposed.

## D. Exception For Emergency Removal

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent as provided in Section B or C above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

## E. Appeal To The Superintendent

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause. The following apply:

• The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate.

- The superintendent will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section C above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section C above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

## Conduct Which May Lead To Expulsion (Statutory Offenses)

Students are subject to suspension/expulsion by the Principal for the conduct listed below, subject to the procedures set forth in M.G.L. ch. 71, § 37H (see below).

- Possession of a dangerous weapon\*
- Possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse)
- Assault on teachers, administrative staff or other educational personnel

\*This includes not only knives and guns, explosive devices and realistic replicas of such weapons/devices, but also other objects used to assault another person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, matches or a lighter. While such objects would not always constitute "dangerous weapons", administrators and educational professionals will review the circumstances of each case and make a reasonable determination about whether a particular object in a student's possession constitutes a dangerous weapon in the school setting. Any illegal weapon will be turned over to the Police Department. Any student who brings a firearm to school must be expelled for a minimum of one school year, with exceptions granted only by the superintendent. (The definition of a firearm includes but is not limited to guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices.

Students are also subject to long term suspension/expulsion by the Principal when charged/convicted of a felony based upon the standards and procedures set forth in M.G.L. c.71, §37H1/2 (see below).

### STATUTORY OFFENSES: DUE PROCESS AND PROVISIONS OF LAW:

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

- 1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.
- 2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.
- 3. A letter will be mailed to the parent/guardian of the suspended student stating:

- a. The reason for the suspension
- b. A statement of the effective date and duration of the suspension
- c. A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his parents to review the charge and the applicable standards if the Principal deems appropriate.

## STATUTE: CONTROLLED SUBSTANCES, DANGEROUS WEAPONS & ASSAULTS ON EDUCATIONAL PERSONNEL (MASS. GEN. LAWS, CHAPTER 71 SECTION 37H)

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but limited to, a gun or a knife; or a controlled substance as defined in chapter 94 C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph a or b shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, a Principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph a or b.
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have 10 days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

## STATUTE: FELONY COMPLAINTS & FELONY CONVICTIONS (MASS GEN. LAWS, CHAPTER 71 SECTION 37H1/2)

Notwithstanding the provisions of section 84 and sections 16 and 17 on chapter 76;

- Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said Principal if said Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his/her request for an appeal no later than 5 calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parents/guardians within 3 calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.
- 2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with

respect to such a felony or felony delinquency, the Principal of a school in which the student is enrolled may expel said student if such Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the superintendent, in writing, of his/her request for an appeal no later than 5 calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parents/guardians within 3 calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

#### **GUN FREE POLICY**

In accordance with the Gun Free Schools Act of 1994, any student who is determined to have a brought a firearm to school or to a school related event will be excluded from Needham Public Schools for a period of not less than one year except as determined by the Superintendent on a case-by-case basis. The definition of a firearm includes but is not limited to guns (including a starter gun, bombs, grenades, rockets, missiles, mines and similar devices). 20 U.S.C. S8921

## NOTIFICATION TO THE POLICE AND OTHER AUTHORITIES

School officials may impose school-based discipline for misconduct in accordance with our disciplinary code and procedures. Separate from any school-based discipline, if the misconduct involves suspected criminal activity of a serious nature, school administrators may notify the police or other appropriate authorities. Acts likely to be reported include but are not limited to assaults that are sexual in nature or that result in serious injury, serious disruption to the school assembly, destruction of property (including graffiti, arson or vandalism), theft, hate crimes and other civil rights violations, bomb threats and other threats of a serious nature, possession or use of a dangerous weapon, possession or distribution of alcohol or a controlled substance as defined by law, or coming onto school property under the influence of alcohol or other drugs. The school staff will also consult with police officials under the district's policy addressing bullying to determine whether to report conduct prohibited by that policy. It is the prerogative of school officials to impose discipline for violations of school rules and policies, whether or not police or other authorities take action. Likewise, the police and other authorities, rather than school staff, are responsible for making decisions as to the course of their investigation process and proceeding with criminal charges. [See also, M.G.L. ch. 71, §§37H1/2 at page 27 allowing the Principal to suspend/expel students charged/convicted of felonies in some circumstances.]

## **Discipline of Special Education Students**

The Individuals with Disabilities Education Act at 20 U.S.C., §1400, et. seq. and related regulations and 34 C.F.R., §300 et. seq., ("IDEA") provide eligible students ("students") with certain procedural rights and protections in the context of student discipline, as set forth below. These rights are in addition to the due process rights applicable to all students as described above.

**Short term removals.** Students who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days to the extent that such a removal would be applied to students without disabilities, without a prior determination of whether the conduct is a manifestation of the student's disability.

Students may be removed for additional periods of up to ten (10) consecutive school days in the same school year for separate incidents of misconduct without a manifestation determination, so long as the removal does not constitutes a "change of placement" as described below. However, during such additional removals the district must provide the student with services to the extent necessary for progress in the general curriculum and the student's IEP goals, as determined by the Principal in consultation with at least one teacher. In addition, if appropriate, the district must conduct a functional behavioral assessment and develop or revise an existing behavioral plan for the student.

<u>Change of Placement</u>. A suspension of longer than 10 consecutive days or a series of shorter term suspensions that constitute a pattern are considered to represent a "change in placement." Prior to a suspension that constitutes a change in placement, the student's Team, including the student's parents, must convene to determine whether the behavior is a manifestation of the student's disability. In making this determination, the Team must review all relevant information in the student's file, including the IEP, teacher observations, and any relevant information provided by the parents, to determine if the conduct was caused by, or had a direct and substantial relationship to the student's disability, or was the direct result of any failure by the school to implement the IEP.

Results of the Manifestation Determination. If the Team determines that the behavior is not a manifestation of the disability, then the school may suspend or expel the student consistent with the policies applied to students without disabilities, except that the district must still provide an appropriate educational program to the student, as determined by the Team, which program may be in a different setting. If the Team determines that the behavior is a manifestation of a disability, the Team must conduct a functional behavioral assessment and develop a behavioral intervention plan or where a behavioral intervention plan was previously developed, must review the plan and, if necessary, modify it to address the behavior. Except in circumstances involving drugs, weapons, or serious bodily injury as described below, the student will be returned to the placement from which the student was removed unless the placement is changed by agreement or through the Team process.

Exception for Drugs, Weapons and Serious Injury. Regardless of the Team's decisions regarding the manifestation determination, school personnel may order a change in the placement of a student to an interim alternative educational setting, such setting to be determined by the Team, for not more than forty-five (45) school days if the student (1) carries a weapon to school or to a school function; (2) knowingly possesses, uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or has inflicted serious bodily injury upon another person at school, on school premises, or at a school function. Additionally, a Massachusetts Department of Education Hearing Officer, under certain circumstances, may order a change in the placement of a student with a disability to an interim alternative education setting for up to forty-five (45) days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the child or others.

When a parent(s)/guardian(s) disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Additional information regarding the procedural protections for special education students eligible for services under laws providing for services for students with disabilities can be obtained from the Director of Student Support Services, who can be reached at 781-455-0400 x 11213.

## Discipline of Students Whose Eligibility for Special Education is Suspected

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is "deemed to have knowledge" that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is "deemed to have knowledge" if: (1) the child's parent had expressed concern in writing to district supervisory or

administrative personnel or the child's teacher that the child needs special education and related services; (2) the child's parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel. However, a school district is not "deemed to have knowledge" if the district evaluated the student and determined that the child was not eligible for special education services or the child's parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

## Discipline of Students with Disabilities Under Section 504 of the Rehabilitation Act

Section 504 of the Rehabilitation Act of 1973 ("Section 504") provides students with disabilities certain procedural rights and protections in the context of student discipline. Prior to imposing a "significant change in placement" for disciplinary reasons, the district must determine whether the conduct is a manifestation of the student's disability. A significant change of placement results not only from an exclusion for more than 10 consecutive school days, but also from a pattern of shorter suspensions accumulating to 10 schools days during a school year. Whether a pattern exists must be decided on a case-by case basis, considering such factors as the length of each suspension, the nature of the alleged conduct, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school.

Prior to any significant change in placement for disciplinary reasons, a group of individuals knowledgeable of the student, the evaluation data, and the school program must determine whether the conduct at issue is related to the student's disability. If the conduct is directly related to the disability, the district will not impose the discipline and will develop an individual behavior management plan if the behavior significantly interferes with the student's ability to benefit from his education. If the conduct is not directly related to the student's disability, the district may discipline the student as it does general education students.

## NEEDHAM PUBLIC SCHOOLS BULLYING POLICY

Bullying, cyber-bullying and retaliation will not be tolerated in the Needham Public Schools. This includes all forms of bullying that involve Needham students either on campus, on buses, or anywhere on school grounds or while engaged in school sponsored events or activities. While it is recognized that we have an obligation to our students and school community to respond effectively to all bullying that happens while school is in session, personnel will also make every reasonable attempt to intervene with situations where bullying might happen outside of school, but the ramifications are brought into the school building.

In addition, Needham Public Schools will not tolerate retaliation against any individual who has brought harassment, bullying, and/or other inappropriate behavior to the attention of the school. Persons who engage in such behavior may be subject to disciplinary action including, but not limited to: reprimand, suspension, expulsion or other sanctions as determined by the school administration to be appropriate.

Further the Needham Public Schools recognizes that students may be more vulnerable to bullying based upon actual or perceived differences related to race, color, religion, ancestry, national origin, sex, socio-economic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical developmental or sensory disability or by associations with other people who have one or more of these characteristics. Needham Schools will provide support to students whose vulnerability is brought to the attention of a teacher, guidance counselor or administrator through observation or direct report from a student, staff member or

parent/guardian. This support may be in the form of counseling, education to support both the student's ability to report bullying and his/her skills, knowledge and strategies to respond to bullying or harassment.

Preventing and reducing bullying will be addressed in the following ways:

- by establishing a school-wide culture where bullying is not acceptable and where students recognize that helping students who are bullied is the right thing to do
- by training staff in identification of bullying, prevention and intervention techniques for bullying
- by providing time in classrooms/morning meetings for teachers to focus on bullying prevention so that they can provide tools for students
- by establishing and enforcing school rules and policies related to bullying

## **Definitions**

<u>Aggressor</u> is a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyber-bullying, or retaliation.

**Bullying**, as defined in M.G.L. c.71, s. 37O, is the repeated use by one or more students or by a staff member of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to himself or of damage to his property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

<u>Cyber-bullying</u>, as defined in M.G.L. c.71, s. 37O is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying also includes:

- the creation of a web page or blog in which the creator assumes the identity of another person;
- the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying; and
- the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

**Hostile Environment**, as defined in M.G.L. c. 71, s. 370, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

**<u>Retaliation</u>** is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Target is a student against whom bullying, cyber-bullying or retaliation has been perpetrated.

## Bullying and Retaliation Are Prohibited and Will Lead to Discipline

The Needham Public Schools absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students who engage in bullying or retaliation will be subject to disciplinary action, however, such disciplinary action must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action for students includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee. Staff who engage in bullying or retaliation will be subject to disciplinary action, based upon appropriate standards and expectations in light of the staff member's role and responsibilities. All discipline is subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying, as defined above, but nevertheless is inappropriate for the school environment.

## **Reporting Obligations**

**Reporting by Staff:** A member of school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee.

**Reporting by Students, Parents/Guardians, and Others:** The district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the school principal or designee. An individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student <u>solely</u> on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be <u>subject</u> to disciplinary action.

**Reporting to the Superintendent:** A staff member, parent/guardian, student or others who witness or become aware of conduct by the principal or assistant principal that may be bullying or retaliation are expected to report it to the Superintendent or designee, who shall then be responsible for taking steps otherwise assigned to the principal under this Policy.

**Reporting to School Committee:** If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to address the safety of the alleged victim.

**Reporting to Parents/Guardians:** Upon determining that bullying or retaliation has occurred, the principal or designee will notify the parent/guardian of the target and of the aggressor of this finding and of the school's procedures for responding to it. If the alleged target and alleged aggressor attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents of the report and procedures.

**Reporting to Local Law Enforcement:** At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school principal or designee has a reasonable basis to believe that the incident may involve criminal conduct, the school principal or designee will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of the Needham Public Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued.

Reporting to Administrator of Another School District or School: If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Needham Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of the Needham Public Schools or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

## **Investigation**

The school principal or designee shall investigate promptly a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved. The

following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

**Pre-Investigation:** Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered.

**Written statement of the complaint:** The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: <u>what</u> specifically happened, <u>who</u> committed the alleged acts, <u>who</u> was present or may have information about the events, <u>when</u> the events occurred (date, time of day), and where the events occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

**Interviews:** Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

**Confidentiality:** The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address the matter.

## **Determination**

School personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See Ellison v. Brady, 924 F.2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation where appropriate:

- Holding parent conferences;
- Enhancing adult supervision on school premises.
- Limiting or denying student access to a part, or area, of a school.
- Excluding from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities.
- Providing relevant educational activities for individual students or groups of students. Guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may be helpful in providing such programs.
- Personalized Action Plan and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.
- Arranging for communication between the parties, if appropriate, to assist them in resolving issues which
  have arisen between them. (Such an approach will be used cautiously since communication can sometimes
  exacerbate, rather than alleviate, the target's concerns and since the conduct often involves an imbalance of
  power.)
- Providing counseling (or other appropriate services) or referral to such services for the target and/or the student aggressor and/or for appropriate family members of said students.
- Transferring student's classroom or school.

## **Notice of Investigative Findings**

Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify parents or guardians of the target and aggressor of this, and of the procedures for responding to it. While prior notice of an investigation shall not be required, the principal shall not be precluded from notifying the parents of a target or aggressor prior to completion of the principal's investigation. This communication will be done in the primary language of the home.

In notifying the parents of a target or aggressor of an investigation or the principal's findings thereon, the principal shall maintain the privacy and confidentiality of any individual or child who is not the child of the parents to whom the notice is provided. The principal shall ensure that any notice to the parents complies with applicable state regulations including, but not limited to, 603 CMR 49.00, and shall not report specific information to the target's parent(s) about the disciplinary action taken against an aggressor unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

The notice to the parents or guardians of the victim shall include information about the Massachusetts Department of Elementary and Secondary Education's ("DESE") problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system. The parents of the victim should be provided the following contact information: Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700; TTY: N.E.T. Relay: 1-800-439-2370.

Please see School Committee Policy JCFB Bullying for full statement on the district's policy regarding bullying and cyber-bullying.

## POLICY PROHIBITING HAZING

Students are strictly prohibited from participating in initiation or membership rites in connection with school-sponsored activities when their conduct may reasonably be seen as demeaning or assaultive in nature. This prohibition applies even if those targeted give "consent" to such conduct. Students afforded the privilege of participating in athletic and other school-sponsored activities are expected to take a leadership role, both by avoiding such conduct themselves and by reporting any such conduct by others to the Principal or his/her designee. Students who participate in this type of conduct, even as a bystander, or who become aware of it an fail to report it can expect to be exclude from athletics and other extracurricular activities. In addition, they may be subject to suspension and even expulsion from school.

Students are also reminded that the Massachusetts General Laws imposes criminal sanctions for particularly serious circumstances involving initiation rights and other conduct, by stating as follows:

Section 17: Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in section eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced to consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health of safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of these section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18: Whoever knows that another person is the victim of hazing as defined section seventeen an is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars (See M.GL. c. 269, S17-19).

# LEGAL NOTICES AND SELECTED POLICIES NOTICE OF NON-DISCRIMINATION

#### **Discrimination and Harassment Grievance Procedures**

The Needham Public Schools does not discriminate against students, parents, employees, or the general public based on race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age. Discrimination or harassment by administrators, teachers, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Needham Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

This Grievance Procedure is adopted to assist school staff in responding to claims of discrimination and/or harassment based on race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age, including those claims brought under to Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, M.G.L. c. 76, § 5; M.G.L. c. 151B and 151C; and 603 C.M.R. § 26.00 and the Age Act. This policy applies to all students, and staff, as well as members of the general public.

### **Definitions**

For the purposes of this procedure:

- A. A "Complaint" is defined as an allegation that a student, employee or other individual has been discriminated against or harassed on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age.
- B. "Discrimination" means discrimination or harassment on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age by which an individual is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity of the school.
- C. "Harassment" means unwelcome conduct on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Harassment may include insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which rises to the level of a hostile environment.
- D. "Sexual Harassment" means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term "sexual harassment" may also include, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment. Under M.G.L. c. 151B, § 1, the term "sexual harassment" shall mean sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment

decisions; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of the sexual or gender-based incidents, as well as the identity, number and relationships of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

#### Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Needham Public Schools.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements.

## How to make a complaint

A. Any student, employee or other individual who believes that he/she has been discriminated against or harassed should report their concern promptly to the school principal or to the District's Civil Rights Coordinator. If the school principal receives the report, he or she will notify the Civil Rights Coordinator of the Complaint. Students, employees or other individuals who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal.

The District's Civil Rights Coordinator is:

For employees: Alex Montes-McNeil

Assistant Superintendent for Human Resources

alex\_mcneil@needham.k12.ma.us

781-455-0400 x11208

For students and families: Mary Lammi

Assistant Superintendent for Student Support Services

mary\_lammi@needham.k12.ma.us

781-455-0400 x11213

- B. District staff is expected to report incidents of discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students, employees or other individuals which have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while he/she is at school.
- C. Students, employees and other individuals are encouraged to utilize the District's Complaint Procedure. However, individuals are hereby notified that they also have the right to report complaints to: The United States Department of Education; Office for Civil Rights, 5 Post Office Square, 8th Floor; Boston,

Massachusetts 02110-1491, Telephone: (617) 289-0111, Fax: 617-289-0150, TDD: 877-521-2172; or Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700, TTY: N.E.T. Relay: 1-800-439-2370, FAX: 781-338-3710. Employees also have the right to seek a remedy at any time at the Equal Employment Opportunity Commission (EEOC), John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203-0506; 1-800-669-4000 or 1-800-669-6820 (TTY) and the Massachusetts Commission Against Discrimination (MCAD) at One Ashburton Place, Suite 601, Boston, MA 02018; 617-994-6000 or 617-994-6196 (TTY).

## Complaint Handling and Investigation

- A. The school principal or designee shall promptly inform the relevant Civil Rights Coordinator and the person(s) who is the subject of the Complaint that a Complaint has been received.
- B. After notifying the appropriate Civil Rights Coordinator, the school principal or designee may pursue an informal resolution of the Complaint with the agreement of the parties involved. Informal resolution is optional, and the Complainant may elect to proceed according to the formal resolution procedure at any time prior to the completion of the informal resolution.
- C. Under the formal resolution procedure, the Complaint will be investigated by the school principal or other individual designated by the school principal or Civil Rights Coordinator. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any Complaint about the Superintendent should be submitted to the School Committee Chair, who will consult with legal counsel concerning handling the investigation of the Complaint.
  - 1. The Complainant shall have the opportunity to identify witnesses and other relevant evidence to the investigator.
  - 2. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator's consideration.
  - 3. The privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.
  - 4. The investigator will keep a written record of the investigation process.
  - 5. The investigator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
  - 6. The investigation shall be completed within fifteen (15) school days of the date of the receipt of the Complaint.
  - 7. The investigator may extend the investigation period beyond fifteen (15) school days because of extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If the investigator extends the investigation, he or she will notify the Complainant of the extension.
  - 8. If a complaint or report of discrimination or harassment is received after June 1 of a given school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the District will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend the investigation period to account for the availability of witnesses during the summer vacation period. If the investigator extends the investigation, he or she will notify the Complainant of the extension and make reasonable efforts to interview the witnesses during the summer vacation period.

- 9. Nothing in this procedure will preclude the investigator, in his or her discretion, from completing the investigation sooner than the fifteen (15) school days described above.
- D. If the investigator determines that discrimination or harassment has occurred, he/she shall take steps to eliminate the discriminatory hostile environment, which may include but is not limited to:
  - 1. Determining what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any;
  - 2. Determining what steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate; and
  - 3. Informing the Complainant and the person(s) who was the subject of the Complaint of the results of the investigation (in accordance with applicable state and federal privacy laws) within twenty (20) school days of receipt of the Complaint, unless the investigation is extended under the provision described above.
- E. If the Complainant or, in the case of a student, the student's parents/legal guardians, are dissatisfied with the results of the investigation, an appeal may be made to the appropriate Civil Rights Coordinator within ten (10) school days after receiving notice of the outcome of the investigation. In the appeal, the appellant should identify any specific alleged factual or legal errors and explain why the errors should result in a different conclusion. The Civil Rights Coordinator shall review the investigation and may conduct further investigation if deemed appropriate. Within seven (7) school days of receipt of any such appeal, the Civil Rights Coordinator shall decide whether or not to reopen the investigation, uphold the principal or designee's determination, or reverse the principal or designee's determination. The Civil Rights Coordinator shall provide written notification of that determination to both the Complainant and the accused. The Civil Rights Coordinator's decision shall be final, subject to further appeal to the Superintendent.
- F. If the Complainant or, in the case of a student, the student's parents/legal guardians, are dissatisfied with the decision of the Civil Rights Coordinator, an appeal may be submitted to the Superintendent within seven (7) calendar days after receiving notice of the Civil Rights Coordinator's decision. The Superintendent will consider the appeal. The Superintendent's decision shall be final.

## DISTRICT MEETINGS, PROGRAMS, ACTIVITIES

The Public Schools, recognizing that some areas in its school department buildings are inaccessible to individuals with disabilities, adopts the following policy:

- All meetings, conferences, programs, and activities in school department buildings are available, without discrimination, to individuals with disabilities as defined by the Rehabilitation Act of 1973 and/or Title II of the American with Disabilities Act.
- Whenever an individual with a disability(ies) wishes to attend or participate in a meeting, conference, program, or activity which is inaccessible, that meeting, conference, program or activity will be relocated to an accessible area. Forty-eight hour notice of the need for relocation should be made by the person with a disability(ies) to the Superintendent's Office:

Needham Public Schools 1330 Highland Avenue Needham, MA 02492 (781) 455-0400 x 11203

The Superintendent is responsible for implementing this policy by relocating meetings, conferences, programs, or activities.

Whenever an individual with impaired vision seeks to obtain information under this procedure, the information will be communicated as follows:

• A Braille copy of the posting; a tape recording of the notice; and the use of a reader, where necessary, will be provide upon request.

Whenever an individual who is Deaf or Hard of Hearing seeks to obtain information under this procedure, the district will seek to provide access to that person as follows:

• A communication option will be offered that reflects the individual's preference: interpretation by a sign language interpreter or oral interpreter; live transcription services; or another method, which could include written notes. This assistance will be arranged through the Massachusetts Commission for the Deaf and Hard of Hearing. Please contact the Director of Student Support Services for more information: (781) 455-0400 x 11213.

This policy will be posted in prominent and, where possible, accessible places in all School Department buildings, Town Hall, and the Public Library.

#### SPECIAL EDUCATION SERVICES

Special Education services provide specialized instruction to students who have been identified through testing, as having an educational disability that prevents them from making effective progress in their classroom. Parents/guardians play a key role in this process by offering their insight and information that helps the TEAM to understand their children. If determined to be eligible for special education services, a TEAM meeting, including parents and teachers, develops an Individualized Education Program (IEP) for the student. This Program is designed to support the student's access to the general education curriculum. Special Education evaluation and services can only be provided with a parent's permission. If you would like more information or believe your child may have a disability, please contact your child's teacher or your school's principal.

#### STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations ("Regulations") together provide parents and eligible students (those who have reached the age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the school's principal.

- The **right to access** the student's education records. Parents or eligible students should submit their request for access to the building principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H ("Section 37H") law provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. These procedures include submitting a written request and other documentation to the principal on an annual basis. Information about these procedures can be obtained from the building principal.
- (b) The **right to request amendment** of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.
- (c) The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Needham Public Schools and who need access to a record in order to fulfill their duties. The Needham Public Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials.
- As required by law, the Needham Public Schools routinely releases (1) the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request, (2) the name and address of students to third party mail service that has been approved by the Department of Elementary and Secondary Education upon the request of a Charter School and (3) directory information, without consent.

Directory information consists of the following: the student's name, parents' names, address, parent's email address, telephone listing, date of birth, major field of study, dates of attendance, weight and height of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent or eligible student objects to the release of any of the above information, the parent or eligible student may state that objection in writing to the Assistant Superintendent for Student Support Services no later than October 1 of each school year. Absent receipt of a written objection for the parent or eligible student by that date, this information will be released without further notice or consent.

- (d) The **right to file a complaint** concerning alleged failures by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Education, 75 Pleasant Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC.
- (e) **Destruction of Records:** Regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information is destroyed, the parent must be notified and have an opportunity to receive a copy of any of the information.
- (f) **Temporary Records** consist of all the information not kept on the transcript. This information includes the student's standardized test scores and evaluations by teachers, counselors, and other staff members. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal laws or any incident reports in which the student was charged with any suspendable act. In accordance with Department of Education regulations, a student's temporary record will be destroyed up to 7 years after leaving school provided prior notice is given to the student.

## Educational Opportunities for homeless, foster care, and military connected students

## **Homeless students: Enrollment Rights and Services**

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

The district liaison for homeless students and their families is Mary Lammi, Assistant Superintendent for Student Support Services.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families who reside in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

LEGAL REFS.: The McKinney-Vento Act and Title I, Part A, as Amended by the Every Student Succeeds Act of 2015

## **Educational Opportunities for Children in Foster Care**

The district ensures the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other students as required by law. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

The law requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). The law also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, the law requires the Department of Children and Families (DCF), The Department of Elementary and Secondary Education (DESE), and the school district to designate points of contact; and also that the district collaborate with DCF to ensure that students will receive transportation to the school of origin if needed.

## The points of contact for the district include:

Matt Ganas, Executive Director of Special Education matt\_ganas@needham.k12.ma.us

Mary Lammi, Assistant Superintendent for Student Support Services mary lammi@needham.k12.ma.us

## **Best Interest Determination**

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination.

## **Transportation**

The district of origin must collaborate with DCF on how transportation will be provided and arranged to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

## Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be enrolled in school in the local school district immediately. To minimize disruption of the student's education, the law requires the district to enroll the student in a new school right away, without waiting to receive the

typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child's school and district of origin to obtain the relevant records and documentation, and the school and district of origin should immediately transfer those records.

LEGAL REFS: Every Student Succeeds Act (ESSA);

Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act)

## **Educational Opportunities for Military Children**

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents/guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational

#### **Definitions**

Children of military families means school aged children, enrolled in kindergarten through 12th grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

**Deployment** means the period one month before the service members' departure from their home station on military orders through six months after return to their home station.

Eligible students are those who are children of active duty personnel, active duty personnel or veterans who have been severely injured and medically discharged, and active duty personnel who die on active duty within one year of service. Students are not eligible for the provisions of the Compact if they are children of inactive Guard or Reserves, retired personnel, veterans not included above or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible children include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Simultaneously, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).
- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.
- In compliance with federal law, special education students must be placed by the existing IEP with reasonable accommodations in the receiving school.
- The District will exercise, as deemed appropriate, the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, as deemed appropriate.
- Students of active duty personnel shall have additional excused absences at the discretion of the District for visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall
  be permitted to attend the school in which he or she was enrolled while living without the custodial
  parent/guardian without any tuition fee imposed.

• The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed in order to facilitate the on-time graduation of the student in accordance with Compact provisions.

LEGAL REFS: M.G. L. 15E;

Interstate Compact on Educational Opportunity for Military Children

## PHYSICAL RESTRAINT OF STUDENTS & TIME OUT PROCEDURE Physical Restraint

School staff may physically restrain students only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm and as a last resort when other alternatives have failed or been deemed inappropriate. In all cases, staff will be mindful of the importance of preventing or minimizing any harm to the student that could result from physical restraint.

Physical restraint means direct physical contact that prevents or significantly restricts a student's freedom of movement. It does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. While use of physical restraint is generally restricted to personnel who have received appropriate training, this training requirement does not preclude personnel from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. During a restraint, at least one adult who does not participate in the restraint will be present whenever possible.

A staff member who administers a restraint must verbally inform the principal or designee of the restraint as soon as possible and submit a written report no later than the next school working day. The principal or his/her designee will make reasonable efforts to verbally inform the student's parent of the restraint within 24 hours and will provide written notice within three school working days by email address provided by the parent ( or by regular mail to the parent postmarked within three school working days of the restraint.)

#### **Time-out**

Time-out is a behavioral support strategy in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member, and a staff member must be with the student or immediately available to the student at all times. Time-out must cease as soon as the student has calmed.

Complaints and investigations regarding restraint practices are covered by School Policy JKAA.

Additional information, including a copy of applicable state regulations, can be obtained from Mary Lammi, Director of Student Support Services, who can be reached at 781-455-0400 x11213.

## RESPONSIBLE USE OF DIGITAL RESOURCES

Students and his/her parent/guardian are required to sign and submit an acknowledgement that they together have reviewed the Responsible Use of Digital Resources Policy and agree that the student will comply with its terms.

## Student email

Needham Public Schools may provide students with an email account. Email can be a powerful communication tool for students to increase communication and collaboration. Email is intended to be used for school and educational purposes only. Teachers may send email to middle and high school students to communicate reminders, course content, pose questions related to class work, or for other reasons. Students may send email

to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

## **Student Roles and Responsibilities**

Our network systems provide access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, and backend systems, or disruption of this or other resources used by NPS are prohibited.

- Resources must be used in a manner consistent with the mission of NPS
- Network and account security is the responsibility of all members of the NPS community. Any security risks should be reported to a teacher or network administrator
- Students will not use the internet or any technology resource to perform any act that can be construed as illegal or unethical
- Students will immediately report any suspicious or unusual activity to the supervising teacher or other appropriate staff member
- Computers not owned and managed by NPS may not be connected to the NPS network without specific permission
- Devices, including student owned devices, that disrupt the educational process or operation of the NPS are prohibited and will be removed. Such devices may be held and searched.
- Students will not deliberately damage any of the District's systems or cause the loss of other users' work
- Students will not override or encourage others to override any firewalls, desktop management or security measures established on the network.

## Respect and protect the intellectual property of others

- Users must respect others' privacy and intellectual property. Any traffic from this network that traverses another network is also subject to that networks' acceptable use policy (AUP)
- Students are responsible for citing sources and giving credit to authors during the research process. All communication and information accessible via the network should be assumed to be private property
- Users have a right to be informed about personal information that is being, or has been, collected about them, and to review this information.

## Safety and privacy of self and others

All users are expected to adhere to principles of safety and privacy:

- Students will not share passwords
- Students will login to their own accounts, not accounts belonging to someone else
- Students will not view, use, or copy passwords, data, or access networks to which they are not authorized
- Students will not capture, record, or distribute audio, video, or pictures of any school activity without permission from the staff and students involved.
- Students will not distribute private information (e.g. address, phone number, etc.) about themselves or others without permission, and only as necessary and specifically related to the educational process.
- Students will not pretend to be someone else online.
- Students will not agree to meet with someone they have met online without the approval or participation of a parent or guardian or teacher

#### Respect and practice the principles of community

Students are expected to be courteous and to use appropriate language and will communicate only in ways that are kind and respectful.

- Students will report threatening or discomforting materials to a teacher or trusted adult
- Students will not access, transmit, copy, or create material that violates the school's code of conduct (such as messages that violate the prohibitions against bullying and harassment, including sexual harassment).
- Students will not access, transmit, copy, or create material that is illegal (such as obscenity, pornography, stolen materials, or illegal copies of copyrighted works).
- Students will not use NPS resources to further other acts that are criminal or violate the school's code of conduct.
- Students will not send spam, chain letters, or other mass unsolicited mailings
- Students will not buy, sell, advertise, or otherwise conduct business unless approved as a school project.

Violation of any portion of the Student Responsible Use of Digital Resources policy may result in not only revocation of the privilege of using IT, but also in disciplinary action, up to and including suspension from school. In addition, legal action may be taken for conduct that is unlawful.

#### **Notification of Student Access to Digital Tools**

In addition to Google Apps for Education and MyHomework, there will be a number of digital resources that teachers may use as educational tools. This is our notice to you that your child may have access to digital tools such as apps and web sites. These tools will be vetted regarding educational value, age appropriate content, and student data privacy. Such tools will typically be accessed through your student's Needham Google Account, using their Google ID and Password. Examples of such tools are the following:

#### Khan Academy

Khan Academy is a free online resource that allows students to learn anytime, anywhere, with material that is uniquely appropriate for them. Students can explore new topics and practice their skills by using interactive practice and tutorials. Teachers will use this app when they feel appropriate; not all teachers will use this app. When used in class teachers will assist with log-in.

Website: www.khanacademy.org

Terms of Service: www.khanacademy.org/about/tos

Privacy Policy: www.khanacademy.org/about/privacy-policy

#### Quizlet

Quizlet is a free website providing learning tools for students, including flashcards, study, and game modes. Quizlets can be made by teachers and shared or made by students as a study tool. Teachers will use this app when as appropriate, though not all teachers will use it. When used in class teachers will assist with log-in.

Website: https://quizlet.com/

Terms of Service: <a href="https://quizlet.com/tos">https://quizlet.com/tos</a>
Privacy Policy: <a href="https://quizlet.com/privacy">https://quizlet.com/privacy</a>

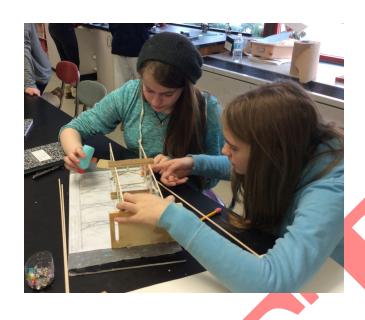
#### Newsela

Newsela is a resource that provides teachers, parents, and students with over 1,000 current event articles scaled at five different reading comprehension levels. Newsela uses leveled articles and real-time assessments to build comprehension. Articles are aligned to curriculum standards and often include lesson plan components such as writing prompts and quizzes.

Website: https://newsela.com/

Terms of Service: <a href="https://newsela.com/pages/terms-of-use/">https://newsela.com/pages/terms-of-use/</a>
Privacy Policy: <a href="https://newsela.com/pages/privacy-policy/">https://newsela.com/pages/privacy-policy/</a>

Please see School Committee Policy IJNDB-2 for full statement on the district's policy regarding Student Responsible Use of Digital Resources



## NEEDHAM HIGH SCHOOL

A Caring Community Striving for Personal Growth and Academic Excellence

EST. 1865

## STUDENT HANDBOOK 2019 - 2020

Needham High School

- 609 Webster Street
- Needham, MA 02492

#### **Language Assistance Services**

ATTENTION: If you speak a language other than English, language assistance services are available to you free of charge. **Contact your child's school for assistance.** 

Spanish: ATENCION: Si usted habla un idioma que no sea el inglés, hay servicios de asistencia lingüística disponibles gratis. **Contacte la escuela de su hijo para asistencia.** 

Portuguese: ATENÇÃO: Se fala um idioma diferente do Inglês, os serviços de assistência linguística estão disponíveis gratuitamente para si. **Entre em contato com a escola do seu filho para obter assistência.** 

Russian: ВНИМАНИЕ: Если вы не говорите на английском языке, для вас доступны бесплатные языковые сервисы на вашем языке. Обратитесь за помощью в школу, в которой учится ваш ребенок.

Haitian Creole: ATANSYON: Si ou pale yon lòt lang ke lang Anglè, sèvis asistans lang yo disponib pou ou gratis. Kontakte lekòl timoun ou an pou kapab jwenn asistans.

Cape Verdean: ATENSON: Si bu ta fala un língua diferenti di Ingles, Servísus di Apoiu Linguístiku stá disponível sen kustus. Kontakta skóla di bu fidju pa dá-bu apoiu.

Thai:โปรดทราบ:หากท่านพูดภาษาอื่นใดนอกเหนือจากภาษาอังกฤษท่านสามารถใช้บริการความช่วยเหลือด้านภาษาโดยไม่ด้ องเสียค่าใช้จ่ายแต่อย่างใด **ติดต่อโรงเรียนของบุตรของท่านเพื่อขอความช่วยเหลือ** 

Romanian: ATENŢIE: Dacă sunteţi vorbitor de altă limbă decât engleza, serviciile de asistenţă lingvistică vă sunt disponibile în mod gratuit. **Contactaţi şcoala copilului dvs. pentru asistenţă.** 

Arabic: إن كنتم تتحدثون بلغة أخرى غير الإنجليزية، فإن خدمات المساعدة اللغوية متوفرة بشكل مجاني. تواصلوا مع مدرسة طفلكم من أجل طلب المساعدة.

Chinese: 请注意:如果您的母语不是英语,我们将免费提供您语言辅助服务。如需协助,请与您孩子的学校联系。

Mandarin: 请注意:如果您的母语不是英语,我们将免费提供您语言辅助服务。**如需协助,请与您孩子的学校联系。** 

Taiwanese:請注意:如果您的母語不是英語,我們將免費提供您語言輔助服務。如需協助,請與您孩子的學校聯繫。

Burmese: အထူးဂရုျပဳရန္- အကယ္၍သင္သည္ အဂၤလိပ္ဘာသာစကားမဟုတ္ဘဲ အျခားဘာသာစကား ေျပာပါက၊ သင့္နအတြက္ အခမဲ့ ဘာသာစကားဝန္ေဆာင္မွဴမ်ားရရွိႏိုင္ပါသည္။ သင့္နကေလးငယ္၏ ေက်ာင္းသို႕ အကူအညီ ရယူရန္ ဆက္သြယ္ပါ။

## **QUICK CONTACT INFORMATION**

Main Number – All Calls	(781) 455-0800
Daily Attendance Reporting	ext. 22602
Athletics Office	ext. 22360
Athletics Office Fax	(781) 455-0818
Grade Level Office	ext. 22241, ext. 22243
Guidance Office	ext. 22134
Guidance Office Fax	(781) 455-0408
Health Office	ext. 22137
Health Office Fax	(781) 444-3904
Media Center	ext. 22466
Main Office	ext. 22205
Main Office Fax	(781) 449-5111
Website	http://nhs.needham.k12.ma.us/

# NEEDHAM HIGH SCHOOL MISSION

NEEDHAM HIGH SCHOOL DRAWS FROM THE STRENGTHS
OF THE COMMUNITY TO CREATE TEACHING AND
LEARNING PARTNERSHIPS BETWEEN FACULTY, PARENTS,
AND STUDENTS, BOTH ON AN INDIVIDUAL LEVEL AND
IN GROUPS, IN ORDER TO PROVIDE A HIGH QUALITY
EDUCATION.

THE SCHOOL OFFERS STUDENTS A VARIETY OF OPPORTUNITIES TO EXCEL AND A DIVERSITY OF PERSPECTIVES FROM WHICH TO LEARN IN AN ENVIRONMENT THAT IS BOTH NURTURING AND CHALLENGING.

THE BALANCED STUDENT IS ABLE TO PARTICIPATE ACTIVELY IN SCHOOL AND SOCIETY, BE CREATIVE, AND SELF-ADVOCATE WHILE DETERMINING HIS OR HER UNIQUE PATH TO FULFILLMENT.

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## NEEDHAM HIGH SCHOOL

A CARING COMMUNITY
STRIVING FOR PERSONAL GROWTH AND
ACADEMIC EXCELLENCE

**Aaron Sicotte** Principal

Johnny Cole Alison Coubrough-Argentieri Keith Ford Assistant Principals

1 July 2019

#### Dear Needham High Students:

Welcome to the 2019-2020 school year at Needham High School. I am particularly excited to have the class of 2023 and our New to Needham students joining us this year. I am confident the returning students will provide some guidance and support for our newer students to help ease the transition into a new building. Together, this will be a great year for us all.

At Needham High School, our Core Value is to create "A Caring Community Striving for Personal Growth and Academic Excellence." That statement should guide all of our work together. In the policies, rules, and procedures in the pages that follow, you will see the underlying belief that we should come into a safe, supportive and challenging environment each day and should interact with each other respectfully at all times. I highly encourage you to review these policies so your rights and the school's expectations are clear for you. Please talk to a counselor, administrator, teacher or any other staff member if you have any questions about this handbook.

I am looking forward to a great year together and hope you truly do feel the caring community of Needham High School as you grow personally and academically.

Sincerely,

Aaron Sicotte Principal

### Needham Public Schools School Calendar

2019-2020												
Au	August/September (19) February (15)								AUGUST 2019			
М	T	W	Th	F	М	Т	W	Th	F	8/28	All Staff Meeting/Professional Development	
26	27	28	29	30		•	**			8/29	Professional Development	
2	3	4	5	6	3	4	5	6	7	0/20	r rolessional Bevelopment	
9	10	11	12	13	10	11	12	13	14		SEPTEMBER 2019	
16	17	18	19	20	17	18	19	20	21	9/2	Labor Day - No School	
23	24	25	26	27	24	25	26	27	28	9/3	First Day of School	
30		23	20	19			20		15	9/4	Kindergarten begins/Preschool Orientation	
50	Oot	ober (	24\	13		March (22)			13	9/5	First Day of Preschool	
М	T	W	Th	F	М	Т	W V	Th	F	9/25	Pre-K-8 Early Release	
IVI			3		2	•		5		9/25	-	
7	1 8	9	10	<u>4</u> 11	9	3 10	4 11	12	6 13	9/30	Rosh Hashanah - No School  OCTOBER 2019	
							18			40/0		
14 21	15 22	16 23	17 24	18 25	16 23	17 24	25	19 26	20 27	10/9 10/14	Yom Kippur Columbus Day - No School	
28	29	30	31	23	30	31	23	20	27	10/14	PreK-12 Early Release	
		50	<u> </u>	21		<u> </u>			22	10,20	NOVEMBER 2019	
	Nove	mber	(17)			Αı	oril (10	3)		11/6	Pre-K-8 Early Release	
М	Т	W	Th	F	М	T	W	Th	F	11/11	Veterans' Day No School	
	-			1	· · · ·	•	1	2	3	11/27	No School- Professional Development	
4	5	6	7	8	6	7	8	9	10	Ī.	Thanksgiving Recess	
11	12	13	14	15	13	14	15	16	17		DECEMBER 2019	
18	19	20	21	22	20	21	22	23	24	12/11	PreK-12 Early Release	
25	26		28	29	27	28	29	30	27	12/23-1/1		
25 26 27 28 29 27 28 29 30 17 16					23	12/23-1/1	JANUARY 2020					
				17					10	1/2	Classes Resume	
	Dece	mber	(15)			M	lay (20	١		1/15	PreK-8 Early Rlease	
М	T	W	Th	F	М	Т.	W	, Th	F	1/20 Martin Luther King Jr No School		
2	3	4	5	6		•			1	1/29	PreK-12 Early Release	
9	10	11	12	13	4	5	6	7	8	1/29	FEBRUARY 2020	
16	17	18	19	20	11	12	13	14	15	2/12	PreK-12 Early Release	
23	24	25	26	27	18	19	20	21	22	2/17-21	February Recess	
30	31				25	26	27	28	29	-	MARCH 2020	
- 55	0 _			15					20	3/4	PreK-8 Early Release	
						3/18	PreK-12 Early Release					
	Jan	uary (	(21)			Ju	ne (1	4)		APRIL 2020		
М	Т	W	Th	F	М	Т	W	Th	F	4/1	PreK-8 Early Release	
		1	2	3	1	2	3	4	5	4/10	Good Friday - No School	
6	7	8	9	10	8	9	10	11	12	4/20-4/24	April Recess	
13	14	15	16	17	15	16	17	18	19		MAY 2020	
20	21	22	23	24	22	23	24	25	26	5/6	PreK-12 Early Release	
27	28	29	30	31	29	30				5/20	PreK-8 Early Release	
	21						5/25	Memorial Day - No School				
	Holida	y/Rece	ss								JUNE 2020	
	Pre-K-	8 Early	Relea	se (ER)	NOTE:	Class	es at th	ne high	school	6/3	PreK-8 Early Release	
	Pre-K-		-		(grade	s 9-12	) begin	at 8:35	on Frida		GRADUATION: SUNDAY, JUNE 7, 2020	
							Last day if no snow days-ER					
	Profes	sional	Dev. D	ау						0/10	Last day if no snow days-Lit	
	Profes	sional	Dev. D	ау						6/25	Last day 5 snow days-ER	

### III. Needham High School Assessment Calendar

#### SEPTEMBER

none

#### OCTOBER

SAT 10/1 10/15 **PSAT** 

#### NOVEMBER

11/2-11/4 MCAS ELA Retest

11/5 SAT

11/9 - 11/10 MCAS Math Retest

**ACCESS ELL Test** 

### DECEMBER

**JANUARY** 

1/5 1/21

12/3 SAT

### MAY continued...

5/5 - AP Exams

8:00 am: German; US History

12:00 pm: Computer Science Principles

5/6 - SAT @ NHS

5/8 - AP Exams

8:00 am: Biology; Music Theory 12:00 pm: Physics C: Mechanics

2pm: Physics C: Electricity & Magnetism

5/9 - AP Exams 8:00 am: Calculus

12:00 pm: French; Spanish Literature

anguage

Macroeconomics

5/11 - AP Exams

8:00 am: Comparative Government; World History

2:00 pm: statistic

phy; Microeconomics

12:00 pm: European History; Latin

- MCAS Math Test

ams (Grade 12)

### **FEBRUARY**

2/6-2/7 - MCAS Biology Retest

SAT

2/8 - ACCESS ELL Testing Ends

### MARCH

3/13 - MCAS ELA Retest

3/6-3/7 - MCAS Math Retest

3/11 - SAT @ NHS

3/21-3/23 - MCAS ELA Test

3/30 - MCAS ELA Composition Makeup

#### APRIL

none

#### MAY

5/1 - AP Exams

8:00 am: Chemistry; Environmental Science

12:00 pm: Psychology

5/2 - AP Exams

8:00 am: Computer Science A; Spanish Language

12:00 pm: Art History; Physics 1

5/3 - AP Exams

8:00 am: English Literature 12:00 pm: Japanese, Physics 2

5/4 - AP Exams

8:00 am: US Government 12:00 pm: Chinese; Seminar 5/24 - Year End Exams (Grade 12)

8:00 am: Period 7 9:50 am: Period 1

5/25 - Year End Exams (Grade 12)

8:00 am: Period 5 9:50 am: Period 6

5/25 - Year End Exams (Grade 12)

8:00 am: Period 4

#### JUNE

6/3 - SAT at Needham High School

6/5-6/6 - MCAS Science Test

6/9 - Year End Exams (Grades 9-11)\*

8:35 am: Period 6 10:05 am: Period 7

6/12 - Year End Exams (Grades 9-11)\*

8:00 am: Period 4 9:50 am: Period 5

6/13 - Year End Exams (Grades 9-11)\*

8:00 am: Period 2 9:50 am: Period 3

6/14 - Year End Exams (Grades 9-11)\*

8:00 am: Period 1

<sup>\*</sup>Subject to change based on snow days.

### IV. Department & Administration Directory

Needham High School Ma	(781) 455-0800						
MAIN OFFICE							
PRINCIPAL ASSISTANT TO THE PRINCIPAL MAIN OFFICE SECRETARY BOOKKEEPER	AARON SICOTTE KERRI CENCE LESLIE OFER KARA SICKMIER	Ext. 22007 Ext. 22007 Ext. 22005 Ext. 22002					
GRADE LEVEL OFFICE							
ASSISTANT PRINCIPALS GRADES 9 & 10 GRADES 9, 12 & CONNECTIONS GRADES 9 & 11	KEITH FORD JOHNNY COLE ALISON COUBROUGH-ARGENTIEF	Ext. 22242 Ext. 22258 Ext. 22240					
GRADE LEVEL OFFICE SECRETARIES							
ATTENDANCE – ALL GRADES GRADES 9 & 11 GRADES 10 & 12	SARAH CONCANNON LINDA WATSON KARA JAHN	Ext. 22602 Ext. 22241 Ext. 22243					
HIGH SCHOOL DEPARTMENT CHAIRS							
SPECIAL EDUCATION ENGLISH MATHEMATICS SCIENCE HISTORY & SOCIAL SCIENCES	PATRICIA MULLEN PATRICK GALLAGHER JOHN SHEA JENNIFER REGRUT STEPHEN PLASKO	Ext. 22771 Ext. 22640 Ext. 22846 Ext. 22949 Ext. 22540					
K-12 DIRECTORS							
GUIDANCE FINE & PERFORMING ARTS HEALTH SERVICES MEDIA & DIGITAL LEARNING METCO WELLNESS & PHYSICAL EDUCATION WORLD LANGUAGE	TOM DENTON LEEANN SUTTON BARBARA SINGER JEAN TOWER JOANNE ALLEN-WILLOUGHBY KATHY PINKHAM ELIZABETH ZAJAC	Ext. 22130 Ext. 22440 (781) 455-0416 Ext. 22458 Ext. 22554 Ext. 22140 Ext. 22745					
<u>DEPARTMENTS</u>							
ATHLETICS DIRECTOR ASSISTANT ATHLETICS DIRECTOR ATHLETICS BOOKKEEPER HEALTH OFFICE	DANIEL LEE MICHAEL JACKSON DANA LANGLEY LISA AUSTIN, RN LIVIA RIZZO, RN	Ext. 22143 Ext. 22362 Ext. 22306 Ext. 22137 Ext. 22139					
GUIDANCE LIBRARY	JACKIE KILEY, RN JEAN MCDAVITT KAREN VONA-MCINTYRE JENNIFER MAW	Ext. 22138 Ext. 22134 Ext. 22459 Ext. 22460					

### V. Legal Notices 1. NON-DISCRIMINATION NOTICE

#### **Discrimination and Harassment Grievance Procedures**

The Needham Public Schools does not discriminate against students, parents, employees, or the general public based on race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age. Discrimination or harassment by administrators, teachers, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Needham Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

This Grievance Procedure is adopted to assist school staff in responding to claims of discrimination and/or harassment based on race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age, including those claims brought under to Title VI of the Civil Rights Act of 1964, Title VI of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, M.G.L. c. 76, § 5; M.G.L. c. 151B and 151C; and 603 C.M.R. § 26.00 and the Age Act. This policy applies to all students, and staff, as well as members of the general public.

#### **Definitions**

For the purposes of this procedure:

A. A "Complaint" is defined as an allegation that a student, employee or other individual has been discriminated against or harassed on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age.

- B. "Discrimination" means discrimination or harassment on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age by which an individual is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity of the school.
- C. "Harassment" means unwelcome conduct on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Harassment may include insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which rises to the level of a hostile environment.
- D. "Sexual Harassment" means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term "sexual harassment" may also include, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment. Under M.G.L. c. 151B, § 1, the term "sexual harassment" shall mean sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of the sexual or gender-based incidents, as well as the identity, number and relationships of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

#### **Harassment and Retaliation Prohibited**

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Needham Public Schools.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements.

#### How to make a complaint

A. Any student, employee or other individual who believes that he/she has been discriminated against or harassed should report their concern promptly to the school principal or to the District's Civil Rights Coordinator. If the school principal receives the report, he or she will notify the Civil Rights Coordinator of the Complaint. Students, employees or other individuals who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal.

#### The District's Civil Rights Coordinator is:

For employees: Alex Montes-McNeil

Assistant Superintendent for Human Resources

alex\_mcneil@needham.k12.ma.us

781-455-0400 x11208

For students and families: Mary Lammi

Assistant Superintendent for Student Support Services

mary\_lammi@needham.k12.ma.us

- B. District staff is expected to report incidents of discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students, employees or other individuals which have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while he/she is at school.
- C. Students, employees and other individuals are encouraged to utilize the District's Complaint Procedure. However, individuals are hereby notified that they also have the right to report complaints to: The United States Department of Education; Office for Civil Rights, 5 Post Office Square, 8th Floor; Boston, Massachusetts 02110-1491, Telephone: (617) 289-0111, Fax: 617-289-0150, TDD: 877-521-2172; or Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700, TTY: N.E.T. Relay: 1-800-439-2370, FAX: 781-338-3710. Employees also have the right to seek a remedy at any time at the Equal Employment Opportunity Commission (EEOC), John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203-0506; 1-800-669-4000 or 1-800-669-6820 (TTY) and the Massachusetts Commission Against Discrimination (MCAD) at One Ashburton Place, Suite 601, Boston, MA 02018; 617-994-6000 or 617-994-6196 (TTY).

#### **Complaint Handling and Investigation**

- A. The school principal or designee shall promptly inform the relevant Civil Rights Coordinator and the person(s) who is the subject of the Complaint that a Complaint has been received.
- B. After notifying the appropriate Civil Rights Coordinator, the school principal or designee may pursue an informal resolution of the Complaint with the agreement of the parties involved. Informal resolution is optional, and the Complainant may elect to proceed according to the formal resolution procedure at any time prior to the completion of the informal resolution.
- C. Under the formal resolution procedure, the Complaint will be investigated by the school principal or other individual designated by the school principal or Civil Rights Coordinator. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any Complaint about the Superintendent should be submitted to the School Committee Chair, who will consult with legal counsel concerning handling the investigation of the Complaint.
  - 1. The Complainant shall have the opportunity to identify witnesses and other relevant evidence to the investigator.
  - 2. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator's consideration.
  - 3. The privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.
  - The investigator will keep a written record of the investigation process.
  - 5. The investigator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.

  - 6. The investigation shall be completed within fifteen (15) school days of the date of the receipt of the Complaint.

    7. The investigator may extend the investigation period beyond fifteen (15) school days because of extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If the investigator extends the investigation, he or she will notify the Complainant of the extension.
  - 8. If a complaint or report of discrimination or harassment is received after June 1 of a given school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the District will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend the investigation period to account for the availability of witnesses during the summer vacation period. If the investigator extends the investigation, he or she will notify the Complainant of the extension and make reasonable efforts to interview the witnesses during the summer vacation period.
  - 9. Nothing in this procedure will preclude the investigator, in his or her discretion, from completing the investigation sooner than the fifteen (15) school days described above.
- D. If the investigator determines that discrimination or harassment has occurred, he/she shall take steps to eliminate the discriminatory hostile environment, which may include but is not limited to:
  - 1. Determining what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if anv
  - 2. Determining what steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate; and
  - 3. Informing the Complainant and the person(s) who was the subject of the Complaint of the results of the investigation (in accordance with applicable state and federal privacy laws) within twenty (20) school days of receipt of the Complaint, unless the investigation is extended under the provision described above.
- E. If the Complainant or, in the case of a student, the student's parents/legal guardians, are dissatisfied with the results of the investigation, an appeal may be made to the appropriate Civil Rights Coordinator within ten (10) school days after receiving notice of the outcome of the investigation. In the appeal, the appellant should identify any specific alleged factual or legal errors and explain why the errors should result in a different conclusion. The Civil Rights Coordinator shall review the investigation and may conduct further investigation if deemed appropriate. Within seven (7) school days of receipt of any such appeal, the Civil Rights Coordinator shall decide whether or not to reopen the investigation, uphold the principal or designee's determination, or reverse the principal or designee's determination. The Civil Rights Coordinator shall provide written notification of that determination to both the Complainant and the accused. The Civil Rights Coordinator's decision shall be final, subject to further appeal to the Superintendent.
- F. If the Complainant or, in the case of a student, the student's parents/legal guardians, are dissatisfied with the decision of the Civil Rights Coordinator, an appeal may be submitted to the Superintendent within seven (7) calendar days after receiving notice of the Civil Rights Coordinator's decision. The Superintendent will consider the appeal. The Superintendent's decision shall be final.

3. STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations ("Regulations") together provide parents and eligible students (those who have reached the age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the school's principal.

- (a) The right to access the student's education records. Parents or eligible students should submit their request for access to the building principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H law provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. These procedures include submitting a written request and other documentation to the principal on an annual basis. Information about these procedures can be obtained from the building principal.
- (b) The right to request amendment of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.
- (c) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Needham Public Schools and who need access to a record in order to fulfill their duties. The Needham Public Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials.

As required by law, the Needham Public Schools routinely releases (1) the name, address and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request, (2) the name and address of students to third party mail service that has been approved the Department of Elementary and Secondary Education upon the request of a Charter School and (3) directory information, without consent. Directory information consists of the following: the student's name, parents' names, address, parent's email address, telephone listing, date of birth, major field of study, dates of attendance, weight and height of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent or eligible student objects to the release of any of the above information, the parent or eligible student may state that objection in writing to the Assistant Superintent for Student Support Services no later than October 1 of each school year. Absent receipt of a written objection for the parent or eligible student by that date, this information will be released without further notice or consent.

- (d) The right to file a complaint concerning alleged failures by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Education, 75 Pleasant Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC, 20202.
- (e) Destruction of Records: Regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information is destroyed, the parent must be notified and have an opportunity to receive a copy of any of the information.
- (f) Temporary Records: consist of all the information not kept on the transcript. This information includes the student's standardized test scores and evaluations by teachers, counselors, and other staff members. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal laws or any incident reports in which the student was charged with any suspendable act. In accordance with Department of Education regulations, a student's temporary record will be destroyed five (5) years after leaving school.

4. DISTRICT MEETINGS, PROGRAMS, ACTIVITIES

The Needham Public Schools, recognizing that some areas in its school department buildings are inaccessible to individuals with disabilities, adopts the following policy:

All meetings, conferences, programs, and activities in school department buildings are available, without discrimination, to individuals with disabilities as defined by the Rehabilitation Act of 1973 and/or Title II of the American with Disabilities Act. Whenever an individual with a disability(ies) wishes to attend or participate in a meeting, conference, program, or activity which is inaccessible, that meeting, conference, program or activity will be relocated to an accessible area. Forty-eight hour notice of the need for relocation should be made by the person with a disability(ies) to the Superintendent's Office:

Needham Public Schools 1330 Highland Avenue Needham, MA 02492 (781) 455-0400 x11203

The Superintendent is responsible for implementing this policy by relocating meetings, conferences, programs, or activities.

Whenever an individual with impaired vision seeks to obtain information under this procedure, the information will be communicated as follows:

A Braille copy of the posting; a tape recording of the notice; and the use of a reader, where necessary, will be provided upon request.

Whenever an individual with impaired hearing seeks to obtain information under this procedure, the information will be communicated as follows:

A communication option will be offered that reflects the individual's preference: interpretation by a sign language interpreter or oral interpreter; live transcription services; or another method which could include written notes. This assistance will be arranged through the Massachusetts Commission for the Deaf and Hard of Hearing. Please contact the Assistant Superintendent for Student Support Services for more information: (781) 455-0400 x11213.

This policy will be posted in prominent and, where possible, accessible places in all School Department buildings, Town Hall, and the Public Library.

#### 5. PROCESS FOR SCHOOL VOLUNTEERS

Any individual who seeks to serve as a volunteer in connection with school or school sponsored events in a role that involves direct and unmonitored contact with students will be required to participate in the Criminal Offender Record Information check prior to the volunteer activity. The school secretary will provide the Form to the potential volunteer for completion and then submit it to the Assistant Superintendent for Human Resources for processing with the Criminal History Systems Board. The CORI information will be reviewed by the Superintendent or his designee prior to determining whether the individual will be permitted to serve as a volunteer. [For additional information on procedures to be followed, please see School Committee Policy ADDA – Criminal Offender Record Information (CORI).]

#### 6. EDUCATIONAL OPPORTUNITIES FOR HOMELESS, FOSTER CARE, AND MILITARY CONNECTED STUDENTS

#### Homeless students: Enrollment Rights and Services

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

The district liaison for homeless students and their families is Mary Lammi, Assistant Superintendent for Student Support Services. To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families who reside in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute. Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

LEGAL REFS.: The McKinney-Vento Act and Title I, Part A, as Amended by the Every Student Succeeds Act of 2015

#### **Educational Opportunities for Children in Foster Care**

The district ensures the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other students as required by law. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

The law requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). The law also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, the law requires the Department of Children and Families (DCF), The Department of Elementary and Secondary Education (DESE), and the school district to designate points of contact; and also that the district collaborate with DCF to ensure that students will receive transportation to the school of origin if needed.

The points of contact for the district include: Matt Ganas, Executive Director of Special Education matt\_ganas@needham.k12.ma.us

Mary Lammi, Assistant Superintendent for Student Support Services mary\_lammi@needham.k12.ma.us

#### Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination.

#### Transportation

The district of origin must collaborate with DCF on how transportation will be provided and arranged to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

#### Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be enrolled in school in the local school district immediately. To minimize disruption of the student's education, the law requires the district to enroll the student in a new school right away, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child's school and district of origin to obtain the relevant records and documentation, and the school and district of origin should immediately transfer those records.

LEGAL REFS: Every Student Succeeds Act (ESSA);

Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act)

**Educational Opportunities for Military Children** 

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents/guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children.

Children of military families means school aged children, enrolled in kindergarten through 12th grade, in the household of an active duty member of the uniformed service of the Unifed States, including members of the National Guard and Reserve serving on active duty.

Deployment means the period one month before the service members' departure from their home station on military orders through six months after return to their home station.

Eligible students are those who are children of active duty personnel, active duty personnel or veterans who have been severely injured and medically discharged, and active duty personnel who die on active duty within one year of service. Students are not eligible for the provisions of the Compact if they are children of inactive Guard or Reserves, retired personnel, veterans not included above or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible children include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Simultaneously, the receiving school must request official records and the sending schools shall respond within 10 days with the records.

Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).

Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.

In compliance with federal law, special education students must be placed by the existing IEP with reasonable accommodations in the receiving school

- The District will exercise, as deemed appropriate, the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, as deemed appropriate
- Students of active duty personnel shall have additional excused absences at the discretion of the District for visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to attend the school in which he or she was enrolled while living without the custodial parent/guardian without any tuition fee imposed.
- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed in order to facilitate the on-time graduation of the student in accordance with Compact provisions.

LEGAL REFS: M.G. L. 15E;

Interstate Compact on Educational Opportunity for Military Children

<u>7. RESTRAINT OF STUDENTS</u>
School staff may physically restrain students only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm and as a last resort when other alternatives have failed or been deemed inappropriate. In all cases, staff will be mindful of the importance of preventing or minimizing any harm to the student that could result from physical restraint.

Physical restraint means direct physical contact that prevents or significantly restricts a student's freedom of movement. It does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. While use of physical restraint is generally restricted to personnel who have received appropriate training, this training requirement does not preclude personnel from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. During a restraint, at least one adult who does not participate in the restraint will be present whenever possible.

A staff member who administers a restraint must verbally inform the principal or designee of the restraint as soon as possible and submit a written report no later than the next school working day. The principal or their designee will make reasonable efforts to verbally inform the student's parent of the restraint within 24 hours and will provide written notice within three school working days by email address provided by the parent (or by regular mail to the parent postmarked within three school working days of the restraint.)

Time-out is a behavioral support strategy in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member, and a staff member must be with the student or immediately available to the student at all times. Time-out must cease as soon as the student has calmed.

Complaints and investigations regarding restraint practices are covered by School Policy JKAA.

Additional information, including a copy of applicable state regulations, can be obtained from the Assistant Superindendent for Student Support Services, (781) 455-0400 x11213.

#### **8. PREGNANT STUDENTS**

In accordance with state and federal law, the district does not discriminate against nor exclude students from its educational programs, or activities, including classes and extracurricular activities, on the basis of the student's pregnancy, childbirth, or recovery there from. Exceptions will be made only when a physician expressly prohibits the student's participation. The district does not require a pregnant student to obtain a physician's certification that the student is able to continue in school.

The district will provide reasonable accommodations for students with medical conditions relating to pregnancy to the extent such accommodations are provided to students with other temporary medical conditions. A student may take a leave of absence relating to pregnancy and childbirth for any period of time deemed medically necessary by the student's physician. Following any such leave, the student will be reinstated to the status she held when the leave began. [See School Committee Policy JFE-Pregnant Students.]

#### 9. HEALTH SERVICES POLICIES

The Needham Public Schools, in accordance with the regulations of the Massachusetts Department of Public Health, requires the following health information before a student enters school:

#### **Health History**

The Health History Form, which provides important health and developmental history about your child, must be completed by the parent/guardian and submitted to the school nurse prior to school entry for all students.

#### Required Immunizations

Massachusetts Department of Public Health Regulation 105 CMR 220 requires students to be immunized before admission to school. An immunization certificate/record that includes the month, day, and year the immunizations were administered needs to be submitted to, and reviewed by, the school nurse before the student begins school. State regulations also require each child to meet grade entry immunization requirements.

#### **Exemption**

Only documentation of medical and religious exemptions from immunization requirements is acceptable by the law in Massachusetts. If there are medical reasons why your child has not been immunized, a certificate must be obtained from your physician annually and forwarded to the school nurse. For religious exemption, please write a note to the school nurse.

#### **Physical Examination**

The Massachusetts Department of Public Health Regulation 105 CMR 200 requires a physical examination for all new students that was completed within 12 months prior to the entrance to school, or within 30 days after school entry, and at intervals of three or four years after school entrance. Per these regulations, documentation of a current physical examination is required for students entering into preschool, kindergarten, grades 4, 7, and 10. If a student is participating in competitive athletics, an annual physical exam is required.

A student transferring from another school system shall be examined as an entering student. Health records transferred from the student's previous school may be used to determine compliance with this requirement.

#### Lead Poisoning Screening and Vision Screening (Kindergarten entry requirement)

Each child must present documentation of lead poisoning screening, tested at ages 2-5 years, upon entry to kindergarten. Vision screening must be completed by the student's primary care provider upon entry to kindergarten (within the previous 12 months), or within 30 days of the start of the school year; certification that kindergarteners have passed acuity and stereopsis screenings is required.

#### **Tuberculosis (TB) Testing**

Documentation of either:

- Screening for student's low risk of tuberculosis exposure
- Testing for tuberculosis of students at high risk of exposure to tuberculosis.

<u>The Confidential Nurse Emergency Card</u> must be completed annually by the parent/guardian and returned to the school nurse with updated information and authorization including: emergency contact information, student medical history, consent for student to receive emergency medical treatment, communication of pertinent medical information, and administration of select over-the-counter medication by the school nurse, per the NPS Medical Protocols.

#### **Medication Policy**

The Needham Public Schools Medication Policy complies with state and federal laws and Massachusetts Department of Public Health Regulation 105 CMR 210. The following statements highlight the main points of the policy:

- The Health Services policy encourages that medication be administered before and after school hours, if possible.
- All medication, prescription or over-the-counter, requires an order from a health care provider who is a licensed prescriber as well as a completed parent/guardian permission form. Medication will not be administered until all required documents are completed and received by the school nurse. These required forms are available in the health offices or may be downloaded from the Needham Public Schools Department of Health Services website.
- After consultation with the school nurse and the development of a medication administration plan, students who fall into the following exceptions may self-administer medication:
  - students with asthma or other respiratory diseases may possess and administer prescription inhalers
  - students with life-threatening allergies may possess and administer epinephrine via an auto-injector
  - · students with cystic fibrosis may possess and administer prescription enzyme supplements
  - students with diabetes may possess and administer a glucose monitoring test and insulin delivery system
- Medications must be delivered to the school nurse in a correctly labeled pharmacy or manufacturer's medication container by the parent, guardian or responsible adult. (Medications are not accepted in containers such as plastic bags.) Students are not permitted to bring medication to school.
- All medication orders expire at the end of each school year. New medication orders are required at the start of the school year.
- All medications must be picked up by a parent/guardian before the close of the school year. Any medications that are not picked up by the close of school will be destroyed.

#### **Children with Special Health Care Needs**

If your child has asthma, allergies, diabetes, seizures, attention deficit disorder, or any other medical or mental health condition requiring special health services in the school and/or is assisted with medical technology, it is vital that the parent/guardian meet with the school nurse and develop an Individual Health Care Plan (IHCP) prior to school entry.

#### **Concussions**

Concussion or Traumatic Head Injury can occur whenever there is a blow or jolt to the head that causes complicated chemical changes in the brain that take several days to resolve. Many concussions occur during organized (especially contact) sports, but are also common as a result of skiing, snowboarding, skateboarding, gymnastics or ballet falls, etc. Many concussions can go undetected initially because there has been NO loss of consciousness and the person is able to resume activity following the initial blow to the head or whiplash. Concussions may be life-altering or life-threatening if not treated correctly or aggressively. The Needham Public Schools seeks to prevent concussions and provide a safe return to activity for all students after injury, particularly after a head injury. Although every concussed student is different, the care and management of all students who have sustained concussions requires education, supervision, and close collaboration between students, parents/guardians, school nurses, coaches, athletic trainers, athletic director, administrators, guidance counselors, school physician, teachers, neuropsychologists, and the student's primary care providers and medical specialists. In accordance with the Needham Public School Policy on Head Injuries and Concussions in Extracurricular Athletic Activities 2012, protocols and procedures that are implemented are compliant with Massachusetts General Law c. 111, §222, An Act Relative to Safety Regulations for School Athletic programs, the Massachusetts Department of Public Health regulations 105 CMR 201.000, Physical Examination of School Children.

### The NPS Protocol Post Student Head Injury and Concussions- Re-entry to Academics and Return to Physical Activity and Athletics:

- · Student sustains head injury during school, extracurricular athletics or activities, or other setting
- Student is removed from "play" from sports, physical education, or other physical activity until medically evaluated
- Student is assessed by school nurse during school day and certified athletic trainer during NHS sports, as available
- Coach, certified athletic trainer, or school nurse completes head injury report
- Parent/guardian is notified and student is dismissed from school or athletic activity and referred for medical evaluation
- Medical provider evaluates student and documents diagnosis of traumatic brain injury or concussion
- Parent/guardian provides school nurse with documentation of head injury from medical provider and plan of care including orders for brain and physical rest
- School nurse notifies guidance department and teachers/coaching staff of injury and initiates a re-entry meeting with teachers, guidance, special education liaison, parent/guardian, and student (as applicable)
- A graduated academic re-entry plan and accommodations are implemented per protocol unless severity of head injury or prolonged recovery necessitate development of a 504 plan or amendment to IEP
- School nurse will review symptoms with student each day to assess recovery, update return to academics check list, and advise quidance and teachers of student's readiness to progress with return to academics plan
- Teachers, students, parents/quardians will maintain an open dialogue regarding work expectations and progress
- Medical provider provides updated documentation about student's medical recovery and clearance for progression to full academic program including physical activity and physical education
- School nurse notifies guidance and teachers of progression to full academic program without accommodations due to head injury
- School nurse notifies certified athletic trainer to initiate graduated return to athletics per protocol
- Certified athletic trainer consults with medical provider for authorization to clear student to return to full athletics.

#### Symptoms to look for following a blow to the head:

- · Headache or "pressure in head"
- Nausea or vomiting
- · Loss of consciousness (even briefly) or groggy
- · Sensitive to noise and/or light
- · Blurred or double visions
- Appears dazed or stunned
- · Is confused about assignment
- Confusion: cannot recall events prior to hit or fall
- Answers questions slowly

- Forgets sports plays
- Unsure of game, score, or opponent
- · Moves clumsily
- Shows behavior or personality changes
- Feeling sluggish, hazy, foggy
- Concentration or memory problems
- · Balance problems or dizziness
- · Cannot recall events after hit or fall

Some of these symptoms will appear immediately after the blow. Some may quickly disappear while other symptoms can increase or develop hours or even days after the injury.

#### What to do if your son/daughter has had a concussion:

- 1. <u>Seek medical consultation.</u> If there has been loss of consciousness (even briefly) person should be taken immediately to the hospital or MD office for evaluation. For concussions not involving loss of consciousness, report symptoms to primary care provider (PCP) right away for advice about how to proceed.
- 2. <u>Brain and Physical Rest</u> is the main treatment for a concussion. Doing as little as possible will allow symptoms to begin clearing and a graduated return to school and sports will be planned.
- 3. <u>Proper evaluation.</u> Make sure to get written clearance from PCP or specialist who understands current concussion management protocols before resuming activities. Progression is very individualized and is determined on a case-by-case basis. Factors affecting progression include: duration and type of symptoms, previous history of concussion, and type of sport/activity participation.
- 4. <u>Inform your child's school nurse</u> if he/she has experienced a concussion and to discuss the procedures and plans for your child's return to academics, physical activity, and athletics.

#### Life-Threatening Food Allergy

The Needham Public Schools recognizes the increasing prevalence of student food allergies and the life-threatening nature of allergies for many students. The implementation of the Policy for Life-Threatening Food Allergy aims to minimize the risk of exposure to allergens that pose a threat to students, to assist students with assuming more individual responsibility for their health and safety as they grow older, and to ensure full participation in their educational programs and school sponsored activities. The management of students with food allergies requires the awareness, support, and response of the entire school community.

• If your child has a life-threatening allergy, please make sure he/she has access to emergency medication (Epinephrine) at all times and be sure that the school nurse has the necessary medical information about your child's emergency allergy action plan.

#### Key points of the policy for Life-threatening Food Allergy include the following:

- NPS recognizes the increasing prevalence of student food allergies and the life-threatening nature of allergies for many students.
- An individualized health care plan including accommodations for prevention, management and emergency response is developed for each student with a medically-diagnosed life-threatening food allergy.
- The school programs are not declared as "allergen free" and foods with known allergens (peanuts, tree nuts, milk, eggs, shell fish, fin fish, soy, wheat) are not banned
- Communication, planning, and education with faculty/staff, parents/guardians, and students will aim to minimize the risk of exposure to allergens that pose a threat to students.
- Non-curriculum related classroom-based celebrations and parties are food free
- Use of food as a reward or incentive during the school day is prohibited unless approved as part of an Individualized Education Program (IEP).
- <u>Inclusion of food for curriculum instruction and related activities or special school events.</u> requires strict adherence to the management protocol
- <u>Sales of competitive foods and beverages</u> (including bake sales/fundraisers) will not be permitted district wide during the school day and beyond school hours at the preschool-elementary level. Beyond the school day sales of competitive foods are permitted in grades six-twelve.
- NPS Staff employed by the NPS, to supervise and/or coach students participating as members of school-sponsored athletic teams, clubs, and other extracurricular activities beyond the school day, are responsible for implementing the applicable portions of the Food Allergy Policy and related protocols and procedures for the management of students with life-threatening allergies
- NPS staff are not responsible for implementing the Food Allergy Policy and related protocols and procedures during (1) school sponsored events beyond the school day that are open to the public (e.g. school athletic contests, plays, or ceremonies) or (2) programs or events on NPS property that are sponsored by various parent, community, and private groups.

#### 10. NEEDHAM SCHOOL NUTRITION SERVICES 2019-2020

Breakfast and lunch are served at Needham High School cafeteria every school day (except early release days). For breakfast there are a variety of delicious options before school each day in the cafeteria. At lunch, many choices of nutritious hot and cold lunches are offered, including a magnificent salad bar and several gourmet lunch selections.

The High School Cafeteria is managed by a Chef Manager. The Nutrition Services department is dedicated to being a leader in quality nutritious school meals and has won two Healthier US School Challenge awards. The department is directed by a Registered Dietitian, and supported by a second Registered Dietitian as Nutrition Outreach Coordinator. The Cafeteria Staff are dedicated, talented, and kind people who are there because they love to care for children by preparing and serving excellent food in their "nutrition classroom", and encouraging the students to make good food choices to enhance their well-being.

Much thought and planning is put into providing a variety of entrée and other lunch menu components, which are delicious, student-friendly, and nutritious. The menu of the day changes, but every day there are other lunch options available, including an elaborate Salad Bar, Gourmet Wraps, Homemade Pizza, various sandwiches, Hamburgers, Chicken Patties, Bagel & Yogurt or Cheese. Every day of the week features a favorite Gourmet Entrée choice, and on Thursdays we serve "LTO (limited time only) Gourmet Special" which is a trendy and fun new item that changes each month. Plentiful supplies of many choices of delicious fresh fruits, cut veggie sticks and salads are always available as part of the school lunch.

The menu and nutritional information, as well as allergy and ingredient information, are available on the Nutrition Service Department page of the Needham School District website. www.needham.k12.ma.us.

Meal prices (To be Determined pending Nutr. Svc budget)

Reduced price:

Lunch: \$ \$.40 \$0.00 (waived for 2019-2020)
\*Salad Bar and other Gourmet selections: \$

Breakfast: \$ \$.25 \$0.00 (waived for 2019-2020)

High School Items for sale:

**LUNCH** Includes 5 components, per USDA: Meat (or Meat Alternate), Grain, Fruit, Vegetable & milk.

The student must take at least 3 components and must take a fruit or vegetable for it to

be considered a 'meal'.

BREAKFAST Includes 4 components, per USDA: 2 oz Grain (or 1 Grain and 1 Meat), Fruit (or juice), Milk

The student must take 3 components, one being the fruit (or juice)

A la carte See below

#### Free or Reduced Priced Lunches:

Families who may automatically qualify for free or reduced price meals through a match with the Massachusetts HHS agency, will be notified before school begins in September. Other families may apply for free or reduced lunches by completing a current school year

meal application. A new application must be filled out at the beginning of each school year, or at any time throughout year if the financial situation in the home changes. Meal applications are sent home at the beginning of every school year and are available on our website, in the school office, or the Nutrition Service office at the Administration Building. An on-line application is also available at lunchapp.com.

#### What do you get with a "LUNCH"? & What is NOT included

Students who qualify for free or reduced price meals are able to get one complete breakfast and lunch for free or reduced price per day.

Included in a LUNCH (free, reduced, or full price) is:

- One Entree (any choice, including Salad Bar and Gourmet entrees)
- "Entrée" is the protein item and grain item (usually together, ie: Hamburger on bun)
- Fruits & Vegetables. We don't limit (within reason) and we encourage students to take LOTS
- Milk, 8 oz. 1%, Fat-free, Fat-free Chocolate or Strawberry, Lactaid (for documented lactose intolerant students)
- Dessert if it is written on the menu for the day (usually 1-2 x/week)

Other A la carte items are available at High School FOR \$ALE, which are NOT included in the LUNCH price. These items that are not included are as follows:

- 2nd Entrée \$2.00
- 2nd Gourmet Entrée \$2.25
- PBJ pocket sandwich \$1.25
- 6 oz yogurt \$1.25
- 4 oz yogurt \$ .50
- Smoothie (Fruit & yogurt), 16 oz \$2.50
- Cold Cereal \$.50
- Baked Lays chips \$.75
- Fresh baked Cookie \$.50
- 20 oz Water \$1.25

Students who qualify for free or reduced lunch can purchase a la carte items with cash, or money can be deposited into their lunch account for purchases of those items.

#### How the automated cafeteria payment system works:

- · Every student has their own personal lunch account and PIN number
- Parents/Guardians deposit money into the student's account by check via the school cafeteria, on-line (credit card or electronic check), or cash (see How to prepay information below).
- Sales are automatically deducted from the student's account. Details of account use are tracked in the system and parentsguardians can access this information (see below).
- Pre-payment into the account is strongly encouraged- as it is much faster, however paying with cash is an option.
- Students who qualify for free or reduced price lunches are processed at the cash register like all other students, avoiding any
  potentially uncomfortable situation for the student. A la carte items (above) are not free nor available at reduced price. Only the
  meal
- All students access their accounts at the cash register by entering their PIN number on the PIN pad located at the register. HS
  students' PIN number is changed from their old 4-digit number to a 5-digit number when entering 9th grade. You will be notified of
  this number in the Welcome Back to School letter from Nutrition Services. If a student does not remember it, the cashier can access
  their account through the computer register by their name.

#### When the lunch account gets low:

- Students are notified at the cash register.
- An automated 'Low Balance Email' is sent on Monday evenings to the parent/guardian of students whose lunch account is at \$25.00 or below.
- A second 'Low Balance Email' is sent on Thursday evenings if balance is \$15 or below.

#### **Negative Lunch Accounts**

- If a student's lunch account goes below zero, the automated "Low Balance Email" ism again sent on Monday and Thursday evenings (see above) to serve as a further request to deposit money into the lunch account.
- If we have no email address in our lunch account system, a negative balance letter is printed out and mailed to the home, requesting
  deposit into the lunch account.

#### Credit limit /Negative Balance followup

- If a student's lunch account reaches negative \$10.00 and there has been no response to email requests for deposit, the Cafeteria Manager will call the home to notify the parent/guardian about the negative account and to resolve the negative balance.
- If the account remains negative and reaches -\$20.00, then the delinquent account is referred to the Nutrition Services Director's office and additional attempts are made to reach parent/guardian via cellphone and/or work phone numbers.
- If the account remains negative and continues to increase in debt, the matter is referred to the school principal for follow up with the parent/guardian.
- Beyond that, delinquent lunch accounts will be referred to a debt collection agency.

#### Tracking lunch accounts:

• Parents/guardians can look at student lunch account activity. Instructions for doing this are on NPS Nutrition Service website: "MyLunchAccount instructions". You will need the students Powerschool student ID number for this (get from school secretary).

#### How to Prepay:

1. Deposit funds via on-line. There is a link to the current online payment provider, SchoolPay, on the NPS website home page, as well as on the Nutrition Services page under Lunch Payment System. You will need to know the student's 5 digit online payment ID number specifically assigned for this on-line payment service. You can get that number and instructions for setting up account in Powerschool or from your school secretary.

Bring/send a check (payable to "Needham School Nutrition Services") to your school, in an envelope marked "Cafeteria". Deposits are made at the school cafeteria register. Please record on the memo line of the check: Student's full name, and 5 digit PIN number.

#### **Food Allergies:**

Nutrition Services is informed by the school nurse as to any food allergies students have. It is entered into the computerized point of sale system so that an alert comes up to cashier about what the student is allergic to. The cashier must acknowledge that alert, and checks the tray to assure there are no foods on the tray that the student is allergic to. We accommodate documented food allergies, including gluten-free diets. See website for more detail.

There is lots of information on the Nutrition Services website, as well as pictures of the cafeterias and meals. Check it out!

#### **Call Nutrition Services:**

Chef Manager Diana Mordini @ High School. 781-455-0800 x22261

Feel free to call the Nutrition Services Office with any questions or comments: 781-455-0400:

X11219 for Mirella Santucci, Nutrition Services Bookkeeper

X11216 for Ruth Griffin, Nutrition Services Director

X11237 for Jen Tuttelman, Nutrition Outreach Coordinator

X11285 for Barb Pitney, Nutrition Services Secretary

#### VI. Excerpts from the NHS Student Council Constitution

- The purpose of student council is to serve students, provide communication with the school administration, and coordinate social activities for Needham High School.
- II. Composition of students

  - A. Class Officers there shall be four class officers: President, Vice President, Treasurer, and Secretary.

    B. Class Representatives every grade shall elect three representatives, with the exception of the senior class, who shall elect a minimum of three representatives, or the number of representatives necessary to bring the total amount of seniors on the student council to ten.

    C. METCO Representative – two (2) METCO Student Representatives elected by the METCO population
  - of the school.
  - D. Student Advisory to the School Committee (SASC) six (6) elected students of any grade.
  - Greater Boston Regional Student Advisory Committee (GBRSAC) two (2) elected students of any grade.

  - F. School Council students selected by the principal.
    G. If a student is elected for GBRSAC or SASC s/he may not run for class representative.
- III. Responsibilities of student council members
  - A. [Advisor Responsibilities]
    B. All members shall:
  - - 1. Be present for at-large meetings;
    - Represent the student body and make decisions on their behalf;
    - As a whole, lead and participate in student government action, social events, and fund-raisers.
- IV. Student council at-large Officers:
  - A. An executive committee composed of the President, Vice President, Treasurer and Secretary shall meet to set agendas and prepare for meetings every other week or when necessary.
  - B. A class officer cannot be a student council at-large officer.
  - C. The President shall:
    - Oversee general operation of student council activities; Facilitate meetings of the student council at-large;

    - Hold regularly scheduled Executive Board and student council at-large meetings;
    - Only cast her/his vote in the event of a tie;
    - Set an agenda for every meeting;
    - 6. Maintain regular, individual contact with all executive board members.
  - D. Vice President shall:
    - 1. Assume the president's role in her/his absence;
    - Assist the president for at-large meetings;
    - Complete any other necessary functions:
    - 4. Oversee the committees if necessary.
  - E. Treasurer shall:
    - 1. Acknowledge all financial affairs;
    - Act as chair of the Finance committee;
    - Keep up-to-date records of all student council finances;
    - 4. Periodically report on the financial standing of the council;
      5. Assume the president's role in the absence of the Vice President and President.
  - F. Secretary shall:
    - Attend and keep minutes for student council at-large meetings;
    - Keep attendance records for meetings and other functions;
    - 3. Maintain an up-to-date student council member roster including homeroom, home number, and email address;
    - Keep a student council calendar for upcoming meetings and functions;
    - Reserve space for all meetings;
    - Facilitate communication of all student council meetings and functions:
    - 7. Assume the president's role in the absence of Treasurer, Vice President, and President.
  - G. Class Officers
    - 1. The President shall conduct meetings with representatives and the class.
    - The Vice-President shall assume the President's duties in the President's absence.
    - 3. The Treasurer shall keep an accurate record of class funds.
    - 4. The Secretary shall keep the minutes of class meetings, write up a summary of class activities.

- H. Class Representatives shall attend meetings, represent their class, and make decisions on their behalf.
  - 1. METCO Representative Two elected representatives shall attend at-large meetings and regularly report to the council of the body they represent.
  - 2. SASC Six elected students shall attend at-large meetings and regularly report to the council of the body they represent.
  - 3. GBRSAC Two elected students shall attend at-large meetings and regularly report to the council of the body they represent.
- V. School Council -Selected students shall attend at-large meetings as non-voting members, and regularly report to the council of the body they represent.
- VI. This Constitution will go into effect September 2003. VII. Judiciary Court **REPEALED, June 2012**
- \*Item II.B was amended in June 2004.
- \*Item IX was added in May 2005.
- \*Items II.C and III.C added January 2006.

#### VII. Student Attendance Policies, Procedures and Regulations **1. GENERAL POLICIES**

- Parents/guardians are expected to make every effort to guarantee that their children will be in attendance when school is in session. If a parent/guardian is unsure what constitutes an acceptable reason for absence, please call the assistant principal or the attendance secretary for clarification.
- Students must be present in the classroom each time the class is in session unless they have obtained the teacher's authorization in advance to be elsewhere. Approval can come from the counselor, or school nurse or the assistant principal who will in turn notify the teacher. The reason for the absence must be approved and the student's whereabouts must be known.
- Students and parentsquardians must address any discrepancies with the school's attendance decisions within three days of written notification of the violation or concern.
- If students are absent due to illness or "exceptionally urgent reasons," opportunities for advanced work or make-up work will be extended to students. However, the student is responsible for ensuring their work is completed.
- Students who are absent from school may not participate in any extra-curricular activities that day.
- Any student being excused for medical reasons from physical education may not participate in any athletic activities that day. Students who are dismissed from school by the school nurse due to illness or injury may not participate in extracurricular activities for that day, including athletic events and practices, student performances, school-sponsored trips, etc.
- A student must attend school from the opening of the school day until 11:20 a.m. or enter school prior to 9:35 a.m. and remain until the end of the school day to be considered as attending for the day. Regarding athletics and extracurricular activities, students who leave school early or who enter school late without an approved excuse cannot participate in any games, practices, or extracurricular activities that day. (see "Special Note 1") Students who are absent from school on Friday or the last day of the week are ineligible to play on the next calendar day after the absence. The only exception to this rule is the student who has submitted in writing an excuse for a "planned" absence to the assistant principal and who has received written permission to participate.

#### 2. LISTING OF ATTENDANCE ON TRANSCRIPTS

Total Unexcused Absences and total Tardies will be listed on the student transcript.

#### 3. ABSENCE REPORTING

The parent/guardian must inform the school of their child's absence by telephoning before 10:00 a.m. with the following information:

- Date(s) of absence(s)
- Child's Name
- Year of Graduation
- Reason for absence
- A phone number where caller can be reached, if not at a home number
- For all grades call (781) 455-0800 x22602

Parents and guardians must furnish the school with a home, work, or other emergency telephone number where they can be contacted during the school day. Parents/guardians will be contacted on the day of absence or as soon as practical and within three (3) days of the student's absence if the parent/guardian has not contacted the school regarding an absence.

#### 4. DISMISSALS

If for any reason a student needs to be dismissed from school, all arrangements should be made prior to the dismissal. Students who leave the building without permission are subject to disciplinary action.

- Notes from home specifying the date, time, and reason for the dismissal, should be brought to the Grade Level Office immediately upon arrival at school. No child will be dismissed without a confirmed note or phone call from a parent/guardian.
- Students should contact teachers about all work due on or after the dismissal.
- The nurse or appropriate assistant principal must dismiss any student leaving the building because of illness or any other unforeseen emergency.

#### 5. ATTENDANCE IN HOMEROOM

Daily attendance is recorded in homeroom.

- Unless a member of a club or organization that is conducting business during Homeroom, students must remain in the classroom for the entire period.
- Attendance policies and practices in homeroom will be consistent with those of regular classes.
- Juniors and Seniors who have study one of the first two blocks must attend homeroom on those days.
- Seniors who have study periods during the first and second blocks of the day need not attend homeroom on those days, but are responsible for ensuring the accuracy of their daily attendance.

#### 6. TARDY POLICY

Our tardy policy is cumulative through the end of each semester. Class cuts and absences are cumulative throughout the school year.

- A student who is tardy to class shall be admitted to class.
- Students with an acceptable note or pass from a staff member will be marked as Tardy Excused.
- Unauthorized tardies within 10 minutes of the start of class will be marked as Tardy.
- Throughout each semester, ten (10) unauthorized tardies in a particular class will result in the loss of one (1) credit.
- When a student arrives to school tardy from a doctor/dentist office, s/he should bring a note from the doctor/dentist office in order

to excuse the tardy.

#### 7. UNAUTHORIZED ABSENCE NOTIFICATION PROCEDURES

If by 10:15 a.m. a student has two or more unauthorized absences, the school will use phone numbers provided by the parent/guardian in PowerSchool to validate the student's attendance. Please make every effort to report a student's absence to the attendance line at (781) 455-0800 x 22602.

#### 8. CLASS CUTS AND/OR UNAUTHORIZED ABSENCES FROM CLASS

When a student is absent from class without pre-approval from the administration or validation from a parent/guardian, the student will be marked 'absent unexcused' for that class.

If necessary, a meeting with the student's assistant principal may occur to determine if the unauthorized absence was a 'cut' from class. A 'cut' is defined as any absence from class of 10 or more minutes without appropriate permission. If the determination is made that a student cut a class, the student may face consequences ranging from a verbal warning, detention hours, and/or credit loss. Parents/ guardians will receive written notification of all disciplinary actions.

The student may remain in the course and earn a grade; a passing grade equals the successful completion of that core subject.

#### . WANDERING

Students who leave a class without permission or who miss more than 10 minutes of class are subject to receiving a "cut" in that class. Students may also face discipline for being in a part of the building that was different than the area they were permitted to go.

#### 10. EXCESSIVE ABSENCE FROM SCHOOL AND/OR CLASS

Parents/guardians will be notified when a student has at least five days in which the student has missed two or more classes/periods (unexcused) or who has five or more unexcused absences in the school year. The building principal (or their designee) will make a reasonable effort to meet with the parent/guardian of a student who has 5 or more unexcused absences to develop an action plan to improve the student's attendance. In all circumstances parents/guardians are encouraged to contact school staff and work collaboratively with them to correct the reasons that the student is missing school. Excessive, unexcused absences may also result in the school taking legal action to remedy this situation.

Promptness and regular attendance are prerequisites for success in school and in adult pursuits. In order to benefit from classroom instruction and master the required material and concepts, students must be on time for class, must attend all classes when in school, and must do everything possible to prevent absence from school. To help students develop habits of promptness and regular attendance, Needham High School has adopted the following attendance policy.

The Grade Level Office will notify the parent/guardian of a student who has at least five days in which the student missed two or more classes (unauthorized), or who has five or more unauthorized absences in the school year, and arrange a meeting with the student and parent/quardian to develop action steps for student attendance.

Students who have excessive unexcused absences in a specific course will automatically lose credit in that course:

12 absences = Loss of I credit from that course

18 absences = Loss of 2 credits from that course

24 absences = Loss of 3 credits from that course

30 absences = Loss of all credits from that course

Excessive absences for half-year courses are adjusted as follows: 6 absences = Loss of I credit from that course

12 absences = Loss of all credits from that course

- The student may remain in the course and earn a grade; a passing grade equals the successful completion of that core subject.
- If a student lose's credit(s) because of the attendance policy he/she must make up the credits by enrolling in extra courses in any subject and/or attending summer school.
- Students who lose credits due to excessive absences may lose eligibility to participate in sports or other extra-curricular activities such as the school play, musical, or other competitive activities outside of school.

Special Note 1: The school supports certain absences as excused, as long as they are pre-approved by the administration (notification should be sent to the grade-level office). The following types of absences will not be counted toward loss of credit:

- School-sponsored trips that are considered an extension of the classroom
- Documented college visits (with a limit of three excused absences)
- Suspensions
- Pre-planned appointments with a school or outside counselor, or with a physician

All absences such as those caused by dismissals, tardiness in excess of 10 minutes to class, illnesses, and family trips, will be counted as unexcused and will be subject to loss of credit under the excessive absences policy (unexcused absences are not counted as class cuts unless the absence is unauthorized). Students and parents/guardians may appeal the loss of credit to the Assistant Principal.

The school encourages students with certain illnesses to stay home from school (see the "School Health Services" section of the handbook for these guidelines). In an effort to curb excessive absences, illnesses are considered unexcused absences. For illnesses that result in several consecutive days of missed school, a parent/guardian can petition the assistant principal to excuse the time missed. Documentation of the illness from a physician should be included when making such a request. Parents/guardians should contact the school for a meeting if a recurring illness causes unexcused absences to approach the limit of 12.

Special Note 2: The excused absence policy is founded on the premise that students who are excused from missing school will make up missed work in a timely manner. For students in academic jeopardy or who have missed several days unexcused, the administration will reserve the right not to excuse an absence typically in the excused category. This will be done in order to keep the student from missing additional class time.

#### 11. JUNIOR & SENIOR PRIVILEGE

This privilege permits eligible juniors and seniors to manage their own time during their unassigned period. The options will include leaving the campus, with written parent/guardian consent. If students choose to remain in school, they must be in a designated area, i.e. Cafeteria, Library/Media Center, Foyer, or a location established by the administration. The Principal may deny this privilege during an emergency, during inclement weather, or during a mandatory school event. The Principal may also revoke this privilege after consulting with the Student Council.

Students must maintain a daily attendance rate of 95%, be in good disciplinary and academic standing, and have written parent/guardian consent to be eligible for this privilege.

Students may lose this privilege if they fail to maintain the attendance standards, if they have excessive tardiness to school or class, for disciplinary infractions, and for other reasons deemed appropriate by the Principal or the Principal's designee. Students who are not eligible for the privilege will be assigned to a credit-bearing course or to a study hall. The privilege may be restored at the discretion of the Principal or the Principal's designee. Students who are not eligible for privileges – and nevertheless leave the building – will be subject to the NHS Code of Discipline.

#### 12. FIELD TRIP POLICY/ STUDY ABROAD

Generally, field trips fall under two categories: Day and Overnight Field Trips. Day and overnight field trips are considered a valuable complement, extension and application of learning that takes place in the classroom and at school. Students are expected to follow all school rules, regulations, and policies as outlined in this handbook while participating on a field trip or studying/travelling abroad. Students participating in overnight trips may also be subject to additional guidelines and rules that pertain to the specific field trip.

Day Field Trips typically require absences from all regularly scheduled classes, and it is expected that students and parents/guardians will evaluate the educational and enrichment possibilities of Day Field Trips to avoid attendance and/or academic problems in other classes. In the event a student is unable to participate in a Day Field Trip, the student and teacher/staff member should work out, if necessary, an appropriate alternative learning experience. Field trip forms must be signed by teachers one week prior to students missing class. Overnight Field Trips may require absences from regularly scheduled classes, and it is expected that students and parents/guardians will evaluate the educational and enrichment possibilities of missing, for example, multiple days of school and classes. Students participating on overnight trips are expected to follow all school rules as outlined in the NHS handbook and, along with their parents/guardians, attend all trip information sessions that are designed to ensure the health, safety, and welfare of students traveling overnight and/or abroad.

#### 13. TRUANCY FROM SCHOOL (STUDENTS UNDER 16 YEARS OF AGE)

Truancy is an unauthorized absence from school. When a student is truant from school, the home and all of their teachers will be notified by the grade level administrator. Truancy will have the following impact:

No makeup privileges will be available in any subject area;

- Receipt of a zero for the day's class;
- Cuts will be issued for each missed class;
- Ineligibility for any extra-curricular activity on the day of the absence.

When a student has seven or more unauthorized absences from school, the school's attendance officer will initiate a court referral.

#### 14. UNAUTHORIZED ABSENCE FROM SCHOOL (STUDENTS OVER 16 YEARS OF AGE)

If a student is absent from school without parent/quardian permission, all of their teachers will be notified, having the following impact:

- No makeup privileges will be available in any subject area;
- Receipt of a zero for the day's class;
- Cuts will be issued for each missed class:
- Ineligibility for any extra-curricular activity on the day of the absence.

#### 15. FAMILY TRIPS

Families should refrain from planning trips on days when school is in session. If a trip is unavoidable:

- The parent/guardian must contact the Grade Level Office at least two weeks in advance of the trip;
- Student must make arrangements with each teacher to complete all work missed;
- Make-up agreement forms (made out in duplicate) must be completed by the student with each of their teachers, spelling out specific makeup conditions for each subject.

#### 16. MAKE-UP WORK

Make-up work due to absences, for reasons other than illness and bereavement, must be made up commensurate with the time absent (e.g. two days absent, two days to complete all make-up work). In some courses (such as Art, Science labs, Industrial Arts, etc.) the make-up work will have to be done after school. For long-term absences, an agreement will be made between the school and student as to when work will be made-up.

#### 17. EMERGENCY DISMISSAL PROCEDURE

In the event of an emergency situation, which forces us to close the school, the students will be dismissed. To the best of our ability, we will let the students know the reasons for the dismissal and all pertinent and appropriate information. Information will be provided on our Internet site as well as in our parent/guardian email list serve. The principal may provide parents/guardians with further information via the newsletter, list serve, or any correspondence mailed home.

#### 18. ATTENDANCE CODES

Needham High School utilizes the following codes to track and record student attendance:

Absent

= Absent Excused (pre-approved by the school)

Unauthorized Absence

Tardy Excused to class (pass from staff member) = Tardy (fewer than 10 minutes after class has started)

Cut (any unexcused absense from class of ten or more minutes)

### VIII. Code of Discipline, Discipline Policies, Procedures, Regulations

#### RATIONALE AND SCOPE

The High School's Code of Discipline is guided by our core values: A Caring Community Striving For Personal Growth and Academic Excellence. The disciplinary philosophy of NHS is always to reinforce the centrality of direct instruction and empower students to make informed and prudent decisions. To this end and where appropriate, the school seeks to avoid a student's removal from school through use of mediation, detention, and supplemental educational programs. However, as outlined below, students may be removed from school for a period of time for serious infractions.

In determining the consequences for particular misconduct, administrators consider all relevant circumstances, including the nature of the offense and its potential impact on our NHS mission in providing an appropriate educational environment for students, as well as factors relating to the individual student. Such factors may include but are not limited to the student's past conduct (i.e., under concepts of progressive discipline repeated violations may result in more significant discipline), the student's willingness to take responsibility for their conduct and to avoid recurrence, as well as the presence of potential mitigating factors.

The discipline code is in effect both at school and at school-sponsored events, whether or not such events take place on school property (including, but not limited to, any and all athletic activities and contests). Even misconduct that does not take place in school or a school sponsored event can result in discipline if it is of a serious nature and has a direct relationship to the school or causes substantial disruption to the school environment.

The procedures outlined in this section provide an explanation of our disciplinary process. In addition, this section provides examples of conduct that is prohibited. However, not every type of prohibited conduct can be listed. Students are expected to recognize that any conduct that is inconsistent with maintaining an appropriate environment either at school or at a school-sponsored event could lead to discipline, including suspension or expulsion.

#### **GENERAL INFORMATION**

#### 1. CLASSROOM-BASED EXPECTATIONS & DISCIPLINE

Students can expect that teachers will have specific expectations, both disciplinary and academic, for their individual classes. When a student does not adhere to these expectations, a teacher may have the student remain after school, report before school, communicate with the parent/guardian via phone, mail or e-mail, and/or communicate with the principal or their designee.

- If a student's behavior does not improve, the teacher may invite the parent/guardian in for a conference and may issue a misconduct report. In addition, teachers may issue a misconduct report for a single incident of serious breach of conduct.
- Students, who participate in disruptive behavior in a class that interferes with the opportunity for other students to learn and for the teacher to teach, may be removed from the class via the course removal procedure.

#### 2. MISCONDUCT REPORTS

The purpose of a misconduct report is to bring misbehavior to the attention of the grade level assistant principal and to have communications sent home. When a misconduct report is issued by a teacher, school counselor, or other school personnel, the student usually receives a detention(s) if the infraction is minor in nature, or more severe disciplinary action for major infractions. A letter together with the misconduct slip is also sent to the parent/guardian.

#### 3. VIDEO CAMERA USE

Video cameras may be in use in some public areas of school property, such as hallways, the gymnasium, cafeteria and exterior locations of the school building. Appropriate disciplinary action may be taken for misconduct that is recorded or observed from that security system. **Protocols related to camera use are:** 

- Live monitoring may be utilized at any time, particularly during any emergency protocol or situation.
- In cases of serious incidents, such as violence, theft, or vandalism, the principal (or designee), school resource officer, or superintendent (or designee) may view the electronic file captured by the web-based camera system.
- A notice that video surveillance may take place on school property will be posted at the main entrance of the High School. The
  principal also has the option of posting such notices at other locations in the building, at their discretion.

#### 4. USE OF SCHOOL PROPERTY & FACILTIES OUTSIDE OF SCHOOL HOURS

Students are encouraged to participate in extra curricular activities at Needham High School. Students who remain after school should be under the supervision of a coach or faculty member, or be participating in a school-sponsored activity or project.

Students are prohibited from remaining in the building or on school grounds without supervision, and such conduct may lead to disciplinary action based on student misconduct, as described in this handbook. In particular:

- Students who are not supervised will be asked to leave the building after school hours.
- · Students should not loiter in the corridors or cafeteria after school.
- · Students should not loiter on school grounds, the steps, or in the parking lots.

#### **5. SOCIAL PROBATION**

Participating in events or activities such as dances, banquets, class trips, athletics, or other extracurriuclar activities is a privilege, not a right. Therefore, the principal or his designees may place a student on "social probation" and thus exclude a student from such participation if the principal/designee deems reasonably appropriate. One common basis for placing a student on social probation is failure to serve detention time within one week after it is issued. **Special Note:** A student who has been suspended whether in school or out of school is automatically excluded from participation in extracurricular activities until they have returned to school and completes a full day of attendance.

## MINOR INFRACTIONS CONDUCT THAT MAY LEAD TO DISCIPLINE, INCLUDING DETENTION

#### 1. GENERAL INFORMATION

- Consequences for minor infractions of the Code of Discipline may range from a verbal warning to 1-3 hours of detention.
- Students who commit minor infractions in a repeated/flagrant manner may be subject to further disciplinary action, including suspension.

#### 2. DRESS CODE

Students are expected to maintain attire that does not disrupt the school learning environment. Clothing, accessories, or other attire

that is demeaning to others or has inappropriate or offensive graphics or language will not be permitted; this includes, but is not limited to: lewd or vulgar slogans/pictures/words/phrases, alcohol or drug references, sexual innuendos, or any graphic or language that may interfere with the educational process.

• A school administrator will determine if clothing is disruptive and/or inappropriate. When a school administrator determines that clothing is disruptive to the school environment, the administrator will address the issue with the student. Violations of the dress code, including repeated instances of clothing that is disruptive to the school environment may lead to disciplinary action.

#### 3. FOOD / DRINK POLICY

In order to maintain a clean environment in the school, no eating, consuming, or selling of food is allowed outside of the cafeteria, unless sanctioned by a school administrator.

Covered drinks, however, may be consumed throughout the school with the exception of specifically designated spaces (such as the media center or computer labs). Teachers and staff members have the discretion to further restrict the consumption of drinks based on use of technology or particular classroom needs and concerns.

Students are responsible for cleaning up their own spilled drinks.

#### 4. CORRIDOR BEHAVIOR

In order to establish in the school a climate for courtesy and mutual respect and for the safety and well being of everyone, students are asked to observe the following:

- No running in the corridors or hallways at any time.
- No shoving, pushing or playing of any kind in the corridor or hallways.
- No yelling, shouting, or vulgar language in the school building.
- No banging, slamming or kicking of locker doors or classroom doors.

#### **5. STUDENT PASSES**

No student should be in the corridor or restroom without a pass or permission from the sending teacher. Furthermore, when a student obtains a pass/permission for a particular purpose, the student is expected to complete the task in a timely manner and to return to class or other assigned area as soon as is practical. Roaming the halls or loitering in the lavatory is prohibited, even with a pass.

#### **6. ELEVATOR USAGE**

Elevators are to be used exclusively to assist students who have a legitimate and documented medical need. In these instances an elevator pass must be obtained from the school nurse.

#### 7. CAFETERIA RULES & PROCEDURES

The cafeteria is open to students before school until 7:55 a.m. and at lunchtime. Students are allowed to attend only during their assigned lunch block. Students are not to congregate in the cafeteria during passing time or homeroom time. Thoughtfulness and consideration of others are essential. To insure that each student will have a clean place at which to eat, all students are responsible for the cleanliness of the area after their lunch. Further, the following rules will be observed:

- Clean your area and SEPARATE TRASH FROM RECYCLEABLES
- · Do not sit on tables, window sills, or floors.
- · Do not throw anything.
- Clean your table before leaving.
- Empty your trash in barrels.
- No food outside cafeteria.
- Students, including Juniors and Seniors, must remain in the cafeteria unless they have prior permission from a faculty member to leave.

The cleanliness of the tables and the floor area underneath is the responsibility of all the students who sit in the general vicinity of that area. A faculty member may ask any student(s) within the area to help with clean up. This is a group responsibility. Failure to cooperate will result in disciplinary action.

#### 8. USE OF PERSONAL ELECTRONIC DEVICES

Needham High School recognizes the pervasive technological environment that exists in today's world and encourages the responsible and appropriate student use of personal electronic devices for instructional and limited communication purposes. However, Needham High School strongly believes in the centrality of the classroom and that uninterrupted, high quality classroom instruction is the most important business of the school.

The use of personal electronic devices, including but not limited to cell phones, smart watches, and other personal technologies is prohibited in the classroom except with the express permission of the classroom teacher. During classroom time, the responsible and appropriate use of these devices is approved only when in accordance with the Responsible Use Policy of the Needham Public Schools.

<u>NOTE</u>: Use of audio/video recording devices is particularly prohibited without the express consent of the teacher or administration. A violation of this prohibition may be considered a serious infraction and may lead to suspension. Students should also be aware that a secret audio recording (recording of individual without their knowledge) could result in criminal charges under Massachusetts General Laws ch. 272, §99F.

## SERIOUS INFRACTIONS CONDUCT THAT MAY LEAD TO SUSPENSION

#### POTENTIAL CONSEQUENCES FOR SERIOUS INFRACTIONS

The following example behaviors may serve as grounds for suspension or other disciplinary action, including loss of student privileges, short-term suspension (up to 10 days), or long term suspension (more than 10 days, up to 90 days):

Repeated minor infractions or habitual disregard of rules

- Violations of the Academic Integrity Policy
- Repeated truancy
- Refusing to give their name to a faculty member or any school department personnel
- Leaving the school building or grounds without authorization while school is in session
- Accumulated detentions not served
- Insubordination
- Throwing objects, including snowballs
- Smoking and/or use of tobacco, chewing tobacco, electronic cigarettes, or related paraphernalia, including matches, lighters, vaporizers, or vaporizing liquid
- Use of language (written or spoken) that is disruptive to the educational environment
- Destruction or defacement of school property
- Assault (includes not only harmful or offensive touching of another person, but also the immediate threat of such touchina)
- Violations of the District's Policy Prohibiting Bullying, including cyber bullying, and/or retaliation
- Violations of the District's Policy Prohibiting Hazing
- Harassment of other students and staff because of their gender, race, ethnicity, color, national origin, ancestry, religion, age, sexual orientation, gender identity or disability
- Threats or intimidation to any student or school department personnel
- Safety threats/false alarms
- Fire setting/arson
- Possession of a dangerous weapon
- Possession, use, or being under the influence of alcohol or other illicit substances
- Commission of an act that may result in serious bodily injury
- Other actions deemed by the principal or designee to be disruptive to the educational environment

#### **GENERAL INFORMATION**

The principal or designee will determine the consequences for serious infractions of the Code of Discipline in accordance with the "Rationale & Scope" as described in section VIII. Whenever possible and practical, administrators consult with the principal about an appropriate alternative to suspension before the student is disciplined. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Any student who is suspended from school will be given the opportunity to make up schoolwork as needed to make academic progress. Students are therefore encouraged to maintain contact with their classroom teacher via email to keep on track with classwork. In addition and where appropriate, the student's school counselor may contact the student during the out of school suspension to provide socialemotional support. Upon completion of the suspension, the student's assistant principal/school counselor will work with the student, family, and teachers to reintegrate the student back into the school community in a positive way.

Any student who is excluded from school for more than ten (10) consecutive days will have an opportunity to receive education services in order to make academic progress through the school-wide education service plan.

Except in the case of the Statutory Offenses, students may not be suspended more than 90 days in a school year.

#### CONDUCT THAT MAY LEAD TO EXPULSION AND APPLICABLE PROCEDURES

Students are subject to expulsion (i.e, permanent exclusion) by the Principal for the conduct listed below. (See also, M.G.L. ch. 71, §37H3/4)

• Possession of a dangerous weapon\*

- Possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse)
- · Assault on teachers, administrative staff or other educational personnel

\*This includes not only knives and guns, explosive devices and realistic replicas of such weapons/devices, but also other objects used to assault another person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, matches or a lighter. While such objects would not always constitute "dangerous weapons", administrators and educational professionals will review the circumstances of each case and make a reasonable determination about whether a particular object in a student's possession constitutes a dangerous weapon in the school setting. Any illegal weapon will be turned over to the Police Department. Any student who brings a firearm to school must be expelled for a minimum of one school year, with exceptions granted only by the superintendent. (The definition of a firearm includes but is not limited to guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices.)

Students are also subject to long term suspension/expulsion by the principal when charged/convicted of a felony based upon the standards and procedures set forth in M.G.L. c.71, §37H1/2.

Any student who is removed from school for a disciplinary offense under G.L. c. 71, §37H or §37H½ for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, and will so informed at the time of the suspension/expulsion.

#### PROCEDURES APPLICABLE TO CONDUCT COVERED BY M.G.L. C. 71, §37H AND 37H1/2

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

- 1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, and (2) shall be given the opportunity to present their side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.
- 2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent/guardian of the impending suspension; this shall include attempts to contact the parent/guardian at home and at work. Parents/guardians may contact the school for additional information regarding the suspension.
- 3. A letter will be mailed to the parent/guardian of the suspended student stating:
  - a) The reason for the suspension
  - b) A statement of the effective date and duration of the suspension
  - c) A statement regarding whether or not the principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H1/2

When considering a suspension/expulsion of a student charged with/convicted of felony, the principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2. In addition, prior to initiating such procedures, the principal may meet informally with the student and/or their parents/guardians to review the charge and the applicable standards if the principal deems appropriate.

## DUE PROCESS PROCEDURES FOR SUSPENSION FOR CONDUCT OTHER THAN STATUTORY OFFENSES (M.G.L. c. 71, § 37H3/4)

#### A. CLASS REMOVALS

Students are expected to treat their teachers and classmates with respect and to cooperate in the opportunity for teachers to instruct and for students to learn.

Students who participate in disruptive behavior in a class, or in a setting that is an extension of the classroom (e.g. assembly or field trip), which interferes with the opportunity for other students to learn, and for the teacher to teach may be removed from class by the following procedure:

#### First Removal

- The disruptive student will be sent to the appropriate department office, along with a description of the student's unacceptable behavior.
- The department leader will schedule and conduct a conference with the reporting teacher, the student and if necessary, the school counselor.
- The department leader will send home a summary of the conference and forward this to the assistant principal and counselor.

#### **Second Removal**

The procedure for second removal is the same as for first removal. In addition:

- The department leader will schedule a meeting. The parents/guardians will be asked to participate at this conference along with the student, teacher, counselor, and department leader.
- An appropriate plan of action will be taken which may include revision of the student's schedule, and/or immediate temporary removal from class.
- At the conference it will be clearly stated that a subsequent removal from the class may result in withdrawal for the balance of the course and loss of credit.
- The department leader will discuss the case with the assistant principal. Following that, a summary of this conference, written by the department leader, will be forwarded to the parents/guardians, teacher, counselor, and assistant principal.

#### Third Removal

- When a student is removed from the class for the third time, the student will be sent to the appropriate department office.
- A third removal from class will result in permanent removal from the course and loss of credit unless there are extenuating circumstances.

#### B. IN SCHOOL SUSPENSION FOR LESS THAN 10 CUMMULATIVE DAYS DURING A SCHOOL YEAR

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

- 1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
- 2. The administrator will send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or by other method of delivery agreed to by the administrator and the parent/guardian.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension.

C. PROCEDURES FOR SHORT-TERM OUT-OF-SCHOOL SUSPENSION (10 CUMMULATIVE DAYS OR LESS IN A SCHOOL YEAR) Except in the case of an Emergency Removal as provided on page [17], prior to imposing a short-term, out-of-school suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H ½, an administrator will provide the student and their parent/guardian oral and written notice and an opportunity to participate in an informal hearing.

- **1. Notice:** The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:
  - a. the disciplinary offense;
  - b. the basis for the charge;
  - c. the potential consequences, including the potential length of the student's suspension;

- d. the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
- e. the date, time, and location of the hearing;
- f. the right of the student and the student's parent/guardian to interpreter services at the hearing if needed to participate;

Written notice to the parent/guardian may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and parent/guardian.

- 2. Efforts to Involve Parent/Guardian: The administrator will make reasonable efforts to notify the parent/guardian of the opportunity to attend the hearing. To conduct a hearing without the parent/guardian present, the administrator must be able to document reasonable efforts to include the parent/guardian. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency notification.
- **3. Format of Hearing:** The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
- **4. Decision:** The administrator will provide written notice to the student and parent/guardian of their determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

The parent/guardian shall be requested to attend a readmission conference with the principal or designee upon the student's return to school. At the principal's discretion, the conference may be held by telephone. Expectations for the student's reentry to school shall be outlined at this conference.

#### D. PROCEDURE FOR LONG-TERM SUSPENSION

Except in the case of an Emergency Removal, prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

- 1. Notice: The notice will include all of the components for a short-terms suspension in Section C above, plus the following:
  - a. in advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
  - b. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense;
  - the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
  - d. the right to cross-examine witnesses presented by the school district;
  - e. the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent/guardian upon request; and
  - f. the right to appeal administrator's decision to impose long-term suspension to the superintendent.
- 2. Format of Hearing: The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
- 3. Decision: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and the parent/guardian. If the administrator decides to suspend the student on a long-term basis, the written determination will:
  - a. identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
  - b. set out the key facts and conclusions reached:
  - c. identify the length and effective date of the suspension, as well as a date of return to school;
  - d. include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
  - i. inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:

the process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will extend beyond the end of the school year in which such suspension is imposed.

#### E. EXCEPTION FOR EMERGENCY REMOVAL

Notwithstanding the provisions for short- or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of
the emergency removal, the reason for the need for emergency removal, and other applicable matters;
 Provide written notice to the student and parent/guardian as provided in Section C or D above, as applicable;

 Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent/guardian
an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent/guardian

Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

F. APPEAL TO THE SUPERINTENDENT
If a decision by an administrator, following the parent/guardian meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent/ guardian must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in their discretion, for good cause.

The following apply:

The superintendent will make a good faith effort to include the parent/guardian in the hearing. The superintendent will be presumed to have made a good faith effort if they have made efforts to find a day and time for the hearing that would allow the parent/guardian and superintendent to participate. The superintendent will send written notice to the parent/guardian of the date, time, and location of the

The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request.

The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section D above.

The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

G. DISCIPLINE OF SPECIAL EDUCATION STUDENTS
The Individuals with Disabilities Education Act at 20 U.S.C., §1400, et. seq. and related regulations and 34 C.F.R., §300 et.seq., ("IDEA") provide eligible students ("students") with certain procedural rights and protections in the context of student discipline, as set forth below. These rights are in addition to the due process rights applicable to all students as described above.

<u>Short term removals.</u> Students who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days to the extent that such a removal would be applied to students without disabilities, without a prior determination of whether the conduct is a manifestation of the student's disability. Students may be removed for additional periods of up to ten (10) consecutive school days in the same school year for separate incidents of misconduct without a manifestation determination, so long as the removal does not constitutes a "change of placement" as described below. However, during such additional removals the district must provide the student with services to the extent necessary for progress in the general curriculum and the student's IEP goals, as determined by the principal in consultation with at least one teacher. In addition, if appropriate, the district must conduct a functional behavioral assessment and develop or revise an existing behavioral plan for the student.

<u>Change of Placement.</u> A suspension of longer than 10 consecutive days or a series of shorter term suspensions that constitute a pattern are considered to represent a "change in placement." Prior to a suspension that constitutes a change in placement, the student's Team, including the student's parent/guardian, must convene to determine whether the behavior is a manifestation of the student's disability. In making this determination, the Team must review all relevant information in the student's file, including the IEP, teacher observations, and any relevant information provided by the parent/guadian, to determine if the conduct was caused by, or had a direct and substantial relationship to the student's disability, or was the direct result of any failure by the school to implement the IEP.

Results of the Manifestation Determination. If the Team determines that the behavior is not a manifestation of the disability, then the school may suspend or expel the student consistent with the policies applied to students without disabilities, except that the district must still provide an appropriate educational program to the student, as determined by the Team, which program may be in a different setting. If the Team determines that the behavior is a manifestation of a disability, the Team must conduct a functional behavioral assessment and develop a behavioral intervention plan or where a behavioral intervention plan was previously developed, must review the plan and, if necessary, modify it to address the behavior. Except in circumstances involving drugs, weapons, or serious bodily injury as described below, the student will be returned to the placement from which the student was removed unless the placement is changed by agreement or through the Team process.

Exception for Drugs, Weapons and Serious Injury. Regardless of the Team's decisions regarding the manifestation determination, school personnel may order a change in the placement of a student to an interim alternative educational setting, such setting to be determined by the Team, for not more than forty-five (45) school days if the student (1) carries a weapon to school or to a school function; (2) knowingly possesses, uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or has inflicted serious bodily injury upon another person at school, on school premises, or at a school function. Additionally, a Massachusetts Department of Education Hearing Officer, under certain circumstances, may order a change in

the placement of a student with a disability to an interim alternative education setting for up to forty-five (45) days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the child or others.

When a parent/quardian disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent/guardian has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Additional information regarding the procedural protections for special education students eligible for services under laws providing for services for students with disabilities can be obtained from the Assistant Superintendent for Student Support Services, (781) 455-0400 x 11213.

#### H. DISCIPLINE OF STUDENTS WHOSE ELIGIBILITY FOR SPECIAL EDUCATION IS SUSPECTED

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is "deemed to have knowledge" that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is "deemed to have knowledge" if: (1) the child's parent/guardian had expressed concern in writing to district supervisory or administrative personnel or the child's teacher that the child needs special education and related services; (2) the child's parent/guardian had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel. However, a school district is not "deemed to have knowledge" if the district evaluated the student and determined that the child was not eligible for special education services or the child's parent/guardian refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

#### I. DISCIPLINE OF STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 ("Section 504") provides students with disabilities certain procedural rights and protections in the context of student discipline. Prior to imposing a "significant change in placement" for disciplinary reasons, the district must determine whether the conduct is a manifestation of the student's disability. A significant change of placement results not only from an exclusion for more than 10 consecutive school days, but also from a pattern of shorter suspensions accumulating to 10 schools days during a school year. Whether a pattern exists must be decided on a case-by case basis, considering such factors as the length of each suspension, the nature of the alleged conduct, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school.

Prior to any significant change in placement for disciplinary reasons, a group of individuals knowledgeable of the student, the evaluation data, and the school program must determine whether the conduct at issue is related to the student's disability. If the conduct is directly related to the disability, the district will not impose the discipline and will develop an individual behavior management plan if the behavior significantly interferes with the student's ability to benefit from his their education. If the conduct is not directly related to the student's disability, the district may discipline the student as it does general education students.

#### SELECTED POLICIES AND LAWS RELATING TO SPECIFIC CONDUCT

#### 1. INTERVIEWS AND SEARCHES

It is the policy of the School Committee that school administrators shall have the authority, as deemed necessary, to interview students regarding matters that are relevant to the school environment. In addition, school administrators may search students and their personal belongings on school property when the administrator has a reasonable basis for believing that the search will produce evidence that the student has violated a school rule or a state or federal law.

Lockers, desks, and similar areas assigned to students remain the property of the school and are therefore subject to inspection by the school administration at any time.

#### . NEEDHAM PUBLIC SCHOOLS BULLYING POLICY **Bullying Prevention & Intervention**

Bullying, cyberbullying, and retaliation will not be tolerated in the Needham Public Schools. This includes forms of bullying that involve Needham students either on campus, on buses, or anywhere on school grounds or while engaged in school sponsored events or activities. While it is recognized that we have an obligation to our students and school community to respond effectively to all bullying that happens while school is in session, personnel will also make every reasonable attempt to intervene with situations where bullying might happen outside of school, but the ramifications are brought into the school building.

In addition, Needham Public Schools will not tolerate retaliation against any individual who has brought harassment, bullying, and/or other inappropriate behavior to the attention of the school. Persons who engage in such behavior may be subject to disciplinary action including, but not limited to: reprimand, suspension, expulsion or other sanctions as determined by the school administration to be appropriate.

Further the Needham Public Schools recognizes that students may be more vulnerable to bullying based upon actual or perceived differences related to race, color, religion, ancestry, national origin, sex, socio-economic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical developmental or sensory disability or by associations with other people who have one or more of these characteristics. Needham Public Schools will provide support to students whose vulnerability is brought to the attention of a teacher, guidance counselor or administrator through observation or direct report from a student, staff member or parent/guardian. This support may be in the form of counseling, education to support both the student's ability to report bullying and his/her skills, knowledge and strategies to respond to bullying or harassment.

Preventing and reducing bullying will be addressed in the following ways:

By establishing a school-wide culture where bullying is not acceptable and where students recognize that helping students who are bullied is the right thing to do

- By training staff in identification of bullying, prevention and intervention techniques for bullying
- · By providing time in classroom for teachers to focus on bullying prevention so that they can provide tools for students
- By establishing and enforcing school rules and policies related to bullying

#### Definitions

Aggressor is a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyberbullying, or retaliation.

Bullying, as defined in M.G.L. c.71, s. 370, is the repeated use by one or more students or by a staff member of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- a. causes physical or emotional harm to the target or damage to the target's property;
- b. places the target in reasonable fear of harm to himself or of damage to his property;
- c. creates a hostile environment at school for the target;
- d. infringes on the rights of the target at school; or
- e. materially and substantially disrupts the education process or the orderly operation of a school.

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyber-bullying, as defined in M.G.L. c.71, s. 37O is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying also includes:

- i. the creation of a web page or blog in which the creator assumes the identity of another person;
- ii. the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying; and
- iii. the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more 37 persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

Hostile Environment, as defined in M.G.L. c. 71, s. 370, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Target is a student against whom bullying, cyber-bullying or retaliation has been perpetrated.

#### B. Bullying and Retaliation Are Prohibited and Will Lead to Discipline

The Needham Public Schools absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students who engage in bullying or retaliation will be subject to disciplinary action, however, such disciplinary action must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action for students includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee. Staff who engage in bullying or retaliation will be subject to disciplinary action, based upon appropriate standards and expectations in light of the staff member's role and responsibilities. All discipline is subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying, as defined above, but nevertheless is inappropriate for the school environment.

#### C. Reporting Obligations

Reporting by Staff: A member of school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee.

Reporting by Students, Parents/Guardians, and Others: The district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the school principal or designee. An individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

Reporting to the Superintendent: A staff member, parent/guardian, student or others who witness or become aware of conduct by the principal or assistant principal that may be bullying or retaliation are expected to report it to the Superintendent or designee, who shall then be responsible for taking steps otherwise assigned to the principal under this Policy.

Reporting to School Committee: If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to address the safety of the alleged victim.

Reporting to Parents/Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will notify the parent/guardian of the target and of the aggressor of this finding and of the school's procedures for responding to it. If the alleged target and alleged aggressor attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents/guardians of the report and procedures.

Reporting to Local Law Enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if

the school principal or designee has a reasonable basis to believe that the incident may involve criminal conduct, the school principal or designee will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of the Needham Public Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued.

Reporting to Administrator of Another School District or School: If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Needham Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of the Needham Public Schools or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

#### D. Investigation

The school principal or designee shall investigate promptly a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

Pre-Investigation: Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered.

Written statement of the complaint: The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred (date, time of day), and where the events occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

Interviews: Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

#### Confidentiality:

The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address the matter.

#### E. Determination

School personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See Ellison v. Brady, 924 F.2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation where appropriate:

- Holding parent/guardian conferences;
- Enhancing adult supervision on school premises
- Limiting or denying student access to a part, or area, of a school
- Excluding from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities
   Providing relevant educational activities for individual students or groups of students. Guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may be helpful in providing such programs
- Personalized Action Plan and directives for future conduct, including providing the target with a process for reporting any concerns
  about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that
  works for that particular student
- Arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them. (Such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns and since the conduct often involves an imbalance of power.)
- Providing counseling (or other appropriate services) or referral to such services for the target and/or the student aggressor and/or for appropriate family members of said students
- Transferring student's classroom or school

#### F. Notice of Investigative Findings

Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify parents or guardians of the target and aggressor of this, and of the procedures for responding to it. While prior notice of an investigation shall not be required, the principal shall not be precluded from notifying the parents/guardians of a target or aggressor prior to completion of the principal's investigation. This communication will be done in the primary language of the home.

In notifying the parents/guardians of a target or aggressor of an investigation or the principal's findings thereon, the principal shall maintain the privacy and confidentiality of any individual or child who is not the child of the parents/guardians to whom the notice is provided. The

principal shall ensure that any notice to the parents/guardians complies with applicable state regulations including, but not limited to, 603 CMR 49.00, and shall not report specific information to the target's parents/guardians about the disciplinary action taken against an aggressor unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

The notice to the parents or guardians of the victim shall include information about the Massachusetts Department of Elementary and Secondary Education's ("DESE") problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system. The parents/guardians of the victim should be provided the following contact information: Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700; TTY: N.E.T. Relay: 1-800-439-2370

3. POLICY PROHIBITING HAZING
Students are strictly prohibited from participating in initiation or membership rites in connection with school sponsored activities when their conduct may reasonably be seen as demeaning or assaultive in nature. This prohibition applies even if those targeted give "consent" to such conduct. Students afforded the privilege of participating in athletics and other school sponsored activities are expected to take a leadership role, both by avoiding such conduct themselves and by reporting any such conduct by others to the principal or designee. Students who participate in this type of conduct, even as a bystander, or who become aware of it and fail to report it can expect to be excluded from athletics and other extracurricular activities. In addition, they may be subject to suspension and even expulsion from school.

Students are also reminded that the Massachusetts General Laws imposes criminal sanctions for particularly serious circumstances involving initiation rights and other conduct, by stating as follows:

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in section eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. (See M.G.L. c. 269, §17-19).

Forgery is a violation of the Massachusetts State Law and is a violation of our academic ethics policy. Forgery will result in disciplinary action for the first offense. A second offense would warrant an out of school suspension. The student is also subject to academic consequences.

#### <u>5. GRAFFITI</u>

The high school is a public facility supported by the taxpayer. It is the responsibility of all who use this building to help maintain a clean building, free from graffiti. Please report any graffiti immediately to an administrator or teacher. Writing graffiti on school property is a serious offense, which will result in suspension and possible criminal charges. Penalties may include full restitution for removal of the graffiti and could result in loss of driver's license for a year according to Massachusetts's law.

#### 6. SMOKING/TOBACCO USE

Smoking is a serious threat to both smokers and non-smokers. The smoking policy below provides a firm message that smoking is not tolerated at Needham High School, while providing an opportunity for students to receive assistance in quitting the habit. This policy shall also apply to the possession/use of e-cigarettes, vaporizors, etc., and associated paraphernalia, including but not limited to all susbstances used for vaporization whether or not they contain nicotine.

Violations of High School's smoking policy include:

- Possession, distribution or use of any tobacco product, paraphernalia, lighers and/or matches on school grounds at any time or on school jurisdiction. (School jurisdiction comprises school property, vehicles on school property and all school-sponsored activities regardless of location.)
- Holding a tobacco product lit or unlit.
- Loitering in a smoke filled area. The investigating administrator will determine loitering.
- Having the smell of fresh tobacco on one's breath.
- Smoking within a "line of sight" of the school grounds

 For all offenses, all tobacco products, paraphernalia, lighters and/or matches will be confiscated.
 Any student who violates the above prohibitions will be subject to suspension from school in accordance with the principles of progressive discipline as outlined previously.

#### 7. ALCOHOL & DRUG INFRACTIONS

The possession, use, purchase, or sale of drugs, drug paraphernalia, or alcohol on school property and at school-sponsored events is strictly prohibited. The definition of "drugs" for the purpose of this policy includes all controlled substances, not only drugs such an only marijuana or cocaine but also prescription medications.

With relation to the prohibitions of this policy:

Prescribed medication shall not be kept at school without written instruction from a parent/guardian or treating physician. Such medication is to be kept in the school nurse's office and taken under the supervision of the nurse. Only registered nurses and medical doctors are licensed to dispense medication in school.

The presence of students on school property or at school sponsored events while under the influence of alcohol or drugs is also prohibited. Students under the influence of alcohol and/or drugs (including the "abuse" of medications represents the taking of a prescribed drug beyond or outside of what is prescribed by a medical doctor. It is also the misuse of a medication for an intentional high, rush or buzz. It includes taking any prescription medication not prescribed or supervised by a doctor. Examples of such abuse include: Depressants (any medication used as a sedative), Stimulants (ADHD medications), Pain Killers (used in conjunction with alcohol) or prescription drugs and over-the-counter medications).

**Suspension:** Any student who violates the above prohibitions is subject to suspension from school.

Expulsion: Any student who is found in possession of a controlled substance at school or a school-sponsored

event is subject to expulsion by the principal. (See also M.G.L. c. 71,§37H).

In addition to any disciplinary action, the principal may impose other conditions upon the student's return to school, including, but not limited to:

- Completion of a comprehensive substance use assessment within 30 days of the infraction. Based on this assessment, a referral
  will be made to either: 1) The Youth Commission for the Substance Abuse Awareness Program, or 2) The Department of Public
  Health for further evaluation and treatment. Documentation of both an enrollment and completion of a designated program must be
  submitted to the assistant principal within ninety days.
- Social probation and loss of driving and parking privileges.

# 8. CONTROLLED SUBSTANCES, DANGEROUS WEAPONS AND ASSAULTS ON EDUCATIONAL PERSONNEL (MASS. GEN. LAWS, CHAPTER 71 SECTION 37H)

- 1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- 2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- 3. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- 4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall be limited solely to a factual determination of whether the student has violated any provisions of this section.
- 5. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

### 9. FELONY COMPLAINTS AND FELONY CONVICTIONS (MASS.GEN.LAWS, CHAPTER 71 SECTION 37H1/2)

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen on chapter seventy-six:

- 1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of their right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of their request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parents/guardians within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on their behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.
- 2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of their right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of their request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parents/guardians within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on their behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal; or headmaster, including recommending and alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion. Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.
- 3. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide

educational services to the student in an education service plan, under section 21 of chapter 76.

### 10. GUN-FREE POLICY

In accordance with the Gun Free Schools Act of 1994, any student who is determined to have brought a firearm to school or to a school related event will be excluded from Needham Public Schools for a period of not less than one year except as determined by the superintendent on a case by case basis. The definition of a firearm includes but is not limited to guns (including a starter gun, bombs, grenades, rockets, missiles, mines and similar devices). 20 U.S.C. §8921

### 11. DISRUPTION OF SCHOOL ASSEMBLY

The school has the obligation to provide a proper atmosphere for teaching and learning and may suspend any student from school for "action which is disruptive of the normal operation of the school" or may request a complaint under Chapter 272, Section 40, "whoever willfully interrupts or disturbs the school or other assembly ... et cetera."

# IX. Transportation

### 1. STUDENT BUS PASSES

- Needham High School provides "Fee Based" bus service only. The bus pass is issued at the beginning of the school year and should be kept throughout the year. Without it, a student may not be permitted to ride the bus.
- Only those who abide by the rules stated previously may retain bus privileges. Any student who does not conform to these rules may be required to surrender their bus pass and lose the privilege of riding the school bus.
- In the event that a bus pass is lost, stolen or destroyed, a new pass may be issued after 10 days with a one-dollar fee.

### 2. STUDENT BEHAVIOR ON SCHOOL BUSES

School buses are an extension of the school and proper conduct thereon is the direct concern of the school. Misbehavior on school busses is dangerous to the welfare of others and cannot be allowed. Parent/guardian should insist that students become familiar with the following rules:

- Students are to take their seats and remain in them until time for discharge.
- Nothing is to be thrown in the bus or out of the windows.
- Students must refrain from pushing, striking, shoving, etc.
- Students must keep arms inside the bus.
- Students must help to keep the inside of the bus neat, and refrain from vandalism or destructive activities.
- Students must report to the bus loading stations in time and in good order.
- Smoking is not permitted on the school bus.

### **Procedures to Address Policy Violations**

- **First Violation:** Building Administrator contacts parents/guardians to stress the importance of following the Bus Conduct Rules for the safety of all riders. The student is spoken to by assistant principal or designee
- Second Violation: Loss of privilege 1 to 5 days
- Third Violation: Loss of privilege 5 to 20 days
- Fourth Violation: Loss of privileges for the balance of the year and pass is taken and turned into Transportation Office. No refund will be given.

In cases where a student becomes so unruly that the safety of students and/or the driver is seriously endangered, the student may be excluded from the bus even on a first violation.

### 3. STUDENT DROP-OFF & PICK-UP

All student pick-ups and drop-offs shall take place at the Webster Street or Admiral Gracey school entrances. Vehicles shall form one line in the travel lane and shall not use the bus lane for any reason. For safety reasons, parent/guardian must follow the instructions of the crossing guards and of school officials.

### **4. STUDENT PARKING**

- As much as possible students are encouraged to travel to and from school by public transportation, school busses, bicycles, mopeds or walking. All cars illegally parked, parked in unauthorized spaces, or parking without a valid NHS student or staff permit will be subject to towing at the owner/operator's expense.
- Students must park only in assigned areas. Students may begin parking once they are issued a permit.
- Students may park at the Memorial Field parking lot subject to permission and policies of the Memorial Park Trustees.
- "No Parking" signs are posted on nearby streets, in effect generally between 8 a.m. and 4 p.m.
- The School Department will not be involved in any way with problems of theft or damage to automobiles. These incidents should be reported directly to the Needham Police Department.
- Students may lose parking privileges for disciplinary infractions.

### X. Extracurricular Activities: General Information

Extracurricular activities at Needham High School are an integral component of the comprehensive educational environment and provide students with opportunities to develop social and emotional competencies, teamwork, leadership, creativity, and service to the community. A comprehensive program of activities, including student government, theatre & performing arts, music, clubs, and service trips enable students to be self-aware, to have social and relationship skills, to self manage, and to make responsible decisions. Detailed information around clubs and activities is available in the Principal's office, including information about starting a club or activity. In the fall the school hosts the "Oracle," a club and activity fair which allows all students the opportunity to learn about and sign up for activities. In addition, in the spring there is a program for rising 8th graders.

Participation in all extra curricular activities, including athletics, is a privilege, rather than a right, and requires that students conduct themselves responsibly, not only at school, but also in the greater community. Thus, many of the conditions of participation required of student athletes are also required of students who participate in other extracurricular activities. A student may be excluded from participation when the principal/designee deems reasonably appropriate, whether due to failure to maintain academic eligibility (see § XV Scholastic Information, §§ 2); attendance requirements; or for disciplinary reasons (see § VIII Code of Discipline, §§ 6); or other reasons deemed appropriate.

Further, students who participate in extracurricular activities must adhere to our Chemical Health Policy, which provides as follows: From the earliest fall meeting/practice/rehearsal/event date of the extracurricular activity to the conclusion of the academic year or final student activity event (whichever is later), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; e-cigarettes or vaporizers; or any related paraphernalia or substances whether or not they contain nicotine; marijuana; steroids; or any other illicit or controlled substance. This policy includes products such as "NA" (Non-Alcoholic or "near beer"). Note: It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor.

# XI. Select Information on Interscholastic and Club Athletic Programs

For full text on program policies, procedures, and information, please see the "NHS Student Athlete Handbook" available online at http://nhs.needham.k12.ma.us/athletics

### 1. PHILOSOPHY

The Interscholastic and Club Athletic Programs at Needham High School are an integral component of the comprehensive educational environment and are committed to the total physical, social, emotional and mental development of all students who participate. Aligning with the Mission of the Needham Public Schools to develop a "partnership that creates excited learners, inspires excellence, and fosters integrity," the athletic programs also supports District Goal 2.0 which ensures that students have the social and emotional competencies that enable them to be self-aware, to have social and relationship skills, to self manage, and to make responsible decisions.

The programs also encourage all student-athletes to take pride in themselves, their teams, school and community. In order to do this, they need to learn what it means to cooperate with others, to set individual and team goals, to manage their time balancing all areas of their lives, and to learn the physical and technical skills demanded by their sports.

As members of the Needham programs, student-athletes are expected to demonstrate proper respect for all coaches, teammates, officials, spectators and equipment. All student-athletes are also expected to exhibit the highest level of conduct and sportsmanship both on and off the playing field, as they are at all times representatives of their teams, their school and their community. NHS Athletics adheres to a student-centered, process-based philosophy, and works with all participants to understand the Positive Coaching Alliance's "ROOTS of Honoring the Game." Rules, Opponents, Officials, Teammates, and Self:

- Rules have been implemented to make the games as fair as possible, refuse to bend the rules to win.
- The level of play is elevated with a worthy opponent so treat them with respect, remember "fierce & friendly".
- Officials enforce the rules to ensure fair play, respect the call even if you disagree.
- Act appropriately towards your fellow teammates and never embarrass the team on or off the field.
- Play with self-respect and live up to one's own standards to honor the game.

NHS athletes who play by these ideals and standards ensure high quality competition for participants and spectators.

### . PROGRAM DESCRIPTION

2. PROGRAM DESCRIPTION

The NHS Athletic and Club Sport Programs maintain teams at the Freshman, Junior Varsity, Varsity, and Club levels. At the JV, Freshman the NHS Athletic and Club Sport Programs maintain teams at the Freshman, Junior Varsity, Varsity, and Club levels. At the JV, Freshman the NHS Athletic and Club Sport Programs maintain teams at the Freshman, Junior Varsity, Varsity, and Club levels. At the JV, Freshman the NHS Athletic and Club Sport Programs maintain teams at the Freshman, Junior Varsity, Varsity, and Club levels. At the JV, Freshman the NHS Athletic and Club Sport Programs maintain teams at the Freshman, Junior Varsity, Varsity, and Club levels. At the JV, Freshman the NHS Athletic and Club Sport Programs maintain teams at the Freshman than the NHS Athletic and Club Sport Programs maintain teams at the Freshman than the NHS Athletic and Club Sport Programs maintain teams at the Freshman than the NHS Athletic and Club Sport Programs maintain teams at the Freshman than the NHS Athletic and Club Sport Programs maintain teams at the Freshman than the NHS Athletic and Club Sport Programs maintain teams at the Freshman than the NHS Athletic and Club Sport Programs maintain teams at the Freshman than the NHS Athletic and Club Sport Programs maintain teams at the Freshman than the NHS Athletic and Club Sport Programs maintain teams at the Freshman than the NHS Athletic and Club Sport Programs maintain teams at the Freshman than the NHS Athletic and Club Sport Programs maintain teams at the Freshman than the NHS Athletic and Club Sport Programs maintain teams at the Freshman than the NHS Athletic and Club Sport Programs maintain teams at the Freshman than the NHS Athletic and Club Sport Programs maintain teams at the Freshman than the NHS Athletic and Club Sport Programs maintain teams at the Freshman than the NHS Athletic and Club Sport Programs maintain teams at the NHS Athletic and Club Sport Programs maintain teams at the NHS Athletic and Club Sport Programs maintain teams at the NHS Athleti and Club levels, participation and skill development are stressed as younger athletes learn the rules of the sports and are introduced to a wide variety of competition levels. Playing time at these levels is based upon practice attendance, work ethic, attitude, commitment to the team, and athletic skill. Cuts are limited in our Club Sport programs. Varsity athletes work to develop their skills and knowledge to the highest degree, while competition levels and expectations are raised. Varsity teams also allow talented athletes the chance to excel and prepare for future collegiate competition and to compete for League, Sectional, State, and Regional Championships.

Tryouts for programs are open to all students providing they meet the standards of academic eligibility, school citizenship and basic physical/health qualifications. Participation in the athletic and club programs is granted to students who meet and maintain these standards.

It is important to remember participation in athletics is a privilege and that students tryout voluntarily and, for some teams, risk being cut. During the tryout period, coaches will provide a clear explanation and set of criteria about their expectations. It is the responsibility of each student to demonstrate to coaches that they can meet the expectations set forth. Students cut from one team are encouraged to tryout for, or shift over, to another no-cut team, if there is space available in the program. Head coaches, and when appropriate, other members of the coaching staff, will inform students directly that they have been cut from a given team.

After tryouts begin, no athlete may voluntarily leave one team and tryout for another without the consent of both coaches involved, the student's family, and the athletic director.

Statement on Participation: For all NHS students looking to participate in Athletics, there is an opportunity available each season as no cut options exist in the fall, winter, and spring.

PLEASE NOTE: When a freshman has demonstrated an advanced level of ability, they may be placed on a varsity level team after consultation with the athlete, their parents/guardians, the coach and the athletic director.

### 3. 2019-2020 ATHLETIC OFFERINGS AND SEASONAL START DATES

### Fall 2019 Interscholastic Offerings

Sport	Start	Level(s) Offered	Cut Policy
Cheerleading	August 19	Varsity (tryouts spring '18)	Cuts
Boys/Girls Cross Country	August 22	Varsity & JV	No Cuts
Dance	August 19	Varsity (tryouts spring '18)	Cuts
Field Hockey	August 22	Varsity, JV & Freshman	May Be Needed
Football – Varsity & JV	August 16	Varsity & JV	No Cuts

Sport	Start	Level(s) Offered	Cut Policy
Football - Freshman	August 19	Freshman	No Cuts
Golf	August 22	Varsity	Cuts
Boys Soccer	August 22	Varsity, JV & Freshman	Cuts
Girls Soccer	August 22	Varsity, JV & Freshman	May Be Needed
Girls Swim & Dive	August 22	Varsity & JV	May Be Needed
Girls Volleyball	August 22	Varsity, JV & Freshman	May Be Needed

# Fall 2019 Club Sports

Cheerleading	TBA	Club	May be needed
Dance	TBA	Club	May be needed
Sailing	TBA	Club	No Cuts

# Winter 2019-2020 Interscholastic Offerings

Sport	Start	Level(s) Offered	Cut Policy	
Boys Basketball	December 2	Varsity, JV & Freshman	Cuts	
Girls Basketball	December 2	Varsity, JV & Freshman	May Be Needed	
Cheerleading	December 2	Varsity	Cuts	
Dance	December 2	Varsity	Cuts	
Gymnastics	December 2	Varsity & JV	May Be Needed	
Boys Ice Hockey	December 2	Varsity & JV	Cuts	
Girls Ice Hockey	December 2	Varsity & JV	May Be Needed	
Boys/Girls Alpine Ski	December 2	Varsity & JV	May Be Needed	
Boys Swim & Dive	December 2	Varsity & JV	No Cuts	
Boys/Girls Indoor Track	December 2	Varsity & JV	No Cuts	
Wrestling	December 2	Varsity & JV	No Cuts	
Cheerleading	TBA	Club	May Be Needed	
Dance	TBA	Club	May Be Needed	
Squash	TBA	Club	No Cuts	
Snowboarding	TBA	Club	No Cuts	
Snowboarding	TBA	Club	No Cuts	

# **Spring 2020 Interscholastic Offerings**

Sport	Start	Level(s) Offered	Cut Policy
Baseball	March 16	Varsity, JV & Freshman	Cuts
Boys Lacrosse	March 16	Varsity, JV & Freshman	Cuts
Girls Lacrosse	March 16	Varsity, JV & Freshman	May Be Needed
Rugby	March 16	Varsity & JV	No Cuts
Softball	March 16	Varsity & JV	No Cuts
Girls Tennis	March 16	Varsity & JV	May Be Needed
Boys Tennis	March 16	Varsity & JV	May Be Needed
Girls/Boys Outdoor Track	March 16	Varsity & JV	No Cuts
Boys Volleyball	March 16	Varsity & JV	May Be Needed

# **Spring 2020 Club Sports**

Sailing	TBA	Club	May Be Needed
Girls Ultimate Frisbee	TBA	Club	No Cuts

Boys Ultimate Frisbee	TBA	Club	No Cuts
Water Polo	TBA	Club	No Cuts
Girls Rugby	TBA	Club	No Cuts

### SEASON SCHEDULES, PROGRAM UPDATES, LINKS, FORMS, ATHLETE & TEAM INFO

Please visit the NHS Athletics Website at http://nhs.needham.k12.ma.us/athletics for program updates, athlete and team info, links to all forms, and complete season schedules.

Season competition schedules for teams can be found by using the link on the Athletics website http://needhamhigh.bigteams.com.

### 4. IMPORTANT ELIGIBILITY INFORMATION

An academically-qualified student who does not have any outstanding fees or equipment due from any prior seasons will only become eligible to tryout/participate in the NHS Athletic Program if the following requirements are met:

- Athletic registration completed online at Activitylocker.com
- Your student-athlete's current doctor's physical is uploaded to Activitylocker.com (document can be uploaded during the registration process)
- Once the student makes roster: payment of NHS athletic or club user fee and applicable sport surcharges must be paid by the season's user fee deadline, or before uniforms can be issued. (request for reduction of fee forms are available in the athletics office)

### Parent/Guardian Registration & Physicals

Registration on Activitylocker.com is required before EACH athletic season (Fall, Winter, Spring) of participation. If a current doctor's physical is not on file, an up-to-date Physical (good for 13 months from the date of the physical) must be submitted to the athletic office at least ten (10) days prior to the start of tryouts/first day of practice for an athlete to be eligible to participate.

It is strongly recommended that annual physicals be scheduled between June 1st and August 15th, as physical exams administered during this period of time cover students for the complete school year. New physicals need to be submitted as soon as, if not before, the old ones expire, even if the expiration date occurs during a season of participation.

No athletes will be allowed to practice or compete until both the season online registration is completed and a current doctor's physical have been submitted.

### Athletic User Fees, Surcharges, & Family Cap Information

Once team rosters are set, each athlete must pay the NHS athletic user fee of \$300.00 or the NHS club team fee of \$235.00 per sport per season before the first regularly scheduled contest in order to receive a uniform and to be eligible to compete.

Ice Hockey and Alpine Ski families should be advised that a \$330.00 surcharge per player has been implemented for all students who make one of the NHS teams: Varsity/JV Boys or Girls Ice Hockey; Varsity/JV Boys or Girls Alpine Ski. JV2 Ice Hockey will be charged a \$175.00 surcharge per player.

Swimmers and Divers (Varsity/JV Boys or Girls) will be charged a \$55.00 surcharge per player.

Club Sailing students participating in the fall and/or spring season will be charged a \$190.00 surcharge for each player, each season.

Club Squash participants will be charged a \$190.00 surcharge per player.

**Club Snowboarding** participants will be charged a \$250.00 surcharge per player.

User fee and/or surcharge payments can be made online at Myschoolbucks.com. If paying by check, make checks payable to: "NHS Athletics" including the name of the student athlete, and the sport the fee is covering. Checks should be delivered or mailed to the athletics office. If you choose to mail in the user fee, please be aware that until the check is received and processed, the athlete will not be eligible to participate in any sport. Please note that there is a Family User Fee Cap of \$1,140.00 per school year (surcharges do not count towards the Family Cap).

### Request for Reduction of Athletic User Fees

If a student qualifies for the Free and Reduced lunch plan, the student is eligible to receive a reduced athletic user fee of \$50.00. A Request for Reduction of Athletic User Fee Form is required to receive the discount. In the case of financial hardship, families do have the option to submit a Request for Reduction of Athletic User Fee Form. Each request will be reviewed and either accepted/declined on a case-by-case basis. Request for Reduction of Athletic User Fee Forms are available in the athletic office, and if accepted, reduce the user fee for the given season to \$100.00 per athlete (Request for Reduction of Athletic User Fee Forms must be submitted for each season of participation).

<u>5. SELECT RULES, REGULATIONS, POLICIES, & PRACTICES</u>
The following rules and regulations shall be adhered to by all NHS student-athletes:

- All NHS student-athletes must abide by current MIAÁ, BSC, and NHS Rules and Regulations.
- All team members are responsible for equipment issued to them and will be assessed for the replacement cost of any items lost or vandalized. Student-athletes not accounting for such replacement costs will be prohibited from further athletic participation until such assessments are paid. Any items lost, stolen, or vandalized must be reported to the supervising coach immediately.
- Inappropriate behavior and actions unbecoming to NHS students will result in action taken at the discretion of the coaches, the athletic director, and in some cases, the NHS Administration. This action may range from a warning, to immediate suspension from the team, depending on the severity of the offense.
- If a participant is expelled from a team due to disciplinary reasons or because of an infringement of any local, league, or state rules, the participant forfeits their claim to any awards earned for a sport that season. The participant also forfeits their privilege of attending postseason team activities or events.
- Any student in any sport who willfully, flagrantly, or maliciously attempts to injure an opponent shall be removed from that contest immediately and shall not participate in any sports for one year from the date of the incident.

### 6. CHEMICAL HEALTH, ALCOHOL, & DRUG RELATED POLICY VIOLATIONS (MIAA RULE 62)

Needham High School enforces a Chemical Health Violation Policy for student-athletes who are in or out of season. The policy states:

"During the school year, from the second Monday preceding Labor Day (start of Fall practices in August) through the last day of school or MIAA tournament play, whichever ends latest, a NHS student shall not, regardless of the quantity, use or consume, possess, buy-sell or give away any beverage containing alcohol, marijuana or any controlled substance."

If a violation occurs during the enforceable timeframe, but out of a season of participation, the penalty will be enforced the next season of participation. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor. Use of tobacco, smokeless tobacco, electronic tobacco or nicotine devices (including e-cigarettes, e-hookahs, hookah pens, etc.) cannibus based oils or products and steroids are also prohibited.

When information is presented to the administration about a possible violation, a mandatory meeting will be arranged with the student-athlete involved, the principal, assistant principal and/or the athletic director, in order to give the student an opportunity to be heard.

a) First Violation: When the principal, assistant principal, or designee confirms, following the opportunity for student to be heard, that a violation has occurred:

The student shall become ineligible and lose eligibility for the next consecutive regular season interscholastic contests totaling 25% of all regular season contests in that sport. For the student, the length of penalties will be dependent upon the season when the sanction will occur.

- The ineligible student will also not be permitted to participate in any non-regular season contests during the violation period, including but not limited to preseason scrimmages, jamborees and play days. The non-regular season contests missed do not count towards the 25% rule for regular season contests.
- No exception is permitted for a student who becomes a participant in a treatment program.
- It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation.
- Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.
- Any NHS Team Captain found in violation will have a review of their captainship. Decisions on captain status (probation, suspension, removal, etc.) will be made at discretion of Athletic Department & Team Coaches.
- b) Second & Subsequent Violations: When the principal, assistant principal, or designee confirms, following the opportunity for student to be heard, that a violation has occurred:
- The student shall lose eligibility for the next consecutive regular season interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs.
- The ineligible student will also not be permitted to participate in any non-regular season contests during the violation period, including but not limited to preseason scrimmages, jamborees and play days. The non-regular season contests missed do not count towards the 60% rule for regular season contests.
- Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.
- If, after the second violation the student, of their own volition, becomes a participant in an approved chemical dependency program
  or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum penalty of 40% of consecutive
  regular season interscholastic contests. The director or a counselor of a chemical dependency treatment center must issue such
  certification.
- If a third violation takes place, there will be no opportunity for reduction of the 60% season suspension. The student also risks permanent removal from any and all athletic participation. The possibility for removal will be determined through a review of the student case, involving the student, his or her family, the athletic director, assistant principal(s), coach(es) and additional administrators or counselors as deemed appropriate under the circumstances.
- Any NHS Team Captain found to be in violation a second time, will have captaincy status removed for the remainder of the current season (if in-season when violation takes place) or for the next season of participation (if out-out-season when violation takes place).

# 7. ATTENDANCE & ABSENCE POLICIES & REQUIREMENTS

Below are the attendance and absence policies and procedures for all student-athletes at NHS:

- Students absent from school may not participate in any extra-curricular activities that day.
- Any student being excused for medical reasons from physical education classes may not participate in any athletic activities that day.
- Students who are dismissed from school by the school nurse due to illness or injury may not participate in extra-curricular activities for that day, including athletic events and practices/activities, student performances, school-sponsored trips, etc.
- Students who miss any classes due to entering school late or leaving school early are ineligible to participate in any games, practices, or extra-curricular activities that day.
- Students who are absent from school on Friday, or the last day of the week, without an approved excuse, are ineligible to play on the next calendar day after the absence.

In relation to athletic and extra-curricular participation, the school and the athletic department support certain absences as excused, as long as a written request is submitted to the appropriate assistant principal for pre-approval and authorization. These include, but are not limited to:

- School-sponsored trips that are considered an extension of the classroom;
- Documented college visits (with a limit of three excused absences);
- Family emergency situations and funerals:
- Pre-planned appointments with a school or outside counselor, or with a physician.

<u>Varsity Teams:</u> Families of student-athletes on varsity teams should understand that all three regularly scheduled school vacations (December, February, April) occur during athletic seasons and that the athletic program continues to operate. Although extended absences from team functions, either during school vacation periods or while school is in session, are discouraged, the Athletic Department recognizes the fact that certain circumstances do require them. Students who are planning to be absent from team activities for an extended period of time due to family trips, religious obligations, or college visitations (as examples) are expected to inform their coach regarding the absence as soon as plans are made and at least two (2) weeks prior to the event. Policies are set at the specific team level

for how each case is handled, however, for example, if an athlete misses one game or more than one practice, under such circumstances, they may miss the first scheduled contest after their return. Although prior notification of a planned absence is mandatory, such notification does not eliminate the consequence. An athlete is required to earn their position back upon return.

Junior Varsity and Freshman Teams:

During school vacation periods efforts are made to limit Junior Varsity and Freshman contests against other schools, however, due to seasonal constraints and weather issues, events will sometimes be scheduled during vacations and on holidays. Practices may also be held (coaching decision) for students who are not on extended absences as defined in the Varsity Section above. All available team members are expected to attend team practices.

**Daily Team Attendance:** 

It is extremely important that a coach be notified if a student is not going to be present at a practice or game for any reason, but specifically when a student is out of school on that day or when there is another conflict that exists. The coaches in our programs expect their athletes to be present at all team related activities and may suspend a team member from practices and/or contests for absences. While students can be "excused" from team activities for illness, injury, academic, family or religious reasons, prior notification is expected. Please remember students who leave school early or who enter school late without an approved excuse cannot participate in any games, practices, or extra-curricular activities that day. In the case of after school academic commitments or obligations with teachers, a note from the teacher must be brought by the student-athlete to his or her coach upon arriving late to practice.

### **8. SPORTS PARTICIPATION**

Bona Fide Team Member Rule

A Bona Fide member of a NHS team (Varsity, Junior Varsity, Freshman, or Club) is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona Fide members of NHS teams are precluded from missing a high school practice, competition or team activity in order to participate in a non-school athletic activity/event in any sport recognized by the NHS Athletic Department (as listed on page 4 of the NHS Student-Athlete Handbook). First Offense: student athlete is suspended for 25% of the season. Second Offense: student athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation. In certain circumstances, a Bona Fide Team Member Rule waiver request can be submitted (please see the NHS Student-Athlete Handbook for full waiver guidelines).

Only One School Sport Per Season

A student-athlete shall participate in only one recognized NHS sport in any defined school sport season (Fall, Winter, or Spring), including tournaments and/or championships in that season. For the purposes of this rule only, a student-athlete officially becomes a member of their team for the sport season on the date of that school's first regular season contest in that sport. Exceptions apply and can be found in the Student-Athlete Handbook.

**Note on Tryouts & Cuts:** Students may only tryout for one team at a time, however, students cut from one team are encouraged to tryout for, or shift over, to another no-cut team if there is space available in the program.

### 9. ACADEMIC REQUIREMENTS

A student must have passed, and received full credit in, five subjects (four of which must be majors) and not received more than one failing grade at the end of the most recent quarter (i.e. 2nd quarter marks, not semester grades, determine 3rd quarter eligibility), and must presently be taking at least five subjects (four majors) in the current quarter, to be eligible to participate in the Interscholastic Athletics Program.

To be eligible for the fall season, a student is required to have final passing grades and received full credit in at least five subjects (four majors) for the preceding academic year and may not have received more than one failing final grade for the year. The academic eligibility of all students shall be considered as official and determined only on the date when grades for the marking quarter, or final grades, have been released to the parents/quardians of all students.

When a student is determined to be academically ineligible by the athletic director, the student's school counselor and coach will be notified about the situation and asked to touch base with the student and/or family directly. Academically ineligible students may not participate in any team practices, scrimmages or interscholastic contests during the ineligibility period.

Passing is considered to be a 60 or above in all graded classes.

 Needham High School (NHS) carries a higher academic standard than the MIAA, and as such, the MIAA recognizes the NHS standard as its own in all NHS student cases. NHS may not, after the fact, declare such students who meet the lower MIAA standard as eligible for upcoming competitions.

Incomplete grades may not be counted toward eligibility until they are made up following school policy.

- Repeated work in a subject upon which credit has once been received cannot count a second time for eligibility.
- A class taken during the summer can only count towards eligibility if the class was previously pursued and failed during the
  preceding academic year.
- Students receiving services under Chapter 766 whose individualized education plan is a 502.4 or more restrictive prototype may be
  declared academically eligible by their principal provided that all other eligibility requirements are met.

### <u>10. TRANSPORTATION</u>

The school provides bus transportation or a suitable substitute to most "away" contests. All team members are expected to travel to these contests using the school-provided transportation. Exceptions to this policy must be requested in writing to the athletic director by a student's parent/guardian prior to the contest. Parents/guardian may pick up their child at the conclusion of an away game if they make their presence known to the coach. Parent/guardian may only drive a student, who is not their child, home from an away contest if a written note or email is submitted by the parent/guardian of the student who will be traveling home with another family to the coach at least 24 hours in advance. In most instances, students will not be allowed to drive themselves to and from away contests.

### 11. HAZING & BULLYING

Hazing and Bullying in any form is unacceptable. If you have any concern that you child is, or has been, involved in a hazing or bullying incident, we strongly encourage you to call the coach, the athletic director, or the principal immediately.

Refer to "NHS Student Handbook" § IX, "Code of Discipline: Disciplinary Policies, Procedures and Regulations" for specific NHS Hazing and Bullying policies and procedures.

### 12. COMMUNICATION POLICY

Athletic involvement is highly emotional and very time consuming. Because of this, conflicts and issues between a student and their coach

may arise. It is imperative that any conflict and/or issue be addressed immediately and as directly as possible so that it can be resolved promptly.

First Step: Personal Student-Coach Contact - The athlete should discuss the issue with their coach as soon as possible. Sometimes a parent/guardian of an athlete may wish to contact the coach. In order for the contact to be productive, it is suggested that athletes and/ or parents/quardians avoid contacting a coach at the following times:

Either prior to or immediately following a contest

- During an active practice session

During a time when other students are present or when it would be obvious to others that the discussion is taking place
When there is not sufficient time to allow for a complete discussion

The best solution is to ask the coach, either over the phone or in person, if an appointment could be made to discuss the issue. A parent/ guardian or student may also leave a note for the coach in the Athletic Office.

Second Step: Student-Athletic Director Contact - If a satisfactory resolution is not reached through direct contact with the coach, the student and/or parent/guardian should contact the athletic director. The coach should be informed that this contact is going to be made. If this discussion does not result in a satisfactory conclusion then a meeting will be scheduled involving all concerned parties in an attempt to reach a satisfactory resolution. Since athletic seasons are relatively short, issues should be addressed immediately. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful discussion of different perceptions and experiences can lead to more productive relationships and clearer understandings in the future.

Third Step: Student-Administration Contact - If there is still not a satisfactory resolution, the student or parent/guardian should contact the high school principal. The athletic director should be informed that this contact is going to be made.

The athletic department strives to hire the best possible coaches who are committed to ensuring a positive environment for all athletes. As a department we strive to build player/coach relationships and recognize that all interactions provide a healthy learning opportunity. While we realize that at times an athlete and their parents/guardians may have a concern with a particular coach and may not want to speak directly with the coach, we feel it is essential that athletes and parents/guardians do speak with coaches directly to resolve any concerns. An issue cannot possibly be resolved unless those directly involved have a candid, open conversation regarding the problem. The coach is the person most familiar with the student athlete in the context of the team environment. Coaches and players interact daily at practice and games and have the mutual information necessary to discuss any situation that may arise. This positive communication is of utmost importance.

### ATHLETIC TEAM/STUDENT-ACTIVITY PSYCHE GUIDELINES

Needham High School wants to ensure the integrity of the learning environment and the emotional and physical safety of all students, while also supporting activities that promote school and team spirit. When handled in appropriate ways, team/group psyches can be a positive, rewarding experience for those involved, however, we, as a school community, expect and require the following protocols and guidelines be followed:

What psyches SHOULD be:

- A positive way to promote team/group spirit and unity;
- · A fun, rewarding experience for all team/group members;
- An activity that supports the team/group as a whole, helps to strengthen relationships, and helps foster a culture of respect.

What psyches SHOULD NOT be:

- Distracting to the learning environment or educational flow of the school day;
- A way to single out a particular individual or segment of the team/group;
- An embarrassing or hurtful experience, publicly or privately, for any team/group members;
- A requirement for social acceptance on to the team;
- Offensive to other students/student groups, faculty, staff or other members of the Needham community.

In accordance with school policy, psyches shall NOT include:

- · Any type of props or accessories, or extra items to carry/have during the school day (i.e. balls, bats, cones, toga sheets, coolers, tools or weapons of any kind, folding chairs, sticks, life vests or swim floaties, ski goggles, flags, etc.);
  • Food or Candy - no psyche bags;
- Inappropriate attire (all clothing choices must adhere to school dress code).

Appropriate psyche examples Include:

- Game jerseys
- Pro-Team jersevs

Shirt & tie

- Holiday sweaters
- Hawaiian shirts & shorts
- · All members of team/group wear same color clothing

### XII. Select Information on Additional Extracurricular Activities

Like our Interscholastic Athletic Program, other extracurriular activites at Needham High School are an integral component of the comprehensive educational environment and provide students with opporunities to develop social and emotional competencies that enable them to be self-aware, to have social and relationship skills, to self manage, and to make responsible decisions. Further, participation in such activities is a privilege, rather than a right, and requires that students conduct themselves responsibly, not only at school, but also in the greater community.

Thus, many of the conditions of participation required of student athletes are also required of students who participate in other extracurricular activies. A student may be excluded from participation when the principal/designee deems reasonable from the date the infraction has been determined, whether due to failure to maintain academic eligibility (see § X Extracurricular Activities); attendance requirements; or for disciplinary reasons (see § VIII Code of Discipline); or other reasons deemed appropriate. Further, students who participate in extracurriular activities must adhere to our Chemical Health Policy, which provides as follows:

From the earliest fall meeting/practice/rehearsal/event date of the extracurricular activity to the conclusion of the academic year or final student activity event (whichever is later), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco or nicotine product; e-cigarettes, vaporizers, or any related paraphernalia or substances whether or not they contain nicotine; marijuana; steroids; or any other illicit or controlled substance. This policy includes products such as "NA" (Non-Alcoholic or "near beer"). Note: It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor.

# Consequences

In accordance with the principles of progressive discipline, students face consequences that may include a suspension from all extra and co-curricular activities for two to four weeks from the date of the infraction or permanent removal from the extra and co-curricular program.

Students should be aware that individual clubs and activities (such as National Honor Society and Student Council) might choose to or be required to impose further sanctions.

# XIII. Memorandum of Understanding (MOU) between the Needham Public Schools and the Needham Police Department

The Needham Public Schools and the Needham Police Department work collaboratively to support and encourage school and student safety and wellbeing both on and off campus.

In support of our students and consistent with Massachusetts General Laws Chapter 71, Section 37P, the Superintendent of Schools and the Police Chief have established a Memorandum of Understanding that describes and outlines how the Schools and Police will coordinate efforts to promote a safe, healthy, and nurturing school environment.

# XIV. NHS Media Center

### 1. GENERAL POLICIES & INFORMATION

The Media Center, made up of the Library, the Multimedia Learning Lab and the Television Studio, provides a comprehensive collection of instructional materials, a full range of information resources, extensive computer access, and the services of media staff. Media Center staff collaborates with classroom teachers to design and deliver curriculum projects. They instruct classes and tutor individual students to teach information literacy and technology literacy. Students are expected to use the Media Center for class assignments, independent research, and project development.

- Multimedia Learning Lab and Television Studio are for classes and individual students to develop projects and presentation using a variety of electronic tools and resources.
- The Library uses a web-based catalog to search the collection of 20,000 books. Resources available for electronic research include 30 desktop computers and a cart of laptop computers.
- The Media Center homepage offers important research information: <u>nhs.needham.k12.ma.us/academics/library</u>

<u>Computer Use</u>: Scheduled classes have priority use of the computers; study hall students may use computers if available. Electronic research takes priority over word processing tasks. Computers are used for educational purposes only; computer games, chat-rooms, and instant messenger are never allowed and email is to be used for academic purposes only. All students must have a signed Acceptable Use Policy on file in the Media Center.

<u>Security Violations</u>: Any attempts to alter computers will be considered an act of vandalism. Any attempt to remove library materials without following the checkout procedure is considered a serious offense and disciplinary action will be taken. This includes the removal of bar codes and/or security stickers, and placing materials in other students' bags. **See Acceptable Use Policy for additional information on this matter**.

<u>Circulation procedures:</u> Students may borrow books for two weeks, and videos and magazines for a week. Reference books are not loaned out. Students may renew materials, as long as there are no reserves. Materials designated for overnight use must be returned by 8 AM on the following school day.

<u>Delinquent Borrowers:</u> Students borrowing library materials are responsible for returning or replacing materials charged to their name. Overdue notices will be sent to student homerooms; if the information is incorrect, it is the responsibility of the student to come to the library and notify the library staff. Students with long term overdues cannot borrow additional materials. The media staff will make reminder phone calls to students' homes concerning overdue materials. Outstanding obligations at the end of the year will interrupt the issuing of the student's schedule for the next year. Seniors will not be issued caps and gowns until the obligation is cleared. The fee assessed to students for lost or damaged materials will be the current replacement cost. And may include a processing fee. If a student pays for a book and then the book is returned within a year, a refund will be issued.

Independent Student Use of the Library: Students are welcomed to come from study halls to use the library resources; the student should have a specific assignment that necessitates the use of the library. All students will sign in at the library desk, and indicate the project. Study hall teachers or subject teachers will issue the student a 3-part library pass. The study hall teacher will keep the pink copy, the library will keep the yellow copy and the white copy will return with the student to study.

Returning Materials: Loaned materials should be deposited in the "Return" slot at the Circulation Desk. For in-library use of books, students should not reshelf them; please clear tables and bring all books to collection areas marked "Please Return Books Here."

<u>Purchase Requests</u>: Students and Faculty are encouraged to make suggestions for the purchase of books, periodicals and materials for the library. These suggestions will be given serious consideration within the confines of the budget available.

**Copy Machine:** Students may make copies for 10 cents per page.

Food: Eating and drinking are not allowed in the media center.

### 2. RESPONSIBLE USE OF DIGITAL RESOURCES

Students and their parents/guardians are required to sign and submit an acknowledgement that they together have reviewed the Responsible Use of Digital Resources Policy and agree that the student will comply with its terms.

### Student email

Needham Public Schools may provide students with an email account. Email can be a powerful communication tool for students to

increase communication and collaboration. Email is intended to be used for school and educational purposes only. Teachers may send email to middle and high school students to communicate reminders, course content, pose questions related to class work, or for other reasons. Students may send email to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

### Student Roles and Responsibilities

Our network systems provide access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, and backend systems, or disruption of this or other resources used by NPS are prohibited.

- Resources must be used in a manner consistent with the mission of NPS
- Network and account security is the responsibility of all members of the NPS community. Any security risks should be reported to a teacher or network administrator
- Students will not use the internet or any technology resource to perform any act that can be construed as illegal or unethical
- Students will immediately report any suspicious or unusual activity to the supervising teacher or other appropriate staff member Computers not owned and managed by NPS must use the public guest NPS network
- Devices, including student owned devices, that disrupt the educational process or operation of the NPS are prohibited and will be removed. Such devices may be held and searched.
- Students will not deliberately damage any of the District's systems or cause the loss of other users' work
- Students will not override or encourage others to override any firewalls, desktop management or security measures established on the network.

### Respect and protect the intellectual property of others

- Users must respect others' privacy and intellectual property. Any traffic from the district's network that interacts with another network is also subject to that networks' acceptable use policy (AUP)
- Students are responsible for citing sources and giving credit to authors during the research process. All communication and information accessible via the network should be assumed to be private property
- Users have a right to be informed about personal information that is being, or has been, collected about them, and to review this information.

- Safety and privacy of self and othersAll users are expected to adhere to principles of safety and privacy.
- Students will not share passwords
- Students will login to their own accounts, not accounts belonging to someone else
- Students will not view, use, or copy passwords, data, or access networks to which they are not authorized Students will not capture, record, or distribute audio, video, or pictures of any school activity without permission from the staff and students involved.
- Students will not distribute private information (e.g. address, phone number, etc.) about themselves or others without permission, and only as necessary and specifically related to the educational process.
- Students will not pretend to be someone else online.
- Students will not agree to meet with someone they have met online without the approval or participation of a parent/quardian or teacher

### Respect and practice the principles of community

Students are expected to be courteous and to use appropriate language and will communicate only in ways that are kind and respectful.

- Students will report threatening or discomforting materials to a teacher or trusted adult
  Students will not access, transmit, copy, or create material that violates the school's code of conduct (such as messages that violate the prohibitions against bullying and harassment, including sexual harassment).
- Students will not access, transmit, copy, or create material that is illegal (such as obscenity, pornography, stolen materials, or illegal copies of copyrighted works)
- Students will not use NPS resources to further other acts that are criminal or violate the school's code of conduct.
- Students will not send spam, chain letters, or other mass unsolicited mailings
- Students will not buy, sell, advertise, or otherwise conduct business unless approved as a school project.

Violation of any portion of the Student Responsible Use of Digital Resources policy may result in not only revocation of the privilege of using IT, but also in disciplinary action, up to and including suspension from school. In addition, legal action may be taken for conduct that is unlawful.

### **Notification of Student Access to Digital Tools**

In addition to Google Apps for Education, there will be a number of digital resources that teachers may use as educational tools with students. This is our notice to you that your child may have access to digital tools such as apps and web sites. These tools will be vetted regarding educational value, age appropriate content, and student data privacy. If such tools require student accounts, then students will be guided through the process to use a school-appropriate user name and password. Examples of such tools are the following:

Khan Academy is a free online resource that allows students to learn anytime, anywhere, with material that is uniquely appropriate for them. Students can explore new topics and practice their skills by using interactive practice and tutorials. Teachers will use this app when they feel appropriate; not all teachers will use this app. When used in class teachers will assist with log-in.

### Website: www.khanacademy.org

Terms of Service: www.khanacademy.org/about/tos

Privacy Policy: www.khanacademy.org/about/privacy-policy

### Quizlet

Quizlet is a free website providing learning tools for students, including flashcards, study, and game modes. Quizlets can be made by teachers and shared or made by students as a study tool. Teachers will use this app when as appropriate, though not all teachers will use it. When used in class teachers will assist with log-in.

Website: https://quizlet.com/

Terms of Service: https://quizlet.com/tos Privacy Policy: https://quizlet.com/privacy

### Newsela

Newsela is a resource that provides teachers, parents/guardians, and students with over 1,000 current event articles scaled at five different reading comprehension levels. Newsela uses leveled articles and real-time assessments to build comprehension. Articles are aligned to curriculum standards and often include lesson plan components such as writing prompts and quizzes.

Website: https://newsela.com/

Terms of Service: https://newsela.com/pages/terms-of-use/ Privacy Policy: https://newsela.com/pages/privacy-policy/

Please see School Committee Policy IJNDB-2 for full statement on the district's policy regarding Student Responsible Use of

**Digital Resources** 

### XV. Other Information

### 1. PARENT/GUARDIAN APPOINTMENTS WITH TEACHERS

Parents/guardians must make an appointment if they wish to see teachers during the day. The parents/guardian may arrange appointments by calling the departmental secretary between 8:00 a.m. and 2:30 p.m.

### 2. BUILDING SECURITY & VISITORS

- Visitors who have a valid reason for their presence are welcome at school. As soon as a person other than a student registered at
  the school enters the school grounds or building, they are under the jurisdiction of the school officials.
- Students who wish to bring visitors are to ask permission to register them in the Grade Level Office two weeks before the planned visit, where they will receive a visitor's pass which will be turned in at the end of the day. No visitors are permitted without a visitor's pass.
- Visitors are required to follow the schedule of their host as long as they remain at the school.
- Visitors from another school that is in session must have the permission of both school administrators before such a visit can be approved.
- Those persons who seek to interfere with classes or the proper use of the school facilities or who attempt to deny students of their classes may be subject to legal action. The state recognizes that schools should not be interrupted or disturbed in any way. General Laws, Chap. 272, Section 40, says, "Whoever willfully interrupts or disturbs a school or other assembly of people met for lawful purposes shall be punished by imprisonment for no more than one month or by a fine of not more than fifty dollars." It also provides more serious penalties for repeated offenses.

### 3. BULLETIN BOARD & POSTER RULES

Postings within Needham High School are limited to approved clubs and sports teams.\* Clubs, sports teams, and students running for school related elected offices will submit event postings to the Student Activities Coordinator for stamped approval by the principal. The high school will take responsibility for the display and removal of all approved postings. Students will not place any unapproved event postings on high school property under any circumstance. Student(s) who displays non-approved postings may be subject to the code of discipline.

All event postings will be displayed for a maximum of ten (10) days or until the event date has passed, whichever comes first. Postings deemed inappropriate for any reason by the principal will be returned to the club advisor or coach for resubmission.

\*Outside charitable and nonprofit organizations may submit event postings for approval at the discretion of the principal.

### 4. DISTRIBUTION OF OUTSIDE LITERATURE

- Students or other persons wishing to distribute literature in the school building or on the school grounds are required to submit a
  copy to, and to receive permission from, the principal prior to the time distribution begins, with written notice of where and when it
  is to be distributed. The school does not interfere with student expressions of ideas unless they go beyond the First Amendment
  Doctrine as applied to students. Those expressions that are not protected by the First Amendment are defined as obscenity,
  defamation, fighting words and incitement.
- The distribution of literature cannot impede hallway traffic, block access to doors or interrupt normal classroom and extra-curricular
  activities and may not otherwise interfere with the normal and safe functioning of the school.
- Students responsible for distributing/posting any literature or publication are also responsible for any litter in the immediate area of distribution.

### 5. FUNDRAISING

- School groups and classes conducting a fundraising activity must obtain the approval of the Student Activities Coordinator before
  any fund raising activity begins. The principal will have final approval as to whether or not the fundraising activity is acceptable and
  when it should take place.
- Groups planning a fundraising activity must complete and submit a "Fundraising Request Form" to the coordinator at least two weeks prior to initiation of fundraising. This form can be obtained from the School Bookkeeper/Student Activities Coordinator.
- All funds collected by students must be deposited daily with the Student Activities Coordinator. Funds in any form that are associated
  with a school group or class shall NOT be kept in desks, file cabinets, etc.; these monies will not be deposited in the personal
  accounts of faculty, parents/guardians, or students.
- · No fundraising of any type will be permitted in the school by organizations or groups, which are not affiliated with the school.
- Solicitation of gifts to staff and/or students from parent organizations must be approved by the superintendent. If not approved by
  the superintendent, then approval may be requested from the school committee. The superintendent will respond to requests within
  seven (7) days. Solicitation activities which will not be approved include, but are not limited to, raffles and those involving gambling
  or door-to-door solicitation by students.

### **6. SCHOOL DANCES**

- Unless otherwise noted, dances begin at 7:30 p.m. and end at 10:30 p.m. Doors close at 8:00 p.m.
- In general, dances are restricted to Needham High School students only, though requests for outside guests can be made through the assistant principals.
- NHS photo ID's are required for admission to dances.

### 7. SCHOOL LOCKERS

A student upon entering Needham High School for the first time must purchase a school lock to be assigned a school locker. Unless otherwise notified, students will keep these assigned lockers until they graduate.

- Lockers are property of Needham High School and are provided only for the convenience of the student, it is in no way to be
  considered personal property. Therefore, an administrator may open lockers for inspection at any time. As such, a student should
  have no expectation of privacy of his or her locker.
- It is the student's responsibility to keep their locker neat, clean, and locked.

- Lockers are provided for students to store their books. Students should not keep valuables, money, and expensive items in lockers.
- Students who bring balls, bats, lacrosse sticks, skateboard, etc. to school should have them in their lockers. These are only for approved use in physical education classes and for after school sports.
- Students must lock their valuables in their PE lockers.
- Locker problems should be reported to the Grade Level Office.

### 8. LOST & FOUND

- The student "Lost and Found" is in the Main Office.
- Any student who finds an article that has apparently been lost anywhere in the school or vicinity should take this article immediately to the Main Office.
- Any student who has lost an article should inquire at the Main Office
- The lost and found bins will be cleaned out and their contents donated on a monthly basis with preference being given to local charities whenever possible or appropriate.
- The Main Office will make regular announcents regarding lost and found articles.

### 9. SCHOOL BOOKS & EQUIPMENT

Each student is responsible for all books, materials, and equipment issued to him/her. Student will be required to pay for any misplaced, stolen, or damaged items in accordance with current school department policy. There is a standard charge on all lost books made according to the following schedule:

- The fee assessed to students for lost or vandalized text and media books will be the current book replacement cost.
- Once a student has lost a book, they will not receive another until payment is received for the lost book. If the book is not paid for after one week, the parent/guardian will be notified by a home comment slip.
- Students are responsible for book damage not reported on the book card at the date of issue. Books that are damaged beyond use, such as pages missing, undesirable markings, charts and diagrams altered et cetera will be charged for in the same fashion as lost books.

# 10. POWERSCHOOL

PowerSchool is the web-based student information management system for all Needham Public Schools. The NPS Technology & Innovation Department issues separate PowerSchool usernames and passwords – one to parent/guardian and a different one to students - for the purpose of monitoring student grades and attendance and to complete the annual course selection process.

- Though PowerSchool can be a very useful tool in helping students and parents/guardians to determine student learning and achievement, it is not updated in "real time" (though some choose to update it more frequently, PowerSchool updates occur at the mid point and close of each term), and therefore should not be viewed as a replacement for conversation between and among teachers, students, and parent/guardian regarding ongoing student performance.
- Students are expected to follow the responsibilities outlined in Needham's Acceptable Use Policy when using the school district's wide area network to access PowerSchool from home and school. If students have difficulty accessing their information, they need to contact the Grade Level Office. Students need to be respectful of the teacher timeline required for correcting student work and entering grades for many students.

### 11. SCHOOL CANCELLATION ANNOUNCEMENTS

- In the event of inclement weather, the superintendent must decide before 6:30 a.m. whether conditions will be safe for our children to come to school. Listen carefully to radio stations WEZE, WHDH, WBZ, WEEI, WROR, or television stations Channel 4, Channel 5, Channel 7 or Needham Cable/Channel. In addition, annouced school closure and/or delays are posted ont eh NPS webpage. The superintendent may use the parent listserv to send out an automated announcement regarding the cancelation of school. PLEASE DO NOT TELEPHONE THE SCHOOL DEPARTMENT.
- The following plan will be in effect for the inclement weather:
- If the conditions are severe, schools will be canceled. The "No School" announcement will be carried, starting at 6:30 a.m. If school is delayed, the high school will open at 10:00 a.m. and dismiss at their regular time. The first bus students will be picked up two hours later than the usual. Students should report directly to homeroom at the announced opening time. The day's schedule will be given during homeroom. The lunch schedule will not change.
- Teachers and other non-teaching staff will report two hours later than usual. Parents/guardians are reminded not to attempt to send their children to school early on two-hour delay days, since the walkways and entrances may not be plowed. No supervision will be provided.

### 12. ALL GENDER BATHROOM

Some single and multiuse use bathrooms are designated as "All Gender Bathrooms." These bathrooms are intended to be a safe and convenient location for students who may not identify or feel comfortable using a traditional boys' or girls' bathroom.

### XVI. SCHOLASTIC INFORMATION 1. GRADUATION & DIPLOMA REQUIREMENTS

To be eligible for a diploma and to participate in graduation from Needham High School, a person must successfully complete the graduation requirements as outlined in the Program of Studies document.

### 2. ELIGIBILITY REQUIREMENTS FOR STUDENT ACTIVITIES

In general, standards for academics and attendance that apply to athletics also apply to participation in other extracurricular activities.

### 3. ACADEMIC STANDING

- Students must have a minimum of 92 credits in order to graduate from Needham High School.
- To be considered to be a member of the senior class, a student must have earned 64 credits.
- To be considered to be a member of the junior class, a student must have earned 46 credits.
- To be considered to be a member of the sophomore class, a student must have earned 18 credits

### **4. GRADING POLICIES**

In full-year courses the final grade will be an average of the grades received for the four terms. In individual cases where the teacher feels that the computed grade does not represent a true reflection of the pupil's achievement in that subject, a different grade can be issued with the approval of the director/department leader or principal.

All reporting of academic achievement is by letter grade only. Grades are recorded on report cards and permanent record cards as follows: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W, M, P

- Grades are released to students and parents/guardians quarterly, via PowerSchool, per the yearly Term Calendar.
- The final report card is available on the parent portal of PowerSchool.

Academic achievement is graded according to the following guidelines:

93 - 100	С	73 - 76
90 - 92	C-	70 - 72
87 - 89	D+	67 - 69
83 - 86	D	63 - 66
80 - 82	D-	60 - 62
77 - 79	F	Below 60 and failing
	90 - 92 87 - 89 83 - 86 80 - 82	90 - 92

No credit will be given toward diploma certification for a course in which the grade is:

Did not complete course requirements satisfactorily

W Withdrew M Medical excuse Passing Ρ Incomplete

An "incomplete" designation is given only in case of excused absence. When "incomplete" is entered on the report, a home comment slip will be sent home on or before the date that the report card is issued. The home comment slip will indicate the nature of the work to be made up and the amount of time that the student has to complete the make-up work. All "incompletes" must be made up within two weeks from the time the term ends. Beyond this time, incomplete grades are recorded as failures. The principal or their designee must approve any extension of time.

### 5. GRADE POINT AVERAGE (GPA) CALCULATION (Beginning with the class of 2023

Students will receive a cumulative grade point average each year, tabulated using a 4.0 point system, based on the Final Grades received in courses

- The GPA calculation will be based on the Point Table Value for GPA Calculation, outlined in item 6 below.
- Only academic courses will be used in the GPA calculation.
- Summer school courses taken for the purpose of grade improvement will not affect GPA. The grade received in a course during the regular school year will be the only grade considered, even when the summer school grade is a higher grade.

### 6. POINT TABLE VALUE FOR GPA CALCULATION

Grade	A	A-	B+	В	B-	C+	С	C-	D+	D	D-	F	P	M	W
GPA	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1	.7	0.0	n/a	n/a	n/a
Grade	93-	90-92	87-89	83-86	80-82	77-79	73-76	70-72	67-69	63-66	60-62	59-0	60-100	n/a	n/a
Percents	100														

### 7. HONOR ROLL

An honor roll is generated following each term. The principal will determine how students are acknowledged for this achievement.

- Students with all grades A- or better qualify for the distinction of High Academic Honors.
- Students with all grades B- or better qualify for the distinction of Academic Honors.

### **8. FINAL EXAMINATIONS**

Final/year end examinations are integral to assessing students' mastery of the essential understandings and key skills taught in each of their courses. Therefore, Needham High School places the highest priority on the preparation of, scheduling for, and participation in these assessments. Students are expected to take final examinations during the scheduled final examination period. Except in the most extreme and unforeseeable circumstances, students will not be allowed to take their final examinations outside of identified examination period. A student seeking to take examinations outside of the examination period must apply to do so in writing to their assistant principal by **May 15**.

In general, final examinations will begin five days before the last scheduled day of school. This date may change due to school closings, so students and families must plan their summer obligations, e.g. employment, summer camp counseling or participation, family vacation, etc. around this calendar.

9. NATIONAL HONOR SOCIETY
The National Honor Society, under the sponsorship and supervision of the National Association of Secondary School Principals, recognizes students who have outstanding scholarship, leadership, service and character. Selection to this honor society is an earned privilege, not a right.

- Student has a Grade Point Average of 4.0 on an unweighted scale of 4.5. Student is a third term sophomore, a third term junior or a first term senior.

- Student completes a three-part application. In the Leadership and Service sections, candidates discuss three leadership experiences and three service experiences in the context of the standards. In the essay section, students reflect on their Needham education.
- Student demonstrates an unblemished record of academic integrity and no major disciplinary infractions.
- Three character references attest to the student's attitude, sensitivity, integrity, acceptance of diversity, and resiliency.
- The Faculty Committee members evaluate applications using rubrics that are standards-based.
- Only candidate numbers not students' names appear on applications for membership. In accordance with NASSP guidelines, there are no membership quotas. All students who meet the minimum selection criteria as outlined by the Faculty Committee are admitted.

Membership is conditional, based on the student's faithful support of all National Honor Society projects and activities, attendance at meetings, and maintaining the standards that were the basis for their selection. Students who fall below the standards shall be warned/

placed on probation and given a reasonable amount of time to correct the deficiency. In instances of violation of the school's academic integrity policy or a case of flagrant violation of school rules or civic law, the member does not necessarily have to be warned prior to dismissal.

The Needham chapter of the National Honor Society posts all information on its school webpage, including by-laws, application documents, projects and meeting information. https://sites.google.com/a/needham.k12.ma/needham-national-honor-society/.

### 10. COURSE CHANGE PROCEDURES AND ADD/DROP POLICY

Prior to the school year, counselors will see students in the following prioritized order:

- Seniors who need to meet graduation requirements;
- Students who passed summer school requiring a course change;
- New students;
- Students who do not have the minimum required number of credits scheduled (24 for freshman, sophomores, and juniors, and 22 for seniors):
- Students whose request for a course change has been approved by the department head (see below.) Given our emphasis
  on the course selection process and our priority of keeping class size reasonable and of maintaining an appropriate student/
  teacher ratio, all program change requests will be evaluated before any request can be honored.

### Philosophy behind the Add/Drop policy

At Needham High School we encourage all students to make thoughtful decisions in selecting courses, to challenge themselves appropriately, to persevere and develop resilience when presented with growth opportunities, and to balance their academic responsibilities with their extra-curricular activities and life outside of school.

The partnership between students, families and teachers begins with the course selection process. Students and families are expected to very carefully choose courses for the following year. The high school follows a specific procedure at course selection time that requires input from teachers and students and encourages input from families. Students and families with questions at that time should consult teachers, counselors and other staff to assist in making appropriate choices regarding courses. Student course selection is the first step in crafting the high school master schedule, a process that takes months, and creating course sections based on student enrollment.

There can be times when, despite everyone's best efforts, a particular course placement may not meet the student's needs. In those cases a student's options are:

- · drop the course;
- drop the course and replace it with a different course;
- or change the level (College Prep, honors or accelerated) of the course

These course changes can be characterized as either 'add/drop' or 'level change'. In both cases there is a specific process and timeline to be followed. All course changes require the approval of the appropriate department director/leader. The department director/leader must balance the needs of an individual student with the needs of all students impacted by the proposed change.

### Drop/Add

A student may request to drop a course at any time during the school year. If a student drops a course after term 1 the course will be represented on the permanent high school transcript with a grade of 'W'. There is no guarantee that if a student drops a course there will be room for the student in another course. Most often the only option for a student's schedule is a study hall. A student should be cautious when dropping a course that they are still carrying the required minimum number of credits for the school year and that they are still on track to fulfill all the graduation requirements.

A student who wishes to add a course must make that request by the end of the first two instructional cycles of either the school year for a full year course or the semester for a semester course (usually the third week of the first or third term). No student will be allowed to enter a new course after that time unless there are extenuating circumstances.

### Level changes

A student may request to change the level of a course up until the end of Term 1. Level changes after that time will be considered only under extenuating circumstances.

Transfer of grade: If a level change takes place before the last two weeks of Term 1, the teachers of the two courses will consult regarding the student's term grade. Within two weeks of the end of Term 1, the student's grade for Term 1 will be the grade for the first term and the student will not be moved into the new class until the beginning of Term 2.

### 11. ACADEMIC INTEGRITY POLICY

Academic integrity is directly related to the central values of teaching, learning, and integrity in the Needham High School mission & expectations for student learning. Cheating, plagiarism, and other dishonest behaviors undermine the integrity and credibility of the academic program. Therefore students are expected to refrain from all types of cheating including allowing others to cheat from them. Participation in acts of cheating is considered a serious academic offense. Educators cite eight reasons to encourage academic integrity (Whitley, B. E., & Keith-Spiegal, P. (2002). Academic Dishonesty: An Educator's Guide. Mahwah, NJ: Lawrence Erlbaum Associates):

- Equity Preventing students from getting an unfair advantage
- Character development Moral and ethical development of students is an important mission of schools
- The mission to transfer knowledge the preservation and search for knowledge for transference to new generations of students
- Student morale negative emotions may lower honest students' motivation to learn
- Faculty morale dealing with cheating can be draining and stressful to instructors
- Students' future behavior cheating can often become a lifelong habit
- Reputation of the institution damage from high-profile cases can be permanent
- Public confidence in education Faith in education can be lost and the support that comes with it

Homework assignments and tests are required to evaluate each student's individual progress and to supplement material covered during class time, and as such should reflect each student's own effort. Cheating, plagiarism, and other dishonest behaviors undermine the integrity and credibility of the academic program. Therefore students are expected to refrain from all types of cheating including allowing others to cheat from them, and participation in acts of cheating is considered a serious academic offense.

Needham High School's Policy on Academic Integrity is founded on the following guiding principles:

- Student involvement in the prevention of cheating and plagiarism
- Due process during violations of the policy
- Fundamental fairness to all students
- Making educational and supportive resources available
- Clear and consistent procedures
- Transparent (understandable)
- Accountability for one's actions

### Statement of Policy:

While particular instances such as group projects and study groups may call for collaborative learning to better understand and appreciate course material, submitting any work other than one's own is never permitted.

Cheating is a very serious academic offense that can take a number of forms, including, but not limited to:

- The use of unauthorized books, notes, electronic aids, or other materials in an examination.
- Obtaining an examination ahead of its authorized release.
- Unauthorized collusion; i.e. either aiding or obtaining aid or actual work, from another student, any other person, or any printed or electronic sources, where such aid is not explicitly required in the assignment.

  Acting dishonestly in any way, whether before, during or after an examination or other assessment so as to either obtain or offer
- to others an unfair advantage in that examination or assessment.
- Deliberate plagiarism (see below for complete definition).
- Copying homework or notes to be evaluated by a teacher.
- Submitting the same or similar work on more than one occasion or in more than one class.

Plagiarism is the act of presenting as your own, the words, musical or artistic composition, computer program, data, or the work of someone else, whether published or not, and presenting it as one's own original composition or work without proper acknowledgment. This includes:

- Direct copying of text from a book, article, fellow student's work, notes, or electronic source, including inappropriate use of electronic/internet translators.
- Papers in which the student has received assistance other than general criticism from some one else.
- Claiming individual ideas derived from a book, article, electronic source, fellow student's work, etc. as one's own, and incorporating them into one's work without acknowledging the source of these ideas.

### The Role of the Tutor:

Parents/guardians, family members, or tutors must never write or rewrite student papers or homework assignments. A tutor can be helpful by reading a paper and asking clarifying questions about the content, focus, organization, and mechanics (e.g. spelling, grammar, diction).

### The Use of Sparknotes and Other Aids

Sparknotes, Cliff Notes, and other print or on-line study resources should not be used without the permission of the teacher.

### **Disciplinary Procedure**

- When a teacher determines that a student has violated the school's Academic Integrity Policy, s/he will meet with the student to verify the violation.
- The teacher will submit a misconduct slip and inform his or her department head/director.
- Department head/director will verify the misconduct slip and forward to the appropriate assistant principal who will issue the consequence.
- Appeal should be made to the grade level assistant principal who will determine the final disposition of the incident. The department head or director will be incorporated into the process

Violations of the cheating policy are cumulative over the course of the student's Needham High School career. Decisions at each level may be appealed to the principal/designee. Consequences may include:

- A zero on the assignment in question
- A one-hour detention
- A three-hour detention
- A one-day suspension
- A meeting between the student, the teacher, the parent/quardian, and the assistant principal. (A letter of record of this meeting shall be sent home and a copy shall be placed in the assistant principal's office).
- A letter sent home advising parents/guardians of the situation and detailing consequences for future offenses. (A copy shall be put on file with the assistant principal).
- Removal from all student activity leadership positions. Student may also be placed on social probation and removed from all activities in which they represent Needham High School.
- Removal from the class with a failing grade.

### Resources for Students & Parents/Guardians

our child's classroom teacher is the most appropriate and best resource to prevent cheating or plagiarism. Needham High School's English Department can provide supporting materials and guidance. The Needham High School Library provides guiding documents and tools for citing sources:

http://nhs.needham.k12.ma.us/academics/library/research/research\_quidelines/

Purdue University's OWL resource: http://owl.english.purdue.edu/owl/resource/619/01/

The Use of "turnitin.com"

Some faculty at the school regularly uses the turnitin.com plagiarism detection service to ensure academic integrity. The service allows teachers to compare student work to a database of millions of documents (an authenticity report is generated for each submitted piece of work). Any teacher using this service will notify their students at the beginning of the course. For further information, see www.turnitin.com.

### 12. HOMEWORK POLICY & PHILOSOPHY

### **Philosophy:**

Homework is an engaging and relevant learning activity, and a meaningful extension of daily classroom activities. The faculty places high value on homework as an essential piece of the total learning experience at Needham High School. The assignment of homework is purposefully planned and directly connected to the high school's curriculum and learning expectations. Homework is a cooperative effort with students, teachers, and parents/guardians taking responsibility for its completion.

Homework is an out-of classroom learning experience assigned by a teacher to enhance student learning. Homework should be reviewed by teachers so that they can assess what students know and are able to do, and to better direct them towards their learning goals.

### Five types of Homework:

- Completion: work assigned during the school day not completed in class. It helps students keep up to date with the classroom
- Practice: work that reviews and reinforces skills and concepts taught in class. It helps students practice newly acquired skills to develop proficiency.
- Preparation: work that prepares students for upcoming lessons, projects, or exams. It encourages students to acquire background information to bring their prior knowledge and experiences to upcoming study topics.
  - **Extension:** work that explores and refines learning in new contexts or integrates and expands on classroom learning.
- Creative: work that helps students integrate many skills and ideas while producing a requested response.

Source: Toronto (Canada) School District; Wellesley (MA) High School

### Stakeholder Responsibilities:

Students, teachers, and parents/guardians must seamlessly collaborate in order to facilitate the learning that can result from effective homework. NHS articulates responsibilities for each of these stakeholders:

- Self-direct studying, reviewing, and preparing for each class period (even if homework is not assigned).
- Maintain academic integrity at all times.
- Record the directions for homework in an assignment notebook.
- Initiate a conversation with a teacher when many assignments come due at once and flexibility is requested (before the due date).
- Maintain an appropriate study environment, free of distractions.
- Accept responsibility for completing assignments and keeping materials in order.
- Complete written assignments individually unless instructed otherwise.
- Budget time properly for long-term assignments.
- Know and comply with each teacher's homework protocols, particularly regarding penalties for late work.

### Teachers:

- Teachers receive professional discretion to assign the necessary amount of homework to accomplish its purpose. Teachers should adhere to research-based best practices on designing and giving homework assignments, which includes some of the following
- Communicating the purpose of homework, as well as the protocols for completing and turning in work.
- Considering how an individual homework assignment fits in to the total homework load of students.
- Designing purposeful homework that values quality rather than quantity.
- Feedback is provided in a timely manner.
- Using class time, when appropriate, to preview assignments and allow students to ask clarifying questions.

### Parents/Guardians:

- Provide an appropriate home environment for homework.
- Build efficacy in their children to be self-directed and responsible scholars, which may include the following components:
  - Establish a consistent study time.
  - Be aware of the assignment notebook and daily progress, as needed (this need should diminish as students get older).
  - Oversee long-term assignments and help students budget time accordingly.
  - Encourage students to accept responsibility for completing assignments.
  - Encourage students to contact the teacher if problems or questions arise.
  - Assist with—but do not do—the work (the same goes for tutors).

Source: Toronto (Canada) School District; Needham (MA) High School

### Appropriate Study Environments:

- Maintaining a quiet and effective study environment is critical to not only completing homework, but also to put into memory what is learned. Students can employ some straightforward strategies, chosen from the knowledge of which conditions allow them to
- Try to make a habit of studying at the same time in the same place. Know when you are most "alert" during the day. For some students, school or a library may be the best place to do homework and study. For others, it may be at home.
- Find a quiet, comfortable environment with minimal distractions (but not too comfortable so that you relax and fall asleep).
- Interruptions from personal technologies (i.e. when phones, computers, and TV is not used in an educational capacity) can derail progress and impede memory formation. Carve out breaks to allow time for personal technology.
- Make sure that you have everything you need with you so that it will be an efficient use of your time and effort.

Source: Michigan State University

### **Homework Habits:**

Some advice from experienced educators and current students:

- Don't overextend yourself when choosing courses; speak with students who have taken the course in prior years
- Prioritize assignments when there is a time crunch
- Use Directed Study to your advantage Make sure you understand the task
- Monitor your total academic load; break down the task(s) into chunks
- Plan for calendar breaks (i.e. don't save work until the vacations) Strive for excellence and do the best you can
- Reward yourself when you complete difficult assignments
- Participate in study groups (while maintaining academic integrity)

Source: Bucks County Community College; Needham High students

### Policy:

No Homework Periods:

School calendars are designed to include breaks for students, families, and teachers. These breaks should include a reduction or elimination of homework, to allow students to refresh themselves from the grind of the school year, and to allow families to participate in activities. The high school has adopted standards that pertain to religious holidays, homework over extended breaks, and when major projects or exams come due immediately following a vacation period.

Below are policies regarding assignments over the extended vacations (Thanksgiving, December Holiday, February, and April). If a teacher feels it is necessary to have assignments that carry over break, it is imperative that they provide enough time (excluding the break period) for students to accomplish that work prior to or after returning from break. Teachers should calculate how many days/ weeks the assignment should take, then determine the due date by excluding the vacation days in the timeline. Because of the level, curriculum, and demand of an AP course, AP classes are exempt from the homework over break policy, but those teachers should use discretion when assigning work and attempt to follow the long term guidelines below. Teachers can see department heads for clarification on this policy.

\*Short term assignments´ (a typical night's homework) must be assigned at least two class periods before break and not be due the first class back from break

\*Long term assignments must be assigned at least five school days before break and cannot be due until the third school day following break.

This allows students to work on the assignment outside of school prior to and/or after break. It allows students who so choose to be able to use break to complete the work.

\*Assessments cannot be held the first day the class meets following a break (therefore the earliest date would be the 2nd class meeting).

\*Reading assignments to maintain continuity are a necessary part of educational growth. They are permissible over long term breaks at the discretion of the teacher, but should be no longer than 3 nights worth of reading for that class. The reading should be assigned following the same guidelines as long term assignments, therefore provided to the students a minimum of 5 days in advance of the break (but may be due the first class day back). Additional assignments connected to the reading (note cards, journal entries, etc) cannot be assigned over break, but are permitted as an activity for the first class after break.

### Make-up Work:

- Completion of make-up work is the student's responsibility.
- Students absent for a period of time of less than a week will receive the same number of days missed to make up the work (unless
  otherwise arranged by the teacher). Failure to do so may mean that a student will receive no credit for the work not made up.
- Students absent for a period of time in excess of a week must make up work at the discretion of the teacher. Students are to
  contact the teacher to reach an agreement on the deadline. Failure to do so may mean that a student will receive no credit for
  the work not made up.

### 13. REMEDIAL & MAKE-UP COURSES

The student who does not complete a course satisfactorily and receives an F grade may:

- With prior approval from an assistant principal, receive credit for the subject by repeating the course successfully in an accredited summer school. Enrollment in summer school or a credit recovery program is at the student's/family's expense and the summer school grade will not be factored into the GPA.
- Repeat the subject as an additional course and attain a satisfactory grade.

The student who does not attain a necessary prerequisite grade for continuation in a sequential course may:

- With prior approval from an assistant principal, repeat the course in an accredited summer school.
- If no accredited summer school is available, have tutoring approved by the appropriate director. Tutoring must be taken at the rate
  of one hour a day for a minimum of thirty-days. The student must then pass a qualifying examination if appropriate.
- Repeat the course and obtain a qualifying grade.

### Please note:

- Two years of English cannot be taken simultaneously in grades 9 and 10.
- A student who has been withdrawn from a course because of excessive absences or unexcused absences is ineligible to attend summer school.
- A student enrolled in the core English courses must be passing both in order to remain in the senior course. Students failing one
  course any time after the first warning report may be withdrawn from the senior course.

### 14. SUMMER SCHOOL

- Students are encouraged to enroll in remedial, enrichment, and core equivalent courses. Students are urged to take classes in the
  - Needham Summer School, provided it offers the course.
- All Summer School work must be approved prior to registration by the assistant principal or the director/department chairperson.
- · No more than three courses repeated in summer school will be allowed for credit toward a diploma.
- Only one course in a sequential subject may be made up in summer school
- Credit received in summer school does not automatically entitle the student to elect the next higher course in a sequence.
- Additional credits will not be granted for a repeated course.
- The original grade recorded by a Needham High School teacher is not to be changed as a result of summer study. The grade
  received from summer school study will be recorded on the permanent record card in addition to the original grade.

### **15. HOME TUTORING**

Home Tutoring is available for Needham Public School students when the physician verifies in writing that the student must remain at home or in a hospital on a day or overnight basis for a minimum of 14 days in a school year. A form for the Physician's Statement published by the Massachusetts Department of Education is available from the Grade Level Office.

# 16. ALTERNATE EDUCATIONAL PROGRAMS

### Minuteman Science & Technology High School

Those students who decide they would prefer a vocational or technical program as sophomore, junior, senior or post-graduate will be eligible for acceptance on a space available basis. Bus transportation is provided. For information about admissions, contact the appropriate personal and academic counselor at Needham High School or phone Minuteman at (781) 861-6500.

Norfolk County Agricultural High School

Students interested in Norfolk Agricultural must apply for grade 9 admission. Needham High School students interested in transferring should contact the appropriate personal and academic counselors at Needham High School or phone Norfolk Agricultural at (508) 668-0268.

# XVII. Counseling and Student Support

### 1. GENERAL INFORMATION

The Counselors at Needham High School provide comprehensive Social/Emotional, Academic, and Postsecondary Counseling to all students at Needham High School. Each student has access to and will be served by the following counselors in a programmatic and as needed fashion:

Every student is assigned to one of eight School Counselors (organized alphabetically) for four years. Each student is assigned one of two Personal Counselors (divided alphabetically) for four years.

Students serviced through Special Education, who have counseling as a goal, are also assigned to a School Adjustment Counselor.

The counselors work to help all students achieve academic success, balance in all aspects of their lives, personal growth, and to assist in developing a meaningful plan for life after high school. All counselors can be accessed by appointment or on a drop in basis. Regardless of the importance of an issue, all students are encouraged to meet with and establish a working relationship with their counselors as early as possible. If an emergency situation arises and a student's assigned counselor is not available, any available counselor can meet the needs of student until his/her counselor becomes available.

# 2. SOCIAL-EMOTIONAL COUNSELING

Each student is assigned to one of two counselors who assist with their social and emotional support. The school counselors are often considered the first resource for personal issues. If the school counselor deems the situation warrants the involvement of the personal counselor, the school counselor will help facilitate the personal counselor's involvement. A student, parent, guardian, teacher, or administrator may also reach out to the personal counselor directly. Counselors, both school and personal, will also reach out to students to help establish a relationship or to address a personal issue. Please note that conversations with counselors are considered confidential (and not a part of the school record), although there are limits to the bounds of confidentiality with situations that pertain to safety.

If a student is hospitalized, a re-entry meeting may be held prior to the student's admittance to school. This meeting will be scheduled through the student's school counselor.

### 3. SCHOOL COUNSELORS' ROLES

A student's school counselor is the primary resource for helping with postsecondary planning. While counselors offer comprehensive, instructionally based programs beginning in the spring of junior year, there are other aspects of postsecondary planning which begin in earlier years to help students and families plan for life after NHS. For example, grade nine students have individual or small group meetings with their assigned counselor to introduce the services of the department, help with course schedules, and to help insure that each ninth grade student has established a relationship with his or her counselor. In grade ten, students are introduced to Naviance, NHS's post-secondary planning program. As part of the sophomore Wellness curriculum, students also participate in a Careers Exploration Seminar so that they may enter the junior year postsecondary selection process with more purpose and direction. School counselors can assist with recommending other resources for experiential opportunities outside of the school day, such as recommendations for meeting the community service requirement, summer opportunities, or internships.

In addition to academic planning, a student's school counselor is available to help with other difficulties that may arise, such as time management, difficulty with relationships, or other struggles that can be a part of the high school experience. For more in-depth concerns around social and emotional health, the school counselor may work with, or refer the student to their assigned personal counselor. Personal and school counselors are part of Needham High School's counseling services team and work together. With any of the above mentioned situations, or other questions/concerns, it is recommended that students and families always contact their assigned school counselor for assistance first.

### 4. COMMUNITY SERVICE LEARNING PROGRAM

The Community Service Learning Program is an important part of the educational experience offered at Needham High School. All students are required to complete two community service learning credits (60 hours) as part of their graduation requirement.

The mission of the Community Service Learning Program is to broaden students' experiences beyond the traditional classroom by providing opportunities to become involved in volunteerism, service learning, and career exploration. By engaging in such activities, students learn more about themselves, their interests, and the privileges and responsibilities of being a member of a school, local, and global community.

Students must complete 2 credits, for a total of 60 hours. Each credit equals 30 hours of volunteer or internship service. A minimum of 30 hours must be done with the same organization for one credit, and the other credit/30 hours can be divided up with multiple organizations. Students may complete the entire 60 hours with one organization if they choose, or they may do 30 hours each with two or more different organizations. Students may earn a maximum of 1 credit through Counselor In Training and Internship programs. All internships require pre-approval as do some service opportunities (see pre-approved list on the Guidance Website under Volunteer Opportunities). Please contact your school counselor if you have any questions. Students may earn up to 2 credits per year with a maximum of 8 credits over four years.

Students may start their community service learning hours beginning in their freshman year. Hours earned prior to that year, including the summer, may not be used.

Students may consult the Community Service Learning home page to learn about placement opportunities, download required forms, and have access to other resources such as summer programs and gap year ideas. We recommend that students submit a proposal for community service to their school counselor prior to starting any community service to insure that a placement will be eligible for credit. Unpaid internships may be considered for community service credit, but must be approved in advance.

### 5. POSTSECONDARY SCHOOL VISITATIONS

Representatives from over 150 post-secondary schools visit Needham High School each year to talk with the students who may be interested in finding out more about their schools. The schedule for such visits is posted in the homerooms one week in advance of the visit. Seniors are encouraged to take advantage of these opportunities whenever possible.

6. SCHOLARSHIPS
Each June, Needham High School awards scholarships to members of its graduating class. These scholarships are generally sponsored by local organizations that have established a set of criteria for awards. A senior may apply for as many scholarships as they want, provided they meet the standards agreed upon by the organization and the Scholarship Committee.

- In general, copies of the local scholarships and applications will be available in the Guidance office in February. Students are responsible for picking up the listing.
  Completed applications must be submitted to the school codesselors in March (date to be determined).

- Announcements will be made in each homeroom and in the student notices when the scholarship listing is available.
- Each application is coded for anonymity to avoid bias during the selection process.
- The Scholarship Committee, which is made up of faculty members, coordinates the entire process and votes on the final determination of winners.

The School Committee, acting on the recommendation of the high school principal, must approve all new scholarships. Any organization that wishes to sponsor a new scholarship must submit a request in writing. This request should include:

- Name of scholarship
- Sponsoring organization and name of scholarship committee chairman
- Amount of award
- Number of recipients
- Duration of scholarship
- Specific criteria for scholarship

For further information, please contact the Needham Public School Business Office, (781) 455-0400 ext. 11204.

### SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SEPAC)

7. SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SEPAC)
The SEPAC is a self-governed organization of Needham parents and caregivers of children with special needs. The SEPAC provides a forum for parents and caregivers to share information and promote understanding, respect for and support for all children with special needs in the community. The SEPAC advises school officials on the education and safety of students with disabilities and on the planning, development and evaluation of special education programs within the Schools. Visit the SEPAC web site at: http://www. needhamsepac.org/ for more information or to be added to their email list.

### **8. SPECIAL EDUCATION SERVICES**

Special Education services provide specialized instruction to students who have been identified through testing, as having a disability that prevents them from making effective progress in their classroom. Parents/guardians play a key role in this process by offering their insight and information that helps the TEAM to understand their children. If determined to be eligible for special education services, a TEAM meeting, including parents/guardians, and teachers, develops an Individualized Education Program (IEP) for the student. This program is designed to support the student's access to the general education curriculum. Special Education evaluation and services can only be provided with parent/guardian permission. If you would like more information or believe your child may have a disability, please contact your child's teacher or your school's principal or go to http://www.needham.k12.ma.us/departments/student\_support services/special education/.

### XVIII. NEASC Accreditation

Needham High School is accredited by the New England Association of Schools and Colleges, Inc. NEASC is a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post graduation instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

New England Association of Schools and Colleges 3 Burlington Woods Drive, Suite 100 Burlington, MA 01803-4514 https://www.neasc.org/

### XIX. Appendices

1. NEEDHAM HIGH SCHOOL'S DAILY SCHEDULE

### 2. 2019-2020 SCHOOL COUNSELOR ASSIGNMENTS

MONDAY - THURSDAY SCHEDULE				
BLOCI	<b>(</b>	Time		
1		8:00 - 9:30		
Homero	om	9:35 - 9:45		
2		9:50 - 11:20		
3		11:25 - 12:45		
	1st	11:25 - 11:50		
Lunch	2nd	11:50 - 12:15		
	3rd	12-20 - 12:45		
4		2:50 - 1:40		
5		1:45 - 2:35		
	N	<b>Y</b>		

FRIDAY SCHEDULE				
BLOCI		Time		
СРТ		7:30 - 8:25		
	), , ,	8:35 - 9:25		
$\sqrt{2}x^{\gamma}$		9:30 - 10:25		
2		10:30 - 11:20		
3		11:25 - 12:45		
	1st	11:20 - 11:45		
Lunch	2nd	11:50 - 12:15		
	3rd	12:20 - 12:45		
4		12:50 - 1:40		
5		1:45 - 2:35		

2 HOUR DELAYED OPENING DUE TO WEATHER				
BLOC	K	Time		
1		10:00 - 10:45		
2		10:45 - 11:30		
3		11:35 - 1:00		
	1st	11:35 - 12:00		
Lunch	2nd	12:05 - 12:30		
	3rd	12:35 - 1:00		
4		1:05 - 1:50		
5		1:55 - 2:35		

# Needham High School Guidance Structure for 2019 - 2020

Grade 9 (2023) Assistant Principals TBD TBD TBD TBD TBD TBD TBD TBD Rosenberg - Szeto Lindenthal - Muroff Closuit - Freidline Fuller - Johnson Grade 10 (2022) Murphy - Rose Jones - Lincou Szewczak - Z A - Clark firstname\_lastname@needham.k12.ma.us) Jennifer Roberts xt 22125. Amanda Katz xt 22121 Tom Denton xt 22130 Guidance Director McGroddy - Pizzuto Potagal - Spruill Grade 11 (2021) St. Peter's - Z F - Hawkom L - McGrath A - Cavallo Celado - E Hebert - K (email format: Fernandes - Hud Grade 12 (2020) Lockhart - Naw Humph - Lobel Rubin - Supin Choi - Feng Neal - Ross Suresha - Z A - Chen Michelle Brenhiser xt 22117 Personal Counselor Transitions Counselor School Counselor Shannon Mastropoalo Mary Jane Walker Renee Vasquez Meridith Welch Katrina Martyn Will Grannan Matt Howard James Ash xt 22120 xt 22126 xt 22116 xt 22128 xt 22118 xt 22123 xt 22127

Alison Coubrough-Argentieri xt 22240

Grade 11 & Grade 9 (H-N)

Grade 9 & 12 - Linda Watson xt 22243 Grade 10 & 12 - Kara Jahn xt 22241

METCO Coordinator/Counselor Shakur Abdal-Khallaq xt 22115

Heather Harris xt 22119 Arielle Mossberg xt 22124

Bobby Hermesch xt 22129

Adjustment Counselors

Grade Level Office Secretaries

Jean McDavitt xt 22134

Guidance Secretary

Grade 10 & Grade 9 (A-G)

Keith Ford xt 22242

Grade 12 & Grade 9 (O-Z)

Johnny Cole xt 22258

# Needham School Committee April 23, 2019

Agenda Item: Action

Award Early Childcare Space Lease Contract

# **Background Information:**

• Complete bid documents may be found in the office of the Assistant Superintendent for Finance and Operations.

# **Action Recommended:**

Upon recommendation of the Superintendent, that the Needham School Committee award the contract for the bid for leased classroom space for the NCE Early Childcare Program be awarded to the Congregational Church of Needham for the period for a one (1) year, beginning August 1, 2019 to July 31, 2020, which may be extended for up to two (2) additional years, through July 31, 2022.

# NEEDHAM SCHOOL COMMITTEE

Item Title: Award Contract for Leas Childhood Program	sed Off-Site Classroom Space for the NCE Early

Agenda Item #: \_\_\_\_\_

**Item Description:** In December 2018, a Request for Proposals was issued for the procurement of Leased Off-Site Classroom Space for the Needham Community Education (NCE) Early Childhood Program for a one year period beginning August 1, 2019 to July 31, 2020, which may be extended for up to two years through July 31, 2022.

Date: April 9, 2019

Proposals were received from one bidder: The Congregational Church of Needham. Although two of the proposed classroom spaces lacked multiple egresses and were disqualified, overall, the proposal was determined to be both responsive and responsible. The spaces to be leased include:

- Room B14, Office, 283 s.f.
- Room B17, Clsssroom with Sink, 299 s.f. (Proposed Infant Room)
- Room B22, Classroom, 462 s.f. (Proposed Toddler Room)
- Room B18, Classroom, 299 s.f. (Gross Motor Room/ Expansion Space)
- Total: 1,343 s.f.

A Technical Review Committee rated the proposal as "Highly Advantageous," based on the high quality of the bid response and spaces offered. The cost of the space is summarized in the chart below:

				Three-Year
				Contract Bid
				Price (if Optional
	Composite			Extension Years
	Technical	Rental	Year 1 Bid	Exercised)
Company	Ranking	Rate/SF	Price	,
The				
Congregational	Highly			
Church of	Advantageous	\$14.30	\$19,204.90	\$57,614.70
Needham				

The cost of the space, \$19,205 is higher than the preliminary budget estimate of The Administration proposes that, if fee revenues/enrollment are insufficient to cover the cost of the program in the first year (including the higher than anticipated rental payment), that operating budget resources be used to supplement the day care program budget for FY20.

**Recommendation:** 

That the Needham School Committee award the contract for the bid for leased classroom space for the NCE Early Childhood Program be awarded to The Congregational Church of Needham for the period for a one (1) year, beginning August 1, 2019 to July 31, 2020, which may be extended for up to two (2) additional years, through July 31, 2022. Lease agreements for execution are found in the signature folder.

**Supporting Data:** Attachments A-B.

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance & Operations

# Needham School Committee April 23, 2019

Agenda Item: Action

Award Contract for Washington DC Student Trip

# **Background Information:**

• Complete bid documents may be found in the office of the Assistant Superintendent for Finance and Operations.

# **Action Recommended:**

Upon recommendation of the Superintendent, that the Needham School Committee award the contract for the Grade 8 Washington DC trip for the School Year 2019/20 to EF Explore America, Inc.

# NEEDHAM SCHOOL COMMITTEE

Award Contract for Grade 8 Washington DC Trip, FY20

Agenda Item #: _	 Date:	<u>April 9, 2019</u>	

**Item Description:** 

**Item Title:** 

In January 2019, a Request for Proposals was issued for the **Grade 8 Washington DC Trip**, to be held in November, 2019. An estimated 460 Pollard students will participate in the trip.

Proposals were received from four tour companies: Gerber Tours, Inc.; Capital Tours, Inc.; Go Educational Tours, LLC.; and EF Explore America. The bid from Gerber Tours was rejected as nonresponsive, because the price proposal was not separated from the non-price proposal, a violation of Ch30B rules. The other bids were determined to be both responsive and responsible and were evaluated by a Technical Review Committee.

The proposal from GO Educational Tours was awarded the highest ranking of "Highly Advantageous", based on the quality of the tour guides, itinerary, accommodations, food choices and night activities. The EF proposal was less customized to Needham preferences, but was determined to be "Advantageous" overall, particularly with regard to hotel and food choices. The proposal from Capital Tours (the incumbent vendor) also received a ranking of "Advantageous," based on the high-quality itinerary, which was counterbalanced by some prior-year dissatisfaction with the hotel and food offerings. After the technical proposals were reviewed, the price proposals were opened. Go Educational Tours, was the most expensive at \$847.00/student, followed by EF Explore America at \$699/student and Capital Tours at \$632.00/student.

The bid results are summarized in the chart below.

Company	Ranking	Per Student Cost	Total Contract Value	
Go Educational Tours, LLC	HA/A	\$847.00	\$	389,620.00
Capital Tours, Inc.	А	\$632.00	\$	290,720.00
EF Explore America	А	\$699.00	\$	321,540.00

Based upon the feedback of the Pollard Principal, we recommend that the contraoct be awarded to EF Explore America. Although the proposal from Go Educational Tours was the most highly ranked, it was determined to be prohibitively expensive for students. The Capital Tours proposal, while the most economical at \$632/student, received some negative feedback around the quality of the accommodations, even though it was judged to be "Advantageous" overall. The proposal from EF Explore America was determined to the proposal that best balanced both quality and price. The Administration cited the high-quality hotel and food options, and experienced guides, in particular.

Recommendation:

That the Needham School Committee award the contract for the Grade 8 Washington DC Trip for the School Year 2019/20 to EF Explore America, Inc. Contracts to execute are included in the signature folder.

**Supporting Data:** 

Respectfully Submitted,

Anne Gulatí
Assistant Superintendent for Finance & Operations

# Needham School Committee April 23, 2019

Agenda Item: <b>School Committee Comme</b>	nts
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# **Background Information:**

• Members of the School Committee will have an opportunity to report on events, information, and matters of interest not on the agenda.

# Members of the School Committee available for comment:

Aaron Pressman Michael Greis Connie Barr Heidi Black Andrea Longo Carter Susan Neckes Matthew Spengler

# Needham School Committee April 23, 2019

# Agenda Item: Information Items

- FY19 Third Quarter Financial Report
- Disposal of Surplus Items

# **NEEDHAM PUBLIC SCHOOLS**

1330 HIGHLAND AVENUE · NEEDHAM, MASSACHUSETTS · 02492-2692 TELEPHONE (781) 455-0400 X 11206 · FOR TTY SERVICE (781) 455-0424 · FAX (781) 455-0417 E-MAIL anne\_gulati@needham.k12.ma.us

### INTEROFFICE MEMORANDUM

**TO:** Needham School Committee

**FROM:** Anne Gulati, Assistant Superintendent for Finance & Operations

**SUBJECT:** FY19 Third Quarter School Operating Budget Report

**DATE:** April 17, 2019

# March 31, 2019 Financial Summary:

Expenditure Category	TM Budget (1)	Budget Transfers (2)	Amended Budget	QIII Actual	YTD Actual	Addtl Encumbered	Balance Remaining	QIII Target %	QIII % Exp	QIII <u>% Exp+Enc</u>
Salaries	61,116,730	258,095	61,374,825	15,236,405	37,578,942	22,812,177	983,706	61.6%	61.2%	98.4%
Purch of Svc & Expense	9,984,463	(262,132)	9,722,331	2,595,035	5,238,610	3,756,724	726,997	70.3%	53.9%	92.5%
Capital Outlay	4,750	4,037	8,787			34,213	(25,426)	<u>75.0</u> %	0.0%	<u>389.4</u> %
Totals	71,105,943	-	71,105,943	17,831,439	42,817,552	26,603,114	1,685,277	62.7%	60.2%	97.6%

<sup>(1)</sup> Approved May 2018 Town Meeting.

The FY19 budget reflects the May 2018 Town Meeting appropriation of \$71,105,943, plus cumulative budget transfers made since the beginning of the fiscal year. (A listing of the budget transfers made during the third quarter is included as Attachment A.) In prior years, the amended budget also included encumbrances rolled forward from the preceding fiscal year. Since FY05, however, these 'prior-year encumbrances' have been segregated to a separate fund within the Town's accounting system, and are not included in the operating budget. A summary of prior-year encumbrance activity is presented below.

As of March 31, the regular School Operating Budget was 60.2% expended, compared to an overall (weighted) target ratio of 62.7%. A total of 61.2% of the appropriated salary budget has been spent to date, reflecting the fact that teachers and administrators, who comprise the largest groups of employees within the District, have received approximately 58.3% and 75.0% of their yearly pay, respectively. The purchase of service and expense accounts are 53.9% expended, compared to a 70.3% target rate, reflecting the fact that school supplies typically are purchased in advance, while services are paid on a delayed basis, approximately one month after services are rendered.

In addition, funds have been encumbered to pay \$22.8 million in salaries and wages during the rest of this fiscal year, as well as to purchase an additional \$3.8 million in goods and services. (An encumbrance is a 'reservation' of budget funds, which have been set aside to pay anticipated expenditures.) When these additional encumbrances are added to year-to-date expenditures, the overall 'expenditure' rate climbs to 97.6% of total budgeted funds. Additional expenditures will be encumbered on an ongoing basis throughout the school year.

<sup>(2)</sup> Cumulative Fiscal Year Transfers To Date

Attachment B presents year-to-date expenditure, encumbrance and target rate information for all school operating budget line items.

# Prior-Year Encumbrance Summary:

Prior Year Expenditure Category	Prior Year Encumbrance	Spent	Liquidated	Remaining Encumbered
Salaries	-	-	-	-
Purch of Svc & Expense	1,136,330	922,861	206,469	7,000
Capital Outlay	40,928	40,928		
Totals	1,177,258	963,789	206,469	7,000

Prior year encumbrances totaling \$1,177,258 were carried forward from FY18 to FY19. As of March 31, \$963,789 (81.9%) had been used to pay prior year invoices received after July 1. Additional encumbrances totaling \$206,469 (17.5%) were liquidated because they were no longer needed. The balance – encumbrances totaling \$7,000 (0.6%) – remain open to pay pending invoices. These encumbrances are generally related to a software installation project, ongoing from the prior fiscal year, which is not yet completed.

# Grants, Donations & Revolving Funds:

Needham also receives revenue from state, federal and local granting agencies, donors and school-sponsored fee-based programs. A summary of third quarter balances is presented below:

GRANT, DONATION & REVOLVING SUMMARY	CARRY OVER BUDGET	CURRENT RECEIPTS	YTD ACTUAL	CURRENT ENCUMBERED	TOTAL EXPENDED	BALANCE REMAINING	STATUS
FEDERAL GRANTS	NA	1,534,404	935,839	504,631	1,440,469	93,935	OPEN UNTIL JUNE 30
STATE GRANTS	NA	2,693,031	1,902,286	376,489	2,278,775	414,255	OPEN UNTIL JUNE 30
LOCAL GRANTS	102,269	107,465	88,314	14,424	102,738	106,996	ROLLING ACCOUNT
LOCAL GIFT/DONATION	123,566	117,889	126,333	10,695	137,028	104,427	ROLLING ACCOUNT
REVOLVING FUND	1,702,444	6,206,437	4,900,420	2,489,341	7,389,762	519,119	ROLLING ACCOUNT
	1.928.279	10.659.226	7.953.192	3.395.580	11.348.771	1.238.733	

To date, Needham has been awarded \$4.3 million in new federal, state and local grants, of which 88.3% have been expended or encumbered. Beginning in FY19, the federal grant period has been adjusted to end on June 30 for all grants, although Needham may carry funds forward to continue spending for an additional 12 months in order to provide for special education needs and professional development/curriculum planning events for teachers.

The Needham Public Schools also operates donation and revolving accounts. Donation accounts contain funds given by PTC's, other organizations and private individuals to support instruction and co-curricular activities, such as athletics. As of March 31, \$117,889 in donated funds had been received. Additionally, the School Department receives in-kind donations of goods and services, the value of which is not reflected in the totals above. Since donation accounts are rolling accounts, any unexpended funds at year-end will roll forward to FY20 as available revenue.

Finally, the School Department operates several fee-based programs. These programs, which include Food Services, Athletics and Community Education, are mostly self-sustaining; program expenses are paid from fees charged to program participants. (The Operating Budget funds portions of the athletics, transportation and preschool programs.) Since balances in these accounts also roll forward from year to year, these accounts are called "revolving funds." By March 31, \$6.2 million in user fees had been collected to support these programs. Unexpended funds at year's end will roll forward to FY20 as available revenue.

A report summarizing FY19 third quarter expenditure activity in school grant, donation and revolving accounts is presented as Attachment C.

# Trust & Agency Accounts:

The School Department also has funds in several investment accounts that are held in trust for a specific purpose, or on behalf of another party. The Town's Trust Fund Commissioners are responsible for investing and managing the trust funds, which consist of scholarships for students and funds to support operations. The School Department also acts as fiscal agent for monies that students collect in support of their own activities. These student activity funds do not belong to the School Department, but rather belong to the students. Trust and agency accounts exist outside of the regular School Operating Budget in separate, specialized accounts. A summary of the third quarter balances in these accounts, is presented below:

SCHOOL TRUST & AGENCY FUNDS SUMMARY	7/1/18 BEGINNING BOOK VALUE	YTD CONTRIBUTIONS	YTD DISBURSEMENTS	YTD EARNINGS	06/30/19 ENDING BOOK VALUE	YTD UNREALIZED GAIN/(LOSS)	06/30/19 ESTIMATED MARKET VALUE	STATUS
SCHOLARSHIPS & AWARDS	3,814,336	27,143	15,500	20,360	3,846,339	9,457	3,855,795	ROLLING ACCOUN
SCHOOL TRUSTS	382,257		365	2,116	384,007	983	384,990	ROLLING ACCOUNT
STUDENT ACTIVITY FUNDS	332,072	478,703	405,510	110	405,375		405,375	ROLLING ACCOUN
	4,528,664	505.846	421,375	22,586	4.635.721	10,439	4.646,161	

The current book value of the trust and agency funds is \$4.6 million. Since the beginning of the fiscal year, donors have contributed \$27,143 to support scholarship activity at Needham High School. The current balance in the student activity accounts is \$405,375, which reflects current year fundraising of \$478,703 and expenditures to date of \$405,510.

A report summarizing FY19 third quarter expenditure activity in the school trust and agency accounts is presented as Attachment D.

### School Cash Capital Funds:

Expenditure activity in school cash capital accounts is presented in the chart below. The chart includes only those projects for which funds have been appropriated to the School Committee. Construction projects are managed by the Permanent Public Building Committee (PPBC), facility maintenance projects are managed by the Public Facilities Department and athletic facility projects are overseen by the Parks and Recreation Department. These cash capital accounts remain open until completely expended.

Cash Capital Project Description	ORIGINAL BUDGET	REVISED BUDGET	YTD ACTUAL	CURRENT ENCUMBERED	TOTAL EXPENDED	VARIANCE	STATUS
A32 ATM 05/18 SCHOOL FURNITURE & MUSICAL EQ	60,500	60,500	30,000	-	30,000	30,500	OPEN
A32 ATM 05/18 SCHOOL PHOTOCOPIER REPL	84,190	84,190	71,188	-	71,188	13,002	OPEN
A32 ATM 05/18 SCHOOL TECHNOLOGY EQUIP REPL	303,600	303,600	232,867	19,526	252,392	51,208	OPEN
A32 ATM 05/18 SCHOOL FLEET REPLACEMENT PROG VEH	97,552	97,552	-	70,522	70,522	27,030	OPEN
A32 ATM 05/18 SCHOOL PHONE SYSTEM REPL	319,000	319,000	144,537	144,641	289,178	29,822	OPEN
	864.842	864.842	478,592	234.688	713.280	151.562	

ALG/alg Attachment(s)

G/L ACCOUNT #	Description	QI Revised Budget	QIIRevised Budget	QII Txfr
<u>SALARIES</u>				
0001.3031.040.99.1230.099.99.520.010.5110.300.01	STUDENT SERVICES-UNASSIGNED-SALARIES	30,490	35,490	5,000
0001.3132.005.21.2305.099.99.520.010.5110.300.01	CURRICULUM DEV-BROADMEADOW-SALARIES	11,091	8,591	(2,500)
0001.3132.005.21.2356.099.99.520.010.5136.300.01	CURRICULUM DEV-BROADMEADOW-PROF DEV STIPENDS	-	3,290	3,290
0001.3132.005.22.2305.099.99.520.010.5110.300.01	CURRICULUM DEV-ELIOT-SALARIES	11,091	8,591	(2,500)
0001.3132.005.22.2356.099.99.520.010.5136.300.01	CURRICULUM DEV-ELIOT-PROF DEV STIPENDS	-	3,290	3,290
0001.3132.005.23.2305.099.99.520.010.5110.300.01	CURRICULUM DEV-HILLSIDE-SALARIES	11,092	8,092	(3,000)
0001.3132.005.23.2356.099.99.520.010.5136.300.01	CURRICULUM DEV-HILLSIDE-PROF DEV STIPENDS	-	3,290	3,290
0001.3132.005.24.2305.099.99.520.010.5110.300.01	CURRICULUM DEV-MITCHELL-SALARIES	11,092	8,092	(3,000)
0001.3132.005.24.2356.099.99.520.010.5136.300.01	CURRICULUM DEV-MITCHELL-PROF DEV STIPENDS	-	3,290	3,290
0001.3132.005.25.2305.099.99.520.010.5110.300.01	CURRICULUM DEV-NEWMAN-SALARIES	11,092	10,592	(500)
0001.3132.005.25.2356.099.99.520.010.5136.300.01	CURRICULUM DEV-NEWMAN-PROF DEV STIPENDS	- - 0-7	3,290	3,290
0001.3132.005.26.2305.099.99.520.010.5110.300.01	CURRICULUM DEV-HIGH ROCK-SALARIES SPECIAL ED-ELIOT-SALARIES	5,057	4,377	(680)
0001.3530.010.22.2110.099.99.520.010.5110.300.01 0001.3530.010.22.2305.099.99.520.010.5110.300.01	SPECIAL ED-ELIOT-SALARIES  SPECIAL ED-ELIOT-SALARIES	153,503 422,492	88,773 487,222	(64,730) 64,730
0001.3530.010.22.2303.099.99.320.010.3110.300.01	SUBTOTAL SALARIES SUBTOTAL SALARIES	422,492	407,222	\$ <b>9,270</b>
	SUBTOTAL SALARIES			\$9,270
PURCHASE OF SERVICE & EXPENSE				
0001.3031.040.99.1230.099.99.520.030.5380.300.04	STUDENT SERVICES-UNASSIGNED-OTR PURCH SERV	32,267	33,267	1,000
0001.3032.040.99.1220.099.99.520.030.5420.300.05	DIR OF PROG DEV OFFICE SUPPLIES	1,300	4,300	3,000
0001.3032.040.99.1220.099.99.520.030.5710.300.06	DIR OF PROG DEV IN-STATE TRAVEL	850	-	(850)
0001.3032.040.99.1220.099.99.520.030.5780.300.06	DIR OF PROG DEV OTHER EXPENSES	550	1,400	850
0001.3132.005.10.2356.099.99.520.030.5710.300.06	CURRICULUM DEV-DISTRICT-IN-STATE TRAVEL	2,500	- 483	(2,500)
0001.3132.005.10.2356.099.99.520.030.5780.300.06 0001.3132.005.10.2440.099.99.520.030.5341.300.04	CURRICULUM DEV-DISTRICT-ALL OTHER EXP	17,014	483 682	(16,531)
0001.3132.005.10.2440.099.99.520.030.5341.300.04	CURR DEV-DISTRICT-POSTAGE CURRICULUM DEV-BROADMEADOW-IN-STATE TRAVEL	200	- 002	682
0001.3132.005.21.2358.099.99.520.030.5710.300.06	CURRICULUM DEV-BROADMEADOW-IN-STATE TRAVEL CURRICULUM DEV-BROADMEADOW-PROF AND TECH	200	4,150	(200) 4,150
0001.3132.005.21.2358.099.99.520.030.5380.300.04	Curr Dev-Broadmeadow-Other Purchased Services	- 549	4,130 849	300
0001.3132.005.21.2358.099.99.520.030.5580.300.04	CURRICULUM DEVELOPMENT - OTHER SUPPLIES & EQUIPMEN	2,809	3,575	766
0001.3132.005.22.2356.099.99.520.030.5710.300.06	CURRICULUM DEV-ELIOT-IN-STATE TRAVEL	200	-	(200)
0001.3132.005.22.2358.099.99.520.030.5300.300.04	CURRICULUM DEV-ELIOT-PROF AND TECHNICAL	1,003	4,150	3,147
0001.3132.005.22.2358.099.99.520.030.5303.300.04	CURR DEV - ELI - OUTSIDE PD PROV - P&T SEMINAR &	-	545	545
0001.3132.005.22.2358.099.99.520.030.5380.300.04	Curr Dev-Eliot-Other Purchased Services	300	600	300
0001.3132.005.23.2356.099.99.520.030.5710.300.06	CURRICULUM DEV-HILLSIDE-IN-STATE TRAVEL	200	-	(200)
0001.3132.005.23.2358.099.99.520.030.5300.300.04	CURRICULUM DEV-HILLSIDE-PROF AND TECHNICAL	1,117	4,150	3,033
0001.3132.005.23.2358.099.99.520.030.5380.300.04	Curr Dev-Hillside-Other Purchased Services	300	600	300
0001.3132.005.24.2356.099.99.520.030.5710.300.06	CURRICULUM DEV-MITCHELL-IN-STATE TRAVEL	200	-	(200)
0001.3132.005.24.2358.099.99.520.030.5300.300.04	CURRICULUM DEV-MITCHELL-PROF AND TECHNICAL	1,025	4,150	3,125
0001.3132.005.24.2358.099.99.520.030.5380.300.04	Curr Dev-Mitchell-Other Purchased Services	300	600	300
0001.3132.005.25.2356.099.99.520.030.5710.300.06	CURRICULUM DEV-NEWMAN-IN-STATE TRAVEL	200	-	(200)
0001.3132.005.25.2358.099.99.520.030.5300.300.04	CURRICULUM DEV-NEWMAN-PROF AND TECHNICAL	1,697	4,150	2,453
0001.3132.005.25.2358.099.99.520.030.5380.300.04	Curr Dev-Newman-Other Purchased Services	930	1,230	300
0001.3132.005.26.2356.099.99.520.030.5710.300.06	CURRICULUM DEV-HIGH ROCK-IN-STATE TRAVEL	1,100	-	(1,100)
0001.3132.005.26.2358.099.99.520.030.5300.300.04	CURRICULUM DEV-HIGH ROCK-PROF AND TECHNICAL	4,725	-	(4,725)
0001.3132.005.26.2358.099.99.520.030.5303.300.04	CURR DEV - HIGH ROCK - OUTSIDE PD PROV - P&T SEM	-	900	900
0001.3132.005.30.2356.099.99.520.030.5710.300.06	CURRICULUM DEV-POLLARD-IN-STATE TRAVEL	1,100	-	(1,100)
0001.3132.005.30.2358.099.99.520.030.5300.300.04	CURRICULUM DEV-POLLARD-PROF AND TECHNICAL	5,373	-	(5,373)
0001.3132.005.30.2358.099.99.520.030.5303.300.04	CURR DEV - POLL - OUTSIDE PD PROV - P&T SEMINAR	50	950	900
0001.3132.005.40.2358.099.99.520.030.5300.300.04	CURRICULUM DEV-NHS-PROF AND TECHNICAL	4,555	-	(4,555)

G/L ACCOUNT #	Description	QI Revised Budget	QIIRevised Budget	QII Txfr
0001.3132.005.40.2430.099.99.520.030.5510.300.05	CURR DEV EDUCATIONAL SUPPLIES	5,271	39	(5,232)
0001.3132.040.21.2455.090.99.520.030.5275.300.04	CURRICULUM DEVELOPMENT - SOFTWARE LIC & USER FEES	-	1,809	1,809
0001.3132.040.22.2455.090.99.520.030.5275.300.04	CURRICULUM DEVELOPMENT - SOFTWARE LIC & USER FEES	_	1,809	1,809
0001.3132.040.23.2455.090.99.520.030.5275.300.04	CURRICULUM DEVELOPMENT - SOFTWARE LIC & USER FEES	_	1,809	1,809
0001.3132.040.24.2455.090.99.520.030.5275.300.04	CURRICULUM DEVELOPMENT - SOFTWARE LIC & USER FEES	_	1,809	1,809
0001.3132.040.25.2455.090.99.520.030.5275.300.04	CURRICULUM DEVELOPMENT - SOFTWARE LIC & USER FEES	_	1,809	1,809
0001.3132.040.26.2455.090.99.520.030.5275.300.04	CURRICULUM DEVELOPMENT - SOFTWARE LIC & USER FEES	_	1,809	1,809
0001.3132.040.30.2455.099.99.520.030.5275.300.04	CURRICULUM DEVELOPMENT - SOFTWARE LIC & USER FEES	_	1,809	1,809
0001.3132.040.40.2455.099.99.520.030.5275.300.04	CURRICULUM DEVELOPMENT - SOFTWARE LIC & USER FEES	_	1,809	1,809
0001.3132.040.50.2455.099.99.520.030.5275.300.04	CURRICULUM DEVELOPMENT - SOFTWARE LIC & USER FEES	_	1,809	1,809
0001.3133.005.40.2451.099.99.520.030.5525.300.05	GEN SUP/SVC/EQUIP ED SUPPLIES	_	30,207	30,207
0001.3133.005.40.2454.099.99.520.030.5525.300.05	GEN SUP/SVC - NHS- INSTR HDWRE OTHR - INSTR TECH	_	21,178	21,178
0001.3133.040.99.1451.099.99.520.030.5525.300.05	GEN SUP/SVC/EQUIP - SCHL SUPT - INSTR TECH SUPPL	_	1,429	1,429
0001.3133.040.99.4450.099.99.520.030.5525.300.05	GEN SUP/SVC - NETWORK - INST TECH	-	17,186	17,186
0001.3150.040.99.1450.099.99.520.030.5300.300.04	ADMIN TECH - CO SUPPT - P&T SERVICES	298	221	(77)
0001.3150.040.99.1450.099.99.520.030.5380.300.04	ADMINISTRATIVE TECHNOLOGY OTHER PURCH SVCS	12,302	6,746	(5,556)
0001.3150.040.99.1450.099.99.520.030.5524.300.04	ADMIN TECH R & P - ED SUPPLIES	96,659	34,785	(61,874)
0001.3150.040.99.1450.099.99.520.030.5710.300.06	ADMIN TECH IN-STATE TRAVEL	-	4	4
0001.3150.040.99.1450.099.99.520.030.5780.300.06	ADMIN TECH - CO SUPPT - ALL OTHER EXPENSES	_	2,879	2,879
0001.3150.040.99.1451.099.99.520.030.5255.300.04	ADMIN TECH - SCHL SUPPT - R&M TECH EQUIP	-	893	893
0001.3150.040.99.1451.099.99.520.030.5523.300.05	ADMIN TECH - SCHL SUPPT - ED SUPPLIES - INSTR HARD	-	77	77
0001.3150.040.99.1451.099.99.520.030.5525.300.05	ADMIN TECH - SCHL SUPPT - ED SUPPLIES - INSTR TECH	-	605	605
0001.3150.040.99.1451.099.99.520.030.5780.300.06	ADMIN TECH - SCHL SUPPT - ALL OTHER EXPENSES	-	19	19
0001.3150.040.99.4400.099.99.520.030.5255.300.04	ADMIN TECH R & P - TECHNOLOGY EQUIP	8,925	7,940	(985)
0001.3150.040.99.4400.099.99.520.030.5305.300.04	ADMIN TECH - INFR SUPPT - P&T SOFTWARE LIC FEES	144	5,700	5,556
0001.3150.040.99.4400.099.99.520.030.5380.300.04	ADMIN TECH OTHER PURCHASED SERV	140,026	183,133	43,107
0001.3150.040.99.4400.099.99.520.030.5510.300.05	ADMIN TECH EDUCATIONAL SUPPLIES	26,648	19,096	(7,552)
0001.3150.040.99.4450.099.99.520.030.5524.300.04	ADMIN TECH R & P - ED SUPPLIES	-	5,658	5,658
0001.3150.040.99.4450.099.99.520.030.5710.300.06	ADMIN TECH IN-STATE TRAVEL	3,086	3,082	(4)
0001.3150.040.99.4450.099.99.520.030.5780.300.06	ADMIN TECH OTHER EXPENSES	10,000	32,263	22,263
0001.3260.005.26.2356.099.99.520.030.5710.300.06	HIGH ROCK-HIGH ROCK-IN-STATE TRAVEL	3,500	2,300	(1,200)
0001.3260.005.26.2356.099.99.520.030.5730.300.06	HIGH ROCK-HIGH ROCK-DUES AND MEMBERSHIPS	4,500	2,200	(2,300)
0001.3260.005.26.2358.099.99.520.030.5303.300.04	HIGH ROCK - OUTSIDE PD PROV - P&T SEMINAR & TRAINI	-	1,000	1,000
0001.3260.040.26.2210.090.99.520.030.5710.300.04	HIGH ROCK IN-STATE TRAVEL	-	200	200
0001.3260.040.26.2210.090.99.520.030.5730.300.06	HIGH ROCK DUES & MEMBERSHIPS	-	1,000	1,000
0001.3260.040.26.2210.099.99.520.030.5780.300.06	HIGH ROCK OTHER EXPENSES	-	1,300	1,300
0001.3400.005.40.2358.010.99.520.030.5303.300.04	H S - OUTSIDE PD PROV - P&T SEMINAR & TRAINING	-	250	250
0001.3531.010.99.9300.099.99.520.030.5320.300.99	SPEC ED OUT-OF-DIST TUITION	3,054,592	3,033,458	(21,134)
0001.3534.010.10.2320.099.99.520.030.5300.300.04	SPECIAL ED PROF SERV-DISTRICT-PROF AND TECHNICAL	474,927	464,927	(10,000)
0001.3542.005.99.9300.099.99.520.030.5320.300.99	TUITION TO NON-PUBLIC SCHOOLS	-	21,134	21,134
0001.3560.005.24.2415.011.99.520.030.5512.300.05	READING ED SUPPLIES - TEACHING	17,200	17,314	114
0001.3561.005.26.2440.030.99.520.030.5380.300.04	MATH INSTRUCTION OTHER PURCHASED SERVICES	4,436	4,940	504
0001.3561.005.30.2410.030.99.520.030.5517.300.05	MATH INSTRUCTION ED SUPPLIES - WORKBOOKS/TEXTBOOKS	5,500	4,996	(504)
0001.3561.005.30.2430.030.99.520.030.5510.300.05	MATH INSTRUCTION	20,810	17,810	(3,000)
0001.3570.005.10.2420.099.99.520.030.5522.300.05	504 COMPLIANCE ED SUPP - INST EQUIP	2,910	12,910	10,000
0001.3630.005.10.2110.099.99.520.030.5710.300.06	EDAL TECHNOLOGY-DISTRICT-IN-STATE TRAVEL	-	190	190
0001.3630.005.10.2358.040.99.520.030.5380.300.04	EDAL TECHNOLOGY-DISTRICT-OTHER PURCH SERV	16,034	11,213	(4,821)
0001.3630.005.10.2451.040.99.520.030.5525.300.05	ED TECH ED SUPPLIES - INST TECH	7,100	6,632	(468)
0001.3630.005.10.2455.040.99.520.030.5524.300.04	EDUCATIONAL TECHNOLOGY ED SUPPLIES - INST SOFTWARE	10,600	6,913	(3,687)

G/L ACCOUNT #	Description	QI Revised Budget	QIIRevised Budget	QII Txfr
0001.3630.005.21.2356.040.99.520.030.5303.300.04	ED TECH-BROADMEADOW-P&T SEMINAR & TRAINING	-	200	200
0001.3630.005.21.2356.040.99.520.030.5710.300.06	ED TECH-BROADMEADOW-IN-STATE TRAVEL	-	20	20
0001.3630.005.21.2454.040.99.520.030.5525.300.05	ED TECH - BRM - INSTR HDWRE OTHER - INSTR TECH	-	468	468
0001.3630.005.22.2356.040.99.520.030.5710.300.06	ED TECH-ELIOT-IN-STATE TRAVEL	-	22	22
0001.3630.005.22.2451.040.99.520.030.5525.300.05	ED TECH ED SUPPLIES - INST TECH	32,678	-	(32,678)
0001.3630.005.22.2455.090.99.520.030.5524.300.04	ED TECH INSTRUCTIONAL SOFTWARE	2,187	850	(1,337)
0001.3630.005.23.2356.040.99.520.030.5710.300.06	ED TECH-HILLSIDE-IN-STATE TRAVEL	· -	21	21
0001.3630.005.24.2454.040.99.520.030.5525.300.05	ED TECH - MIT - INSTR HDWRE OTHER - INSTR TECH	-	279	279
0001.3630.005.25.2356.040.99.520.030.5710.300.06	ED TECH-NEWMAN-IN-STATE TRAVEL	-	21	21
0001.3630.005.25.2451.040.99.520.030.5255.300.04	ED TECH R & M TECHNOLOGY EQUIPMENT	883	2,913	2,030
0001.3630.005.25.2451.040.99.520.030.5525.300.05	ED TECH ED SUPPLIES - INST TECH	51,253	11,901	(39,352)
0001.3630.005.25.2455.090.99.520.030.5524.300.04	ED TECH INSTRUCTIONAL SOFTWARE	1,952	872	(1,080)
0001.3630.005.26.2356.040.99.520.030.5710.300.06	ED TECH-HIGH ROCK-IN-STATE TRAVEL	-	22	22
0001.3630.005.26.2358.040.99.520.030.5380.300.04	EDAL TECHNOLOGY-HIGH ROCK-OTHER PURCH SERV	6,000	32	(5,968)
0001.3630.005.26.2451.040.99.520.030.5525.300.05	ED TECH ED SUPPLIES - INST TECH	293,245	292,832	(413)
0001.3630.005.26.2454.040.99.520.030.5525.300.05	ED TECH - HGH ROCK - INSTR HDWRE OTHER - INSTR TEC	-	413	413
0001.3630.005.40.2430.040.99.520.030.5510.300.05	ED TECH EDUCATIONAL SUPPLIES	1,675	5,472	3,798
0001.3630.005.40.2451.040.99.520.030.5525.300.05	ED TECH ED SUPPLIES - INST TECH	108,186	106,266	(1,920)
0001.3630.005.40.2453.099.99.520.030.5524.300.04	ED SUPPLIES - INST SOFTWARE	14,103	3,965	(10,139)
0001.3630.005.40.2454.040.99.520.030.5525.300.05	ED TECH - NHS - INSTR HDWRE OTHER - INSTR TECH	-	1,264	1,264
0001.3630.040.10.2250.040.99.520.030.5255.300.04	ED TECH R & M TECHNOLOGY EQUIPMENT	18,000	16,009	(1,991)
0001.3630.040.10.2250.040.99.520.030.5340.300.04	ED TECH COMMUNICATION	3,800	3,807	7
0001.3630.040.10.2250.040.99.520.030.5510.300.05	ED TECH EDUCATIONAL SUPPLIES	12,435	11,244	(1,191)
0001.3630.040.21.2455.040.99.520.030.5305.300.04	ED TECH - BRM - INSTR SOFTWARE & LICENSES - P&T SO	-	1,652	1,652
0001.3630.040.22.2455.040.99.520.030.5305.300.04	ED TECH - ELI - INSTR SOFTWARE & LICENSES - P&T SO	-	2,988	2,988
0001.3630.040.23.2455.040.99.520.030.5305.300.04	ED TECH - HILL - INSTR SOFTWARE & LICENSES - P&T S	-	1,394	1,394
0001.3630.040.24.2455.040.99.520.030.5305.300.04	ED TECH - MIT - INSTR SOFTWARE & LICENSES - P&T SO	-	727	727
0001.3630.040.25.2455.040.99.520.030.5305.300.04	ED TECH - NEW - INSTR SOFTWARE & LICENSES - P&T SO	-	1,080	1,080
0001.3630.040.26.2455.040.99.520.030.5305.300.04	ED TECH - HGH ROCK - INSTR SOFTWARE & LICENSES - P	-	216	216
0001.3630.040.30.2455.040.99.520.030.5305.300.04	ED TECH - POLL - INSTR SOFTWARE & LICENSES - P&T S	-	314	314
0001.3631.005.10.2110.045.99.520.030.5420.300.05	MEDIA SVCS OFFICE SUPPLIES	- 0.500	656	656
0001.3631.005.10.2453.099.99.520.030.5380.300.04	MEDIA SERVICES	9,500	18,246	8,746
0001.3631.005.21.2358.045.99.520.030.5710.300.06	MEDIA - BRM - OUTSIDE PD PROV - IN STATE TRAVEL/CO	-	335	335
0001.3631.005.21.2358.045.99.520.030.5730.300.06	MEDIA - BRM - OUTSIDE PD PROV - DUES & MEMBERSHIP	-	45	45
0001.3631.005.21.2454.045.99.520.030.5525.300.05	MEDIA - BRM - INSTR HDWRE OTHER - INSTR TECH	-	363 375	363 375
0001.3631.005.22.2358.045.99.520.030.5710.300.06	MEDIA - ELI - OUTSIDE PD PROV - IN STATE TRAVEL/CO	100		
0001.3631.005.22.2430.045.99.520.030.5510.300.05	MEDIA SVCS ED CURRILES TEACH AIDS	192	1,192	1,000
0001.3631.005.23.2415.045.99.520.030.5512.300.05	MEDIA SVCS ED SUPPLIES - TEACH AIDS	3,185	2,949	(236) 191
0001.3631.005.24.2415.045.99.520.030.5512.300.05 0001.3631.005.24.2430.045.99.520.030.5510.300.05	MEDIA SVCS ED SUPPLIES - TEACH AIDS MEDIA SVCS EDUCATIONAL SUPPLIES	3,969 220	4,160 29	(191)
0001.3631.005.24.2430.045.99.520.030.5510.300.05	MEDIA SVCS EDUCATIONAL SUPPLIES  MEDIA - NEW - OUTSIDE PD PROV - IN STATE TRAVEL/CO	-	750	750
0001.3631.005.25.2338.043.99.520.030.3710.300.06	MEDIA - NEW - GOTSIDE PD PROV - IN STATE TRAVEL/CO	5,283	4,386	(897)
0001.3631.005.26.2358.045.99.520.030.5710.300.06	MEDIA 5VCS LD SUFFLIES - TEACH AIDS  MEDIA - HGH ROCK - OUTSIDE PD PROV - IN STATE TRAV	3,263	4,360 285	285
0001.3631.005.26.2415.045.99.520.030.5512.300.05	MEDIA - HIGH ROCK - OUTSIDE FO FROV - IN STATE TRAV	2,512	2,316	(196)
0001.3631.005.26.2454.045.99.520.030.5525.300.05	MEDIA - HGH ROCK - INSTR HDWRE OTHER - INSTR TECH	2,312	300	300
0001.3631.005.26.2454.043.99.520.030.5325.300.03	MEDIA - HIGH ROCK - INSTR HOWRE OTHER - INSTR TECH MEDIA SVCS OTHER PURCHASED SERVICES	2,321	2,517	196
0001.3631.005.20.2453.045.99.520.030.5500.04	MEDIA - POLL - OUTSIDE PD PROV - IN STATE TRAVEL/C	-	2,317	285
0001.3631.005.30.2415.045.99.520.030.5512.300.05	MEDIA SVCS ED SUPPLIES - TEACH AIDS	5,028	4,620	(408)
0001.3631.005.30.2415.045.99.520.030.5380.300.04	MEDIA SVCS OTHER PURCHASED SERVICES	1,595	2,003	408
332.3332.033.33.2133.013.33.320.030.3300.300.04	STOO OTHER TORGINGED SERVICES	1,333	2,003	400

### Attachment A

G/L ACCOUNT #	Description	QI Revised Budget	QIIRevised Budget	QII Txfr
0001.3631.005.40.2358.045.99.520.030.5303.300.04	MEDIA - NHS - OUTSIDE PD PROV - P&T SEMINAR & TRAI	-	175	175
0001.3631.005.40.2358.045.99.520.030.5710.300.06	MEDIA - NHS - OUTSIDE PD PROV - IN STATE TRAVEL/CO	-	275	275
0001.3631.005.40.2415.045.99.520.030.5512.300.05	MEDIA SVCS ED SUPPLIES - TEACH AIDS	10,655	7,883	(2,772)
0001.3631.005.40.2430.045.99.520.030.5510.300.05	MEDIA SVCS EDUCATIONAL SUPPLIES	765	726	(39)
0001.3631.005.40.2440.045.99.520.030.5380.300.04	MEDIA - NHS - PROF SERV - OTHER PURCH SERV	-	239	239
0001.3631.040.10.2453.045.99.520.030.5523.300.05	MEDIA SVCS ED SUPP - INST HRDWRE	9,156	7,188	(1,968)
0001.3631.040.21.2455.045.99.520.030.5305.300.04	MEDIA - BRM - INSTR SOFTWARE & LICENSES - P&T SOFT	-	800	800
0001.3631.040.22.2455.045.99.520.030.5305.300.04	MEDIA - ELI - INSTR SOFTWARE & LICENSES - P&T SOFT	-	800	800
0001.3631.040.23.2455.045.99.520.030.5305.300.04	MEDIA - HILL - INSTR SOFTWARE & LICENSES - P&T SOF	-	800	800
0001.3631.040.23.2455.045.99.520.030.5380.300.04	MEDIA SVCS OTHER PURCHASED SERVICES	1,000	1,236	236
0001.3631.040.24.2455.045.99.520.030.5305.300.04	MEDIA - MIT - INSTR SOFTWARE & LICENSES - P&T SOFT	-	1,880	1,880
0001.3631.040.25.2455.045.99.520.030.5305.300.04	MEDIA - NEW - INSTR SOFTWARE & LICENSES - P&T SOFT	-	2,199	2,199
0001.3631.040.25.2455.045.99.520.030.5380.300.04	MEDIA SVCS OTHER PURCHASED SERVICES	1,000	498	(502)
0001.3631.040.26.2453.045.99.520.030.5523.300.05	MEDIA SVCS ED SUPP - INST HARDWARE	1,082	782	(300)
0001.3631.040.40.2455.045.99.520.030.5380.300.04	MEDIA SVCS OTHER PURCHASED SERVICES	7,623	10,195	2,572
0001.3651.005.30.2440.075.99.520.030.5380.300.04	PERF ARTS OTHER PURCH SVCS	7,000	1,000	(6,000)
	SUBTOTAL PURCH OF SVC & EXPENSE			-\$5,774
CAPITAL OUTLAY				
0001.3150.005.40.7350.099.99.520.200.5856.300.99	ADMIN TECH ADD EQUIP - TECHNOLOGY SUBTOTAL CAPITAL OUTLAY	4,750	1,254	(3,496) <b>(\$3,496)</b>
	GRAND TOTAL			\$0.00

							l I				Significant		
	Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target & Variance  % > 20%	Encumbrance	Budget Balance
010 010	0001.3010.040.99.1435.099.99.520.010.5110.300.01 0001.3020.040.99.1210.099.99.520.010.5110.300.01		248,030	248,030	-	- 58,657	- 175,972	186,023	(10,051)	- 70.9%	- 75.0%	- 58,657	13,401
010	0001.3020.040.99.1210.099.99.520.010.5110.300.01		101,148	101,148	-	26,295	73,812	71,971	1,842	70.9%	71.2%	26,011	1,325
010	0001.3020.040.99.1210.099.99.520.010.5146.300.01	SUPERINTENDENT LONGEVITY	-	-	-	-	-	-	-	-	-	· -	·-
010	0001.3020.040.99.1210.099.99.520.010.5146.300.02 0001.3020.040.99.1210.099.99.520.010.5174.300.01		4,800 12,500	4,800 12,500	-	-	4,800	4,800	-	100.0% 0.0%	100.0% 0.0%	-	12,500
010			12,500	12,500	-	_	-	_	1	-	-	-	12,500
010	0001.3030.040.99.1220.099.99.520.010.5110.300.01		167,367	221,979	-	50,502	177,238	166,484	10,753	79.8%	75.0%	41,438	3,304
010 010	0001.3030.040.99.1220.099.99.520.010.5110.300.02 0001.3030.040.99.1220.099.99.520.010.5130.300.02		296,313	296,313	-	71,630	209,907	210,838	(931)	70.8%	71.2%	77,145 -	9,261
010	0001.3030.040.99.1220.099.99.520.010.5146.300.01	DIR OF PERSONNEL LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3030.040.99.1220.099.99.520.010.5146.300.02 0001.3030.040.99.1220.099.99.520.010.5147.300.01		1,116	1,116	-	534	1,116	794	321	100.0%	71.2%	-	1
010	0001.3030.040.99.1420.099.99.520.010.5110.300.02		126,598	137,518	-	42,947	105,092	97,849	7,242	76.4%	71.2%	31,530	896
010	0001.3030.040.99.1420.099.99.520.010.5130.300.02		-	-	-	- 070		-	-	-	- 74 20/	-	-
010 010	0001.3030.040.99.1420.099.99.520.010.5146.300.02 0001.3030.040.99.5100.099.99.520.010.5174.300.99		1,036	1,036	-	970 -	1,504	737 -	766 -	145.1%	71.2%	-	(468)
010	0001.3031.040.99.1220.099.99.520.010.5110.300.01	DIR OF STUDENT DEV SALARIES PERM	163,515	163,515	-	40,898	122,943	122,636	307	75.2%	75.0%	40,773	(201)
010 010	0001.3031.040.99.1220.099.99.520.010.5110.300.02 0001.3031.040.99.1220.099.99.520.010.5146.300.02		88,027 1,200	105,502 1,200	-	30,897	76,834 1,200	75,069 1,200	1,765	72.8% 100.0%	71.2% 100.0%	28,316	352
010	0001.3031.040.99.1220.099.99.520.010.5147.300.01		-	1,200		-	1,200	1,200	1	-	100.0%	-	-
010	0001.3031.040.99.1230.099.99.520.010.5110.300.01	STUDENT SERVICES-UNASSIGNED-SALARI	30,490	35,490	5,000	12,542	13,793	26,618	(12,825)	38.9%	75.0% YES	13,382	8,315
010 010	0001.3031.040.99.1230.099.99.520.010.5146.300.01 0001.3031.040.99.5100.099.99.520.010.5174.300.99		64	64	-	-	-	48	(48)	0.0%	75.0%	-	64
010	0001.3032.040.99.1220.099.99.520.010.5110.300.01		188,768	188,768	-	44,942	134,827	141,576	(6,749)	71.4%	75.0%	44,943	8,998
010 010	0001.3032.040.99.1220.099.99.520.010.5110.300.02		74,019	74,019	-	18,441	54,485	52,667	1,818	73.6%	71.2%	19,863	(329)
010	0001.3032.040.99.1220.099.99.520.010.5146.300.02 0001.3032.040.99.1220.099.99.520.010.5147.300.01		1,800	1,800	-	-	1,800	1,800		100.0%	100.0%	-	-
010	0001.3032.040.99.5100.099.99.520.010.5174.300.99	DIR OF PROG DEV FRINGE - RETIRE	2,000	2,000	-	-	-	1,500	(1,500)	0.0%	75.0%	-	2,000
010 010	0001.3040.040.99.1410.099.99.520.010.5110.300.01 0001.3040.040.99.1410.099.99.520.010.5110.300.02		179,570 407,949	179,570 427,254	-	42,855 106,024	128,566 309,917	134,678 304,008	(6,111) 5,910	71.6% 72.5%	75.0% 71.2%	42,856 114,193	8,148 3,144
010	0001.3040.040.99.1410.099.99.520.010.5110.300.02		407,949	427,234	-	100,024	125	304,008	125	-	71.270	750	(875)
010	0001.3040.040.99.1410.099.99.520.010.5146.300.02		2,970	2,970	-	1,164	5,634	2,970	2,664	189.7%	100.0%	-	(2,664)
010 010	0001.3040.040.99.1410.099.99.520.010.5147.300.01 0001.3040.040.99.5100.099.99.520.010.5174.300.99			-	-	-	-			-		-	-
010	0001.3050.040.99.1230.099.99.520.010.5110.300.01		-	-	-	-	13,755	-	13,755	100.0%	0.0% YES	-	(13,755)
010	0001.3050.040.99.1230.099.99.520.010.5146.300.01 0001.3110.005.10.2325.099.99.520.010.5124.300.03		10.202	10,293	-	-	90 46	- 7.007	90	100.0% 0.4%	0.0% 68.9% YES	-	(90)
010	0001.3110.005.10.2323.099.99.520.010.5124.300.03		10,293	10,293	-	-	-	7,087	(7,041)	- 0.4%	00.9% 1E5	-	10,247
010	0001.3110.005.10.2353.099.99.520.010.5110.300.03				-								
010 010	0001.3110.005.10.2354.099.99.520.010.5128.300.01 0001.3110.005.10.2355.099.99.520.010.5120.300.03		22,805	22,805	-	2,303	2,303	15,702	(13,399)	10.1%	68.9% YES	2,303	18,200
010	0001.3110.005.10.2356.099.99.520.010.5136.300.01	PROF DEV-DISTRICT-PROF DEV STIPENDS	35,565	35,565	-	1,514	1,514	24,487	(22,973)	4.3%	68.9% YES	1,514	32,537
010 010	0001.3110.005.10.2357.099.99.520.010.5110.300.01 0001.3110.005.21.2325.099.99.520.010.5120.300.03	PROF DEV SALARIES PERMANENT PROF DEV-BROADMEADOW-TEMP SAL/PRC	- 10,462	10,462	-	-	760 -	- 7 202	760	100.0% 0.0%	68.9% 68.9% YES	-	(760)
010	0001.3110.005.21.2325.099.99.520.010.5120.300.03		10,462	10,462	-	-	-	7,203	(7,203)	-	00.9% 1E5	-	10,462
010	0001.3110.005.21.2353.099.99.520.010.5110.300.01	PROF DEV SALARIES PERMANENT			-								
010 010	0001.3110.005.21.2354.099.99.520.010.5128.300.01 0001.3110.005.21.2355.099.99.520.010.5120.300.03		2,872	2,872	-	2,950 2,310	4,652 4,146	1,977	2,675 4,146	162.0% 100.0%	68.9% 68.9%	2,950	(4,730) (4,146)
010	0001.3110.005.21.2356.099.99.520.010.5136.300.01		3,094	3,094	-	326	1,846	2,130	(284)	59.7%	68.9%	326	922
010	0001.3110.005.21.2357.099.99.520.010.5110.300.01		-	4.000	-	-	-	- 2.000	- (2.800)	- 0.00/	-	-	-
010 010	0001.3110.005.22.2325.099.99.520.010.5120.300.03 0001.3110.005.22.2351.099.99.520.010.5110.300.01		4,080	4,080	-	-	-	2,809	(2,809)	0.0%	68.9%	-	4,080
010	0001.3110.005.22.2353.099.99.520.010.5110.300.01	PROF DEV SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3110.005.22.2353.099.99.520.010.5120.300.03 0001.3110.005.22.2354.099.99.520.010.5128.300.01		- 5,494	- 5,494	-	- 2,185	- 4,288	- 3,783	- 505	- 78.0%	68.9%	- 2,185	- (979)
010	0001.3110.005.22.2355.099.99.520.010.5120.300.03		-	-	-	3,168	4,459	-	4,459	100.0%	68.9%	2,103	(4,459)
010	0001.3110.005.22.2356.099.99.520.010.5136.300.01		4,323	4,323	-	326	326	2,976	(2,650)	7.5%	68.9%	326	3,671
010 010	0001.3110.005.22.2357.099.99.520.010.5110.300.01 0001.3110.005.23.2325.099.99.520.010.5120.300.03		4,262	4,262	-	-	-	2,934	(2,934)	0.0%	68.9%	-	- 4,262
010	0001.3110.005.23.2351.099.99.520.010.5110.300.01	PROF DEV SALARIES PERMANENT	-,	-	-	-	-	-	-	-	-	-	-,
010 010	0001.3110.005.23.2353.099.99.520.010.5110.300.01 0001.3110.005.23.2354.099.99.520.010.5128.300.01	PROF DEV SALARIES PERMANENT PROF DEV-HILLSIDE-INSTR COACHING ST.	- 2,872	- 2,872	-	- 3,496	- 3,896	- 1,977	1,919	- 135.7%	- 68.9%	- 3,496	- (4,520)
010	0001.3110.005.23.2354.099.99.520.010.5128.300.01		- 2,672	-		1,952	4,089	1,9//	4,089	100.0%	68.9%	3,490	(4,089)
010	0001.3110.005.23.2356.099.99.520.010.5136.300.01	PROF DEV-HILLSIDE-PROF DEV STIPENDS	3,095	3,095	-	1,288	2,088	2,131	(43)	67.5%	68.9%	1,288	(281)
010 010	0001.3110.005.23.2357.099.99.520.010.5110.300.01 0001.3110.005.24.2325.099.99.520.010.5120.300.03		- 5,145	- 5,145	-		-	- 3,542	(3,542)	0.0%	68.9%	-	- 5,145
010	0001.3110.005.24.2351.099.99.520.010.5110.300.01	PROF DEV SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3110.005.24.2353.099.99.520.010.5110.300.01		2.700	- 2.706	-	- 2.072	-	1.010	- 2 522	- 159.4%	- 69.004	- 2.072	- (4.530)
010	0001.3110.005.24.2354.099.99.520.010.5128.300.01 0001.3110.005.24.2355.099.99.520.010.5120.300.03		2,786	2,786	-	2,873 3,358	4,441 5,614	1,918	2,522 5,614	159.4%	68.9% 68.9% YES	2,873	(4,528) (5,614)
010	0001.3110.005.24.2356.099.99.520.010.5136.300.01	PROF DEV-MITCHELL-PROF DEV STIPENDS	1,867	1,867	-	326	326	1,285	(959)	17.5%	68.9%	326	1,215
010	0001.3110.005.24.2357.099.99.520.010.5110.300.01	PROF DEV SALARIES PERMANENT	-	-	-	-	- 1	-	-	-		I -	-

Account   Control   Cont							l I					Significant		
100		Account	Description			QIII							Encumbrance	
10	010	0001.3110.005.25.2325.099.99.520.010.5120.300.03	PROF DEV-NEWMAN-TEMP SALARIES/PROF			-	-	-					-	6,614
100				-	-	-	-	-	-	-	-	-	-	-
Motor   Moto				-	-	-	-	-	_	_			-	-
Column   C				9,864	9,864	-			6,792	1,180			5,582	(3,690)
30 30 311100000 27, 212200 098 2200 010 110 2000 9 10 2000 9 10 2000 9	010			3 095	3 095	-	3,548		- 2 131				- 326	
100				-	-	-	-	-	-	-	-	-	-	-
100 001,1110:015, 22,25,00 pp 52,00.01,510,200.01 PP CPC VALAGE FERMANET   1,777   1,7				5,232	5,232	-	-	-	3,602	(3,602)	0.0%	68.9%	-	5,232
100   0001-1100-0001-2-2-2-100-000-2-2-2-2-2-2				-	-	-	-	-					_	-
100   101   101   102   103		0001.3110.005.26.2354.099.99.520.010.5128.300.01	PROF DEV-HIGH ROCK-INSTR COACHING S	4,970	4,970	-			3,422	_			2,185	(639)
1.00				911	- 911	-			- 627				- 326	
100 00011116.005.30.275.09.99.320.005.110.003.37 3000.9 Per Per SALARISS FERMANIST T				-	-	-	-	-	-	- (101)	-	-	-	-
100 0013110.0053-22535999-95200 015310.0303 RPC RPV SALARIES FERNAMENT 12-465 1		0001.3110.005.30.2325.099.99.520.010.5120.300.03			6,593	-	-	-	4,539	(4,539)		68.9%	-	6,593
020 001.3110.075.30.235.009.99.20.00.3120.000.31 0001.3110.075.40.235.009.99.20.00.3120.000.31 0001.3110.075.40.235.009.99.20.00.3120.000.31 0001.3110.075.40.235.009.99.20.00.3120.000.31 0001.3110.075.40.235.009.99.20.00.3120.000.31 0001.3110.075.40.235.00.99.99.20.00.3120.000.310.0000.30 0001.3110.075.40.235.00.99.99.20.00.3120.0000.310.0000.30 0001.3110.075.40.235.00.99.99.20.00.3120.0000.30 0001.3110.075.40.235.00.99.99.20.00.3120.0000.30 0001.3110.075.40.235.00.99.99.20.00.3120.0000.30 0001.3110.075.40.235.00.99.99.20.00.3120.0000.30 0001.3110.075.40.235.00.99.99.20.00.3120.0000.30 0001.3110.075.40.235.00.99.99.20.00.3120.0000.30 0001.3110.075.40.235.00.99.99.20.00.3120.0000.30 0001.3110.075.40.235.00.99.99.20.00.3120.0000.30 0001.3110.075.40.235.00.99.99.20.00.3120.0000.30 0001.3110.075.40.235.00.99.99.20.00.3120.0000.30 0001.3110.075.40.235.00.99.99.20.00.3120.0000.30 0001.3110.075.40.235.00.99.99.20.00.3120.0000.30 0001.3110.075.40.235.0000.30 0001.3110.075.40.235.0000.30 0001.3110.075.40.235.0000.30 0001.3110.075.40.235.00000.30 0001.3110.075.40.235.00000.30 0001.311				-	-	-	-	-	_	_			-	-
000.3110.007.301756.00999.520.001.5113.0001 Per POP SAMERY PERMANETY PER POP SAME P	010	0001.3110.005.30.2354.099.99.520.010.5128.300.01	PROF DEV-POLLARD-INSTR COACHING STI	12,486	12,486	-			8,597				2,622	6,412
0.00 0.01.01.00 0.00.310.00 0.00.23.00.00 0.00 0.00.00 0.00 0.0				- 1 823	- 1 823	-			1 255				- 815	
000.3110.055 40.235.1099.952.001.0513.03.001.03.03.001.03.03.001.03.03.001.03.03.001.03.03.001.03.03.001.03.03.001.03.03.001.03.03.001.03.03.001.03.03.001.03.03.001.03.03.001.03.03.001.03.03.03.001.03.03.03.001.03.03.03.001.03.03.03.001.03.03.03.001.03.03.03.001.03.03.03.001.03.03.03.03.03.03.03.03.03.03.03.03.03.				-	-	-		-	-	-			-	-
000 3110 005 40 225 300 99 92 500 015 130 000 90 90 90 90 90 90 90 90 90 90 90 9				9,358	9,358	-	-	-	6,443	(6,443)	0.0%	68.9% YES	-	9,358
010 001.311.005.40.235.009.99.230.001.5120.300.01 PRIOP EVM-MESTER COACHING STIPPINI 2.1.28E 2.1.28E 5.0.424 10.091 12.023 10.00.00				-	-	-	-	-					_	-
001.3110.05.40.2355.099.99.52.00.15.103.00.00.1 001.3110.05.40.2357.099.95.20.01.5103.00.00.1 001.3110.06.2357.099.95.20.00.15.103.00.01 001.3110.06.2357.099.95.20.00.15.103.00.1 001.3110.06.2357.09		0001.3110.005.40.2354.099.99.520.010.5128.300.01	PROF DEV-NHS-INSTR COACHING STIPENI	21,328	21,328	-			14,685				5,681	5,356
000.3110.005.40.2375.099.95.20.01.0512.00.00 PROF SHAMERS FERNAMENT 010.000.3110.04.02.1231.099.95.20.01.0512.00.00 PROF SHAMERS FERNAMENT 010.000.3110.04.02.1231.099.95.20.01.0512.00.00 PROF SHAMERS FERNAMENT 010.000.3110.04.02.1231.099.95.20.01.0514.00.00 PROF DEV SHAMERS FERNAMENT 010.000.3110.04.02.1231.099.95.20.01.0514.00.00 PROF DEV SHAMERS FERNAMENT 010.000.3110.04.02.2315.099.95.20.01.0514.00.00 PROF DEV SHAMERS FERNAMENT 010.000.3110.04.02.2315.099.95.20.01				2 083	2 083	-			1 /3/				- 652	
0001.3110.005.20.3757.099.99.570.001.5110.300.01 PROFESSIONAL DEVLOPMENT PRESCHOO				-	2,003	-	-	-	- 1,454	-	-	-	-	(154)
0001.3110.0002.12351.099.99.52.0010.5143.0001 PROF PEV SALABES PERMANENT				-	-	-	335	453	-	453	100.0%	68.9%	-	(453)
0001.3110.040.21.251.099.95.20.010.5147.300.1 PROF DEV ALDRESTYT				-	-	-	-	-		-			_	-
000.1310.040.213520.090.95.220.015.10.300.01 PROF DEV SALARIES PERMANENT  010 0001.3110.040.223535.099.95.220.015.10.300.01 PROF DEV SALARIES PERMANENT  010 0001.3110.040.22355.099.95.220.015.10.300.01 PROF DEV SALARIES PERMANENT  010 0001.310.040.22355.099.95.220.015.10.300.01 PROF DEV SALARIES PERMANENT  010 0001.310.040.2355.01.999.95.220.015.10.300.01 PROF DEV SALARIES PERMANENT  010 0001.310.040.2355.01.999.95.220.015.10.300.01 PROF DEV SALARIES PERMANENT  010 0001.310.040.2355.01.999.95.220.015.10.300.01 PROF DEV SALARIES PERMANENT  010 0001.310.040.255.01.999.95.220.015.10.300.01 PROF DEV SALARIES PERMANENT  010 0001.310.040.25	010	0001.3110.040.21.2351.099.99.520.010.5146.300.01	PROF DEV LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
0001.3110.0400.22.351.099.95.20.010.5147.300.01 PROF DEV SALARIES PERMANENT				-	-	-	-	-	-	-	-	-	-	-
000.3110.040.22351.099.99.50.010.5110.300.01 0001.3110.040.20351.099.99.50.010.5110.300.01 0001.3110.040.20351.099.99.50.010.5110.300.01 0001.310.040.20351.099.99.50.010.5110.300.01 0001.310.040.20351.099.99.50.00.0510.300.01 0001.310.040.20350.099.99.50.00.0510.300.01 0001.310.040.20350.099.99.50.00.0510.300.01 0001.310.040.20350.099.99.50.00.0510.300.01 0001.310.040.20350.099.99.50.00.0510.300.01 0001.310.040.20350.099.99.50.00.0510.300.01 0001.310.040.20350.099.99.50.00.0510.300.01 0001.310.050.20350.099.99.50.00.0510.300.01 0001.310.050.20350.099.99.50.00.0510.300.01 0001.310.050.20350.099.99.50.00.0510.300.01 0001.310.050.20350.099.99.50.00.0510.300.01						-	-	-	1	1			-	-
0001.3110.0402.2352.090.99.95.20.010.5110.300.01 PROF DEV SALARIES PERMARENT		0001.3110.040.22.2351.099.99.520.010.5146.300.01	PROF DEV LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
0001.3110.0402.32351.099.99.520.010.5110.300.01 PROF DEV SALARIES PERMANENT	010				-	-	-	-						-
0001.3110.040.23.2351.099.995.20.010.5147.300.01 PROF DEV ALT LONGEVITY	010	0001.3110.040.23.2351.099.99.520.010.5110.300.01	PROF DEV SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
0001.3110.040.22.357.099.95.20.010.5110.300.01 PROF DEV LONGEVITY				-	-	-	-	-	-	-	-	-	-	-
0001.3110.040.23.3520.099.99.520.010.5110.300.01 PROF DEV SALARIES PERMANENT						-	-	-	1	1			-	-
0001.3110.040.24.2351.099.99.52.0010.5143.030.01 0001.3110.040.24.2351.099.99.52.0010.5143.030.01 0001.3110.040.24.2351.099.99.52.0010.5143.030.01 0001.3110.040.25.2351.099.99.52.0010.5110.300.01 0001.3110.040.25.2351.099.99.52.0010.5110.300.01 0001.3110.040.25.2351.099.99.52.0010.5110.300.01 0001.3110.040.25.2351.099.99.52.0010.5140.300.01 0001.3110.040.25.2351.099.99.52.0010.5140.300.01 0001.3110.040.25.2351.099.99.52.0010.5140.300.01 0001.3110.040.25.2351.099.99.52.0010.5140.300.01 0001.3110.040.25.2351.099.99.52.0010.5140.300.01 0001.3110.040.25.2351.099.99.52.0010.5140.300.01 0001.3110.040.25.2351.099.99.52.0010.5110.300.01 0001.3110.040.25.2351.099.99.52.0010.5110.300.01 0001.3110.040.25.2351.099.99.52.0010.5110.300.01 0001.3110.040.25.2351.099.99.52.0010.5110.300.01 0001.3110.040.25.2351.099.99.52.0010.5110.300.01 0001.3110.040.30.2351.019.99.52.0010.5110.300.01 0001.3110.040.30.2351.019.99.52.0010.5110.300.01 0001.3110.040.30.2351.019.99.52.0010.5110.300.01 0001.3110.040.30.2351.09.99.99.52.0010.5110.300.01 0001.3110.040.30.2351.09.99.99.52.0010.5110.300.01 0001.3130.005.21.2330.09.99.95.00.010.5110.300.01 0001.3130.005.21.2330.09.99.95.00.010.5110.300.01 0001.3130.005.21.2330.09.99.95.00.010.5110.300.01 0001.3130.005.21.2330.09.99.95.00.010.5110.300.03 0001.3130.005.22.2330.09.99.95.00.010.5110.300.03 0001.3130.005.22.2330.09.99.95.00.010.5110.300.03 0001.3130.005.22.2330.09.99.95.00.010.5110.300.03 0001.3130.005.22.2330.09.99.95.00.010.5110.300.03 0001.3130.005.22.2330.09.99.95.00.010.5110.300.03 0001.3130.005.22.2330.09.99.95.00.010.5110.300.03 0001.3130.005.22.2330.09.99.95.00.010.5110.300.03 0001.3130.005.22.2330.09.99.95.00.010.5110.300.03 0001.3130.005.22.2330.09.99.95.00.010.5110.300.03 0001.3130.005.22.2330.09.99.95.00.010.5110.300.03 0001.3130.005.22.2330.09.99.95.00.010.5110.300.03 0001.3130.005.22.2330.09.99.95.00.010.5110.300.03 0001.3130.005.22.2330.09.99.95.00.010.5110.300.03 0001.3130.005.22.2330.09.99.95.00.010.5110.300.03 0001.3131.005.10.2330.09.99.95.00.010.5110.300.03 0001.3131.005.				-	-	-	-	-	-	-	-	-	-	-
001 0001.3110.000.24.2551.099.99.520.010.5110.300.11 PROF DEV LORGEVITY				-	-	-	-	-		-		-	-	-
001.3110.040; 24.3520.099.95.20.010.5110.300.01 PROFESSIONAL DEVELOPMENT	010	0001.3110.040.24.2351.099.99.520.010.5146.300.01	PROF DEV LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010 0001.3110.040.25.2351.099.99.520.010.5163.00.01 PROF DEV SALARIES PERMANENT	010			-	-	-	-	-	-	-	-	-	-	-
010 0001.3110.040.25.251.099.99.520.010.5147.300.01 PROF DEV SALARIES PERMANENT						-	-	-	1	1			-	-
010 0001.3110.040.25.3520.099.95.20.010.5110.300.01 PROF DEV SALARIES PERMANENT				-	-	-	-	-	-	-	-	-	-	-
010 0001.3110.040.26.2351.099.99.520.010.5110.300.01 PROF DEV SALARIES PERMANENT					-	-	-	-						-
010 0001.3110.040.30.2351.099.99.520.010.5110.300.01		0001.3110.040.26.2351.099.99.520.010.5110.300.01	PROF DEV SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010 0001.3122.005.10.2305.099,99.520.010.5110.300.01 SALARY RESERVE SALARIES PERMANENT 358,546 358,546				-	-	-	-	-	-	-	-	-	-	-
010 0001.3130.005.10.2325.099.99.520.010.5110.300.03 SUB CALLERS SALARIES TEMPORARY				358,546	358,546	-	-	-	1	1	0.0%	0.0%	-	358,546
010 0001.3130.005.21.2330.099.99.520.010.5110.300.03 SUB CALLERS SALARIES				-	· -	-	-	-	-	-	-	-	-	-
010 0001.3130.005.22.2330.099.99.520.010.5110.300.03 SUB CALLERS SALARIES				-	-	-	-	-		-			-	-
010 0001.3130.005.24.2330.099,99.520.010.5110.300.03 SUB CALLERS SALARIES				-	-	-	-	-	-	-	-	-	-	-
010 0001.3130.005.25,2330.099,99.520.010.5110.300.03 SUB CALLERS SALARIES				-	-	-	-	-	-	-	-	-	-	-
010 0001.3130.005.26.2330.099.99.520.010.5110.300.03 SUB CALLERS SALARIES				-	-	-		-						-
010 0001.3130.005.40.2330.099.99.520.010.5110.300.03 SUB CALLERS SALARIES		0001.3130.005.26.2330.099.99.520.010.5110.300.03	SUB CALLERS SALARIES	-	-	-	-	-	-	-	-	-	-	-
010 0001.3131.005.10.2305.099.99.520.010.5121.300.03 SUBS-DISTRICT-SUBS-SALARIES-TEMPOR 34,957 34,957 - 35 35 24,069 (24,034) 0.1% 68.9% YES - 34,922 0.001.3131.005.10.2325.099.99.520.010.5124.300.03 SUBS-DISTRICT-SUBS-LORI TERM 94,766 94,766 65,249 (65,249) 0.0% 68.9% YES - 94,766 65,249 (65,249) 0.0% 68.9% YES - 94,766 94,				-	-	-	[ ]	-			-			-
010 0001.3131.005.10.2324.099.99.520.010.5124.300.03 SUBS-DISTRICT-SUBS-LONG TERM 94,766 94,766 65,249 (65,249) 0.0% 68.9% YES - 94,766 010 0001.3131.005.10.2325.099.99.520.010.5126.300.03 SUBSTITUTES SAL TEMP CLASSROOM SUB 1,937 - 1,937 100.0% 68.9% 1 - 1,937 010 0001.3131.005.21.2305.099.99.520.010.5121.300.03 SUBSTITUTES SALARIES SCHOOLS TEMPO 1,875 3,310 - 3,310 100.0% 68.9% 1 - (3,310 3) 100.0% 100.0				34,957	34,957	-	35	35	24,069	(24,034)		68.9% YES	-	34,922
010 0001.3131.005.21.2305.099.99.520.010.5121.300.03 SUBSTITUTES SALARIES SCHOOLS TEMPO 1,875 3,310 - 3,310 100.0% 68.9% - (3,310		0001.3131.005.10.2324.099.99.520.010.5124.300.03	SUBS-DISTRICT-SUBS-LONG TERM			-	-	-		(65,249)	0.0%	68.9% YES	-	94,766
				-	-	-	- 1.875		_				-	
	010	0001.3131.005.21.2325.099.99.520.010.5125.300.03	SUBSTITUTES SAL TEMP CAFE SUBS	-	-	-	-	-	-	-	-	-	-	-
010 0001.3131.005.21.2325.099.99.520.010.5126.300.03 SUBSTITUTES SAL TEMP CLASSROOM SUB 31,372 - 9,637 19,249 21,600 (2,352) 61.4% 68.9% - 12,123	010	0001.3131.005.21.2325.099.99.520.010.5126.300.03	SUBSTITUTES SAL TEMP CLASSROOM SUB	31,372	31,372	-	9,637	19,249	21,600	(2,352)	61.4%	68.9%	-	12,123

											Significant		
	Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target & Variance > 20%	Encumbrance	Budget Balance
010	0001.3131.005.21.2325.099.99.520.010.5127.300.03	SUBSTITUTES-BROADMEADOW-PERMANEN	21,600	21,600	-	-	-	14,872	(14,872)	0.0%	68.9% YES	-	21,600
010	0001.3131.005.22.2305.099.99.520.010.5121.300.03		-	-	-	2,800	4,025	-	4,025	100.0%	68.9%	-	(4,025)
010 010	0001.3131.005.22.2325.099.99.520.010.5125.300.03 0001.3131.005.22.2325.099.99.520.010.5126.300.03		21,609	21,609	-	- 6,895	- 18,571	14,878	3,693	- 85.9%	68.9%	-	3,038
010	0001.3131.005.23.2305.099.99.520.010.5121.300.03		-	-	-	2,293	3,973	-	3,973	100.0%	68.9%	-	(3,973)
010	0001.3131.005.23.2325.099.99.520.010.5125.300.03				-	-	-			-		-	-
010 010	0001.3131.005.23.2325.099.99.520.010.5126.300.03 0001.3131.005.24.2305.099.99.520.010.5121.300.03		23,585	23,585	-	2,706 2,100	8,007 4,690	16,239	(8,232) 4,690	33.9% 100.0%	68.9% YES 68.9%	-	15,579 (4,690)
010	0001.3131.005.24.2325.099.99.520.010.5125.300.03		-	-	-	-	-,050	-	-	-	-	-	(4,050)
010	0001.3131.005.24.2325.099.99.520.010.5126.300.03		27,253	27,253	-	6,393	11,637	18,764	(7,127)	42.7%	68.9% YES	-	15,616
010 010	0001.3131.005.25.2305.099.99.520.010.5121.300.03 0001.3131.005.25.2325.099.99.520.010.5125.300.03		-	-	-	3,605	5,040	-	5,040	100.0%	68.9% YES	-	(5,040)
010	0001.3131.005.25.2325.099.99.520.010.5126.300.03		35,038	35,038	-	10,382	24,447	24,125	322	69.8%	68.9%	-	10,591
010	0001.3131.005.26.2325.099.99.520.010.5125.300.03		-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3131.005.26.2325.099.99.520.010.5126.300.03 0001.3131.005.26.2325.099.99.520.010.5127.300.03		27,703	27,703	-	14,868	23,512	19,074	4,438	84.9%	68.9%	-	4,191
010	0001.3131.005.30.2324.099.99.520.010.5127.300.03	SUBS-POLLARD-PERMANENT SUBS	22,015	24,127	-	6,041	14,655	16,612	(1,957)	60.7%	68.9%	6,819	2,653
010	0001.3131.005.30.2325.099.99.520.010.5125.300.03		-	-	-	6,184	10,242	-	10,242	100.0%	68.9% YES	-	(10,242)
010 010	0001.3131.005.30.2325.099.99.520.010.5126.300.03 0001.3131.005.30.2325.099.99.520.010.5127.300.03	SUBSTITUTES SAL TEMP CLASSROOM SUB SUBSTITUTES SAL TEMP PERMANENT SUB!	48,018	48,018	-	7,490	11,830	33,062	(21,232)	24.6%	68.9% YES	-	36,188
010	0001.3131.005.40.2324.099.99.520.010.5127.300.03		22,015	22,015	-	6,101	14,714	15,158	(443)	66.8%	68.9%	6,819	482
010	0001.3131.005.40.2325.099.99.520.010.5125.300.03		31,065	31,065	-	8,879	20,976	21,389	(413)	67.5%	68.9%	2,184	7,906
010 010	0001.3131.005.40.2325.099.99.520.010.5126.300.03 0001.3131.005.40.2325.099.99.520.010.5127.300.03		51,133	51,133 2,112	-	16,123	39,376	35,206 1,454	4,170 (1,454)	77.0% 0.0%	68.9% 68.9%	-	11,757 2,112
010	0001.3131.005.50.2325.099.99.520.010.5126.300.03		-	-	-	9,239	16,728	-	16,728	100.0%	68.9% YES	-	(16,728)
010	0001.3132.005.21.2305.099.99.520.010.5110.300.01		11,091	8,591	(2,500)	-	2,560	-	2,560	29.8%	0.0%	-	6,032
010 010	0001.3132.005.21.2353.099.99.520.010.5110.300.01 0001.3132.005.21.2356.099.99.520.010.5136.300.01		-	3,290	3,290	910	- 2,730	3,290	(560)	83.0%	100.0%	-	560
010	0001.3132.005.21.2357.099.99.520.010.5110.300.01		-	-	-	-	-	-	- 1	-	-	-	-
010	0001.3132.005.22.2305.099.99.520.010.5110.300.01		11,091	8,591	(2,500)	185	2,482	8,591	(6,109)	28.9%	100.0% YES	-	6,109
010 010	0001.3132.005.22.2353.099.99.520.010.5110.300.01 0001.3132.005.22.2356.099.99.520.010.5136.300.01		-	3,290	3,290	910	2,730	3,290	(560)	83.0%	100.0%	-	560
010	0001.3132.005.22.2357.099.99.520.010.5110.300.01		-	-	-	-	-	-	- 1	-	-	-	-
010	0001.3132.005.23.2305.099.99.520.010.5110.300.01		11,092	8,092	(3,000)	-	1,425	8,092	(6,668)	17.6%	100.0% YES	-	6,668
010 010	0001.3132.005.23.2353.099.99.520.010.5110.300.01 0001.3132.005.23.2356.099.99.520.010.5136.300.01		-	3,290	3,290	910	2,730	3,290	(560)	83.0%	100.0%	-	560
010	0001.3132.005.23.2357.099.99.520.010.5110.300.01		-	-	-	-	-,	-	-	-	-	-	-
010 010	0001.3132.005.24.2305.099.99.520.010.5110.300.01		11,092	8,092	(3,000)	-	1,887	8,092	(6,205)	23.3%	100.0% YES	-	6,205
010	0001.3132.005.24.2353.099.99.520.010.5110.300.01 0001.3132.005.24.2356.099.99.520.010.5136.300.01		-	3,290	3,290	910	2,730	3,290	(560)	83.0%	100.0%	-	560
010	0001.3132.005.24.2357.099.99.520.010.5110.300.01	CURRICULUM DEVELOPMENT	-	-	-	-	-	-	- 1	-	-	-	-
010 010	0001.3132.005.25.2305.099.99.520.010.5110.300.01 0001.3132.005.25.2353.099.99.520.010.5110.300.01		11,092	10,592	(500)	304	5,983 555	10,592	(4,609) 555	56.5% 100.0%	100.0% 100.0%	-	4,609 (555)
010	0001.3132.005.25.2353.099.99.520.010.5110.300.01		-	3,290	3,290	910	2,730	3,290	(560)	83.0%	100.0%	-	560
010	0001.3132.005.25.2357.099.99.520.010.5110.300.01		-	-	-	-	-	-	- 1	-	-	-	-
010 010	0001.3132.005.26.2305.099.99.520.010.5110.300.01 0001.3132.005.26.2353.099.99.520.010.5110.300.01		5,057	4,377	(680)	-	436	4,377	(3,941)	10.0%	100.0%	-	3,941
010	0001.3132.005.26.2357.099.99.520.010.5110.300.01		_	-	-	_	-			-		_	-
010	0001.3132.005.30.2305.099.99.520.010.5110.300.01		11,682	11,682	-	-	2,891	11,682	(8,791)	24.7%	100.0% YES	-	8,791
010 010	0001.3132.005.30.2353.099.99.520.010.5110.300.01 0001.3132.005.30.2357.099.99.520.010.5110.300.01		-	-	-	-	370	-	370	100.0%	100.0%	-	(370)
010	0001.3132.005.40.2305.099.99.520.010.5110.300.01		15,847	15,847	-	550	13,406	15,847	(2,441)	84.6%	100.0%	-	2,441
010	0001.3132.005.40.2353.099.99.520.010.5110.300.01		-	-	-	-	-	-	- 1	-	-	-	-
010 010	0001.3132.005.40.2357.099.99.520.010.5110.300.01 0001.3132.040.10.2210.099.99.520.010.5110.300.01		-	-	-	-	-	-				-	-
010	0001.3141.040.99.1230.099.99.520.010.5110.300.03		54,868	54,868	-	17,636	49,151	40,096	9,055	89.6%	73.1%	15,669	(9,952)
010	0001.3141.040.99.1230.099.99.520.010.5146.300.03		-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3150.040.99.1450.099.99.520.010.5110.300.02 0001.3150.040.99.1450.099.99.520.010.5110.300.03		306,865	306,865	-	76,221	222,801	218,346	- 4,455	- 72.6%	71.2%	- 82,072	1,992
010	0001.3150.040.99.1450.099.99.520.010.5146.300.03		2,250	2,250	-		2,213	1,601	612	98.3%	71.2%	-	38
010	0001.3150.040.99.4400.099.99.520.010.5110.300.03		202,377	202,377	-	50,221	149,135	151,783	(2,648)	73.7%	75.0%	51,740	1,502
010 010	0001.3150.040.99.4400.099.99.520.010.5146.300.03 0001.3150.040.99.4450.099.99.520.010.5110.300.03		3,500 81,598	3,500 81,598	-	20,259	1,000 59,220	2,625 58,060	(1,625) 1,160	28.6% 72.6%	75.0% 71.2%	2,500 21,814	- 564
010	0001.3150.040.99.4450.099.99.520.010.5146.300.03	ADMIN TECH LONGEVITY	750	750	-	-	738	534	204	98.3%	71.2%	-	13
010	0001.3160.005.99.3300.099.99.520.010.5110.300.02		69,530	69,530	-	17,193	48,810	49,999	(1,190)	70.2%	71.9%	15,537	5,183
010	0001.3160.005.99.3300.099.99.520.010.5110.300.03 0001.3160.005.99.3300.099.99.520.010.5126.300.03	TRANS SALARIES PERMANENT TRANS SALARIES TEMP CLASSRM SUBS	31,736 4,380	31,736 4,380	-		-	21,851 3,016	(21,851) (3,016)	0.0% 0.0%	68.9% YES 68.9%	-	31,736 4,380
010	0001.3160.005.99.3300.099.99.520.010.5130.300.03	OVERTIME	· -	· -	-	-	-	· -		-	-	-	-
010	0001.3160.005.99.3300.099.99.520.010.5146.300.02	TRANS LONGEVITY	3,500	3,500	-	-	-	2,410	(2,410)	0.0%	68.9%	3,500	-
010 010	0001.3160.005.99.3300.099.99.520.010.5146.300.03 0001.3160.005.99.6900.099.99.520.010.5110.300.02		-	-	-								-
010	0001.3160.005.99.6900.099.99.520.010.5146.300.02	TRANS LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010	0001.3160.010.99.3300.099.99.520.010.5110.300.02	TRANS SALARIES PERMANENT	187,877	187,877	-	42,486	117,442	129,940	(12,498)	62.5%	69.2%	43,904	26,532

						l I	 				Significant	l	
	Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target & Variance > 20%	Encumbrance	Budget Balance
010	0001.3160.010.99.3300.099.99.520.010.5110.300.03	TRANS SALARIES PERMANENT			-	1,100	4,426		4,426	100.0%	68.9%	2,592	(7,018)
010	0001.3160.010.99.3300.099.99.520.010.5126.300.03 0001.3160.010.99.3300.099.99.520.010.5130.300.02	TRANS SALARIES TEMP CLASSRM SUBS	7,396	7,396	-	1,991	4,661	5,092	(431)	63.0%	68.9%	2,260	474
010	0001.3160.010.99.3300.099.99.520.010.5130.300.02	OVERTIME		-		137	1,050	1	1,050	100.0%	68.9%	-	(1,050)
010	0001.3160.010.99.3300.099.99.520.010.5146.300.02	TRANS LONGEVITY	1,000	1,000	-	-	1,000	689	311	100.0%	68.9%	-	
010 010	0001.3160.010.99.3300.099.99.520.010.5146.300.03	TRANS LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010	0001.3160.040.99.3200.099.99.520.010.5110.300.01 0001.3160.040.99.3200.099.99.520.010.5126.300.03	TRANSPORTATION TRANSPORTATION SALITRANSPORTATION SALARIES TEMP CLASS				-	-	1	1			_	
010	0001.3210.005.21.2305.090.99.520.010.5110.300.01	BROADMEADOW SALARIES PERMANENT	2,223,131	2,259,655	-	511,167	1,197,003	1,318,132	(121,129)	53.0%	58.3%	851,945	210,706
010 010	0001.3210.005.21.2305.090.99.520.010.5146.300.01 0001.3210.005.21.2305.090.99.520.010.5147.300.01	BROADMEADOW LONGEVITY BROADMEADOW ALT LONGEVITY	11,800	11,800	-	2,896	6,184	6,883	(699)	52.4%	58.3%	4,678	938
010	0001.3210.005.21.2303.090.99.520.010.5147.300.01	BROADMEADOW ELEM -BROADMEADOW-S		-		36,986	86,301	1	86,301	100.0%	58.3% YES	61,644	(147,945)
010	0001.3210.005.21.2330.090.99.520.010.5110.300.03	BROADMEADOW SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3210.040.21.2210.090.99.520.010.5110.300.01 0001.3210.040.21.2210.090.99.520.010.5110.300.02	BROADMEADOW SALARIES PERMANENT BROADMEADOW SALARIES PERMANENT	244,445 159,480	272,161 159,480	-	68,210 42,183	204,630 113,988	204,121 114,375	509 (387)	75.2% 71.5%	75.0% 71.7%	68,210 45,879	(679) (387)
010	0001.3210.040.21.2210.090.99.520.010.5110.300.02	BROADMEADOW SALAKIES FERMANENT	139,400	139,400	-		-	-	(367)	-	-		(307)
010	0001.3210.040.21.2210.090.99.520.010.5146.300.02	BROADMEADOW LONGEVITY	2,589	2,589	-	1,125	2,589	1,857	732	100.0%	71.7%	-	(0)
010 010	0001.3210.040.21.2210.090.99.520.010.5147.300.01 0001.3210.040.21.2210.090.99.520.010.5174.300.01	BROADMEADOW ALT LONGEVITY BROADMEADOW FLEMENTARY FRIN BEN R	-	-	-	-	-	-	-			-	-
010	0001.3210.040.21.3520.090.99.520.010.5174.300.01		17,726	17,726	-	9,614	9,614	10,340	(727)	54.2%	58.3%	9,614	(1,501)
010	0001.3220.005.22.2305.090.99.520.010.5110.300.01	ELIOT SALARIES PERMANENT	1,524,037	1,524,037	-	335,865	777,597	889,022	(111,425)	51.0%	58.3%	559,030	187,410
010	0001.3220.005.22.2305.090.99.520.010.5146.300.01 0001.3220.005.22.2305.090.99.520.010.5147.300.01	ELIOT LONGEVITY ELIOT ALT LONGEVITY	6,200	6,200	-	1,529	3,567	3,617	(49)	57.5%	58.3%	2,548	85
010	0001.3220.005.22.2303.090.99.520.010.5147.300.01			-		52,998	130,608	1	130,608	100.0%	58.3% YES	93,524	(224,133)
010	0001.3220.005.22.2330.090.99.520.010.5110.300.03		-	-	-	-	-	-	· -	-	-	-	-
010 010	0001.3220.040.22.2210.090.99.520.010.5110.300.01 0001.3220.040.22.2210.090.99.520.010.5110.300.02		173,245 158,795	173,245 158,795	-	43,300 42,837	129,234 110,838	129,934 112,964	(700) (2,125)	74.6% 69.8%	75.0% 71.1%	43,300 44,009	711 3,948
010	0001.3220.040.22.2210.090.99.520.010.5110.300.02		330	330		42,637	248	248	(2,123)	75.0%	75.0%	83	(0)
010	0001.3220.040.22.2210.090.99.520.010.5146.300.02	ELIOT LONGEVITY	2,244	2,244	-	-	2,575	1,596	979	114.8%	71.1%	-	(331)
010 010	0001.3220.040.22.2210.090.99.520.010.5147.300.01 0001.3220.040.22.2210.090.99.520.010.5174.300.01		-	-	-	-	-	-	-	-	-	-	-
010	0001.3220.040.22.32210.090.99.520.010.5174.300.01		13,397	13,397	-	5,250	5,250	7,815	(2,565)	39.2%	58.3%	5,250	2,897
010	0001.3220.040.22.3520.090.99.520.010.5130.300.01	OVERTIME	·-	· -	-	-	-	-	` - '	-	-	-	-
010 010	0001.3230.005.23.2305.090.99.520.010.5110.300.01 0001.3230.005.23.2305.090.99.520.010.5146.300.01	HILLSIDE SALARIES PERMANENT HILLSIDE LONGEVITY	1,914,239 12,500	1,914,239 12,500	-	436,462 3,125	1,033,812 7,292	1,116,639 7,292	(82,828)	54.0% 58.3%	58.3% 58.3%	726,855 5,208	153,572
010	0001.3230.005.23.2305.090.99.520.010.5140.300.01	HILLSIDE LONGEVITY	12,300	12,300		3,123	- 1,292	- 1,292	(0)	-	-	3,206	-
010	0001.3230.005.23.2324.090.99.520.010.5124.300.01	HILLSIDE ELEM-HILLSIDE-SUBS-LONG TEF	-	-	-	35,139	74,664	-	74,664	100.0%	58.3% YES	58,619	(133,282)
010 010	0001.3230.005.23.2330.090.99.520.010.5110.300.03 0001.3230.040.23.2210.090.99.520.010.5110.300.01	HILLSIDE SALARIES PERMANENT HILLSIDE SALARIES PERMANENT	203,930	203.930	-	49,673	- 145,538	- 152,948	- (7,409)	- 71.4%	- 75.0%	- 49,829	- 8,562
010	0001.3230.040.23.2210.090.99.520.010.5110.300.01		167,031	167,031		45,467	119,709	119,505	204	71.4%	71.5%	48,771	(1,449)
010	0001.3230.040.23.2210.090.99.520.010.5146.300.01	HILLSIDE LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3230.040.23.2210.090.99.520.010.5146.300.02 0001.3230.040.23.2210.090.99.520.010.5147.300.01		3,075	3,075	-	750	3,145	2,200	945	102.3%	71.5%	-	(70)
010	0001.3230.040.23.2210.090.99.520.010.5174.300.01			-		-	-	1				-	-
010	0001.3230.040.23.3520.090.99.520.010.5110.300.01	HILLSIDE SALARIES PERMANENT	14,265	14,265	-	8,308	8,933	8,321	612	62.6%	58.3%	8,152	(2,820)
010 010	0001.3230.040.99.5100.099.99.520.010.5174.300.99 0001.3240.005.24.2305.090.99.520.010.5110.300.01		1,868,128	1,868,128	-	455,312	1,057,250	1,089,741	(32,491)	- 56.6%	- 58.3%	- 750,297	60,581
010	0001.3240.005.24.2305.090.99.520.010.5110.300.01		4,300	4,300	-	896	2,096	2,508	(412)	48.8%	58.3%	1,477	727
010	0001.3240.005.24.2305.090.99.520.010.5147.300.01		-	-	-	-	-	-	-	-	-	-	-
010	0001.3240.005.24.2324.090.99.520.010.5124.300.01	MITCHELL ELEM-MITCHELL-SUBS-LONG TE MITCHELL SALARIES PERMANENT	- 21 225	- 21 225	-	3,294	10,082	-	10,082	100.0%	58.3% YES	44,151	(54,233)
010	0001.3240.005.24.2330.090.99.520.010.5110.300.03 0001.3240.005.24.2330.090.99.520.010.5146.300.03		31,235	31,235	-	9,846	22,653	21,826	827 -	72.5% -	69.9%	9,765	(1,183)
010	0001.3240.040.24.2210.090.99.520.010.5110.300.01	MITCHELL SALARIES PERMANENT	209,358	209,358	-	52,577	156,579	157,019	(440)	74.8%	75.0%	52,577	202
010	0001.3240.040.24.2210.090.99.520.010.5110.300.02		159,154	159,154	-	44,279	115,896	113,079	2,817	72.8%	71.0%	47,145	(3,887)
010 010	0001.3240.040.24.2210.090.99.520.010.5146.300.01 0001.3240.040.24.2210.090.99.520.010.5146.300.02		1,479	1,479	-	-	1,850	1,051	- 799	125.1%	71.0%	_	(371)
010	0001.3240.040.24.2210.090.99.520.010.5147.300.01	MITCHELL ALT LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3240.040.24.2210.090.99.520.010.5174.300.01 0001.3240.040.24.3520.090.99.520.010.5110.300.01	MITCHELL ELEMENTARY FRINGE BEN RET MITCHELL SALARIES PERMANENT	- 15,995	- 15,995	-	4,500	- 4,500	9,330	(4,830)	- 28.1%	- 58.3%	4,500	- 6,995
010	0001.3250.005.25.2305.090.99.520.010.5110.300.01	NEWMAN SALARIES PERMANENT	2,420,569	2,420,569		605,344	1,390,468	1,411,999	(21,530)	57.4%	58.3%	1,003,006	27,095
010	0001.3250.005.25.2305.090.99.520.010.5146.300.01	NEWMAN LONGEVITY	8,400	8,400	-	2,038	4,754	4,900	(146)	56.6%	58.3%	3,396	250
010 010	0001.3250.005.25.2305.090.99.520.010.5147.300.01 0001.3250.005.25.2324.090.99.520.010.5124.300.01	NEWMAN ALT LONGEVITY NEWMAN ELEM-NEWMAN-SUBS-LONG TER	-	-	-	6 674	19 706	-	10 706	100.0%	- 58.3% YES	14 000	- (22 00E)
010	0001.3250.005.25.2324.090.99.520.010.5124.300.01	NEWMAN SALARIES PERMANENT	-	-	-	6,674	18,796 -		18,796 -	-	- 1L3	14,089	(32,885)
010	0001.3250.040.25.2210.090.99.520.010.5110.300.01	NEWMAN SALARIES PERMANENT	267,640	267,640	-	66,545	199,561	200,730	(1,169)	74.6%	75.0%	66,583	1,497
010 010	0001.3250.040.25.2210.090.99.520.010.5110.300.02 0001.3250.040.25.2210.090.99.520.010.5146.300.01	NEWMAN SALARIES PERMANENT NEWMAN LONGEVITY	196,771	196,771	-	53,675	138,195	139,936	(1,741)	70.2%	71.1%	57,899	677
010	0001.3250.040.25.2210.090.99.520.010.5146.300.01	NEWMAN LONGEVITY	2,050	2,050	-		2,279	1,458	821	111.2%	71.1%	500	(729)
010	0001.3250.040.25.2210.090.99.520.010.5147.300.01	NEWMAN ALT LONGEVITY	-	-	-	-	, - ·	-	-	-	-		- '
010 010	0001.3250.040.25.2210.090.99.520.010.5174.300.01 0001.3250.040.25.3520.090.99.520.010.5110.300.01	NEWMAN ELEMENTARY FRINGE BEN RET NEWMAN SALARIES PERMANENT	- 16,432	16,432	-	3,434	- 3,434	- 9,585	(6,151)	- 20.9%	- 58.3% YES	3,434	9,563
010	0001.3250.040.25.3520.090.99.520.010.5110.300.01		133,820	133,820	-	33,455	100,365	100,365	(6,151)	75.0%	75.0%	33,455	9,563
010	0001.3260.005.26.2110.099.99.520.010.5146.300.01		330	330	-	135	405	248	158	122.7%	75.0%	135	(210)

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	Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target & Variance	Encumbrance	Budget Balance
010	0001.3260.005.26.2220.035.99.520.010.5146.300.01	LONGEVITY	- Buuget	reviseu buuget	-	-	-	- Expense	rarget -		-	-	-
010	0001.3260.005.26.2220.099.99.520.010.5110.300.01	SALARIES REGULAR	-	-	-	-	-	-	-	-	-	-	-
010	0001.3260.005.26.2305.099.99.520.010.5110.300.01	HIGH ROCK SALARIES PERMANENT	1,906,419	1,906,419	-	455,241	1,101,544	1,112,078	(10,534)	57.8%	58.3%	746,729	58,146
010 010	0001.3260.005.26.2305.099.99.520.010.5120.300.01 0001.3260.005.26.2305.099.99.520.010.5146.300.01	HIGH ROCK SALARIES TEMPORARY HIGH ROCK LONGEVITY	5,000	5,000	-	1,285	3,022	2,917	105	60.4%	58.3%	- 2,118	(140)
010	0001.3260.005.26.2305.099.99.520.010.5147.300.01	HIGH ROCK ALT LONGEVITY	-	-	_	-	-	-	-	-	-		(140)
010	0001.3260.005.26.2315.099.99.520.010.5110.300.01	HIGH ROCK SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010	0001.3260.005.26.2324.099.99.520.010.5124.300.01	HIGH ROCK-HIGH ROCK-SUBS-LONG TERN	-	-	-	13,461	31,409	-	31,409	100.0%	58.3% YES	22,435	(53,844)
010 010	0001.3260.005.26.2330.099.99.520.010.5110.300.03	HIGH ROCK SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010	0001.3260.005.26.2353.099.99.520.010.5110.300.01 0001.3260.040.26.2210.099.99.520.010.5110.300.01	HIGH ROCK SALARIES PERMANENT HIGH ROCK SALARIES PERMANENT	223,333	223,333	-	55,896	174,088	167,500	6,588	- 77.9%	75.0%	55,896	(6,651)
010	0001.3260.040.26.2210.099.99.520.010.5110.300.02		150,512	150,512	-	41,400	109,335	107,221	2,115	72.6%	71.2%	44,401	(3,224)
010	0001.3260.040.26.2210.099.99.520.010.5146.300.01	HIGH ROCK LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3260.040.26.2210.099.99.520.010.5146.300.02	HIGH ROCK LONGEVITY	1,000	1,000	-	275	275	712	(437)	27.5%	71.2%	1,000	(275)
010	0001.3260.040.26.2210.099.99.520.010.5174.300.01 0001.3260.040.26.3520.099.99.520.010.5110.300.01	HIGH ROCK FRINGE BENEFITS RETIRE HIGH ROCK SALARIES PERMANENT	17,393	17,393	-	6,499	6,499	10,146	(3,647)	37.4%	58.3%	6,499	4,395
010	0001.3300.005.30.2110.099.99.520.010.5110.300.01	POLLARD SALARIES REGULAR	-	-	-	63,942	191,825	-	191,825	100.0%	75.0% YES	63,942	(255,767)
010	0001.3300.005.30.2110.099.99.520.010.5146.300.01	POLLARD LONGEVITY	-	-	-	225	675	-	675	100.0%	75.0%	225	(900)
010	0001.3300.005.30.2220.035.99.520.010.5110.300.01	SALARIES REGULAR	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3300.005.30.2220.035.99.520.010.5146.300.01 0001.3300.005.30.2305.099.99.520.010.5110.300.01	LONGEVITY POLLARD SALARIES PERMANENT	3,556,560	3,556,560	_	885,125	2,060,020	2,074,660	(14,640)	57.9%	58.3%	1,533,632	(37,092)
010	0001.3300.005.30.2305.099.99.520.010.5120.300.01	POLLARD SALARIES TEMPORARY	-	-	-	-	-	-	(14,040)	-	-	-	(37,032)
010	0001.3300.005.30.2305.099.99.520.010.5146.300.01	POLLARD LONGEVITY	6,020	6,020	-	1,505	3,548	3,512	36	58.9%	58.3%	2,472	0
010	0001.3300.005.30.2305.099.99.520.010.5147.300.01	POLLARD ALT LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3300.005.30.2315.099.99.520.010.5110.300.01 0001.3300.005.30.2315.099.99.520.010.5120.300.01	POLLARD SALARIES PERMANENT POLLARD SALARIES TEMPORARY					-	1				_	-
010	0001.3300.005.30.2315.099.99.520.010.5120.300.01	POLLARD ALT LONGEVITY	_	-	_	_	_	_			-	_	_
010	0001.3300.005.30.2324.099.99.520.010.5124.300.01	POLLARD MIDDLE SCH-POLLARD-SUBS-LO	-	-	-	9,602	34,654	-	34,654	100.0%	58.3% YES	24,194	(58,848)
010	0001.3300.005.30.2330.099.99.520.010.5110.300.03	POLLARD SALARIES PERMANENT			-	-	-					-	
010 010	0001.3300.040.30.2110.099.99.520.010.5110.300.01 0001.3300.040.30.2110.099.99.520.010.5146.300.01	POLLARD MIDDLE SCH-POLLARD-SALARIE! POLLARD MIDDLE SCH-POLLARD-LONGEVI	255,766 901	255,766 901	-	-	-	191,825 676	(191,825) (676)	0.0% 0.0%	75.0% YES 75.0%	-	255,766 901
010	0001.3300.040.30.2110.099.99.520.010.5140.300.01	POLLARD SALARIES PERMANENT	402,657	402,657		100,768	302,304	301,993	311	75.1%	75.0%	100,768	(415)
010	0001.3300.040.30.2210.099.99.520.010.5110.300.02	POLLARD SALARIES PERMANENT	225,053	225,053	-	63,444	162,464	158,714	3,750	72.2%	70.5%	68,381	(5,792)
010	0001.3300.040.30.2210.099.99.520.010.5146.300.01	POLLARD LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3300.040.30.2210.099.99.520.010.5146.300.02	POLLARD LONGEVITY POLLARD ALT LONGEVITY	3,801	3,801	-	-	4,050	2,681	1,369	106.6%	70.5%	550	(799)
010	0001.3300.040.30.2210.099.99.520.010.5147.300.01 0001.3300.040.30.2210.099.99.520.010.5174.300.01	POLLARD MIDDLE SCHL FRINGE BEN RET	-	-	-	_	-					-	-
010	0001.3300.040.30.2220.099.99.520.010.5110.300.01	SALARIES REGULAR	-	-	-	-	-	-	-	-	-	-	-
010	0001.3300.040.30.3520.099.99.520.010.5110.300.01	POLLARD SALARIES PERMANENT	54,497	54,497	-	27,334	27,334	31,790	(4,456)	50.2%	58.3%	23,443	3,720
010	0001.3400.005.40.2110.099.99.520.010.5110.300.01	NEEDHAM HIGH SCH-NHS-SALARIES	406,238	406,238	-	101,559	304,678	304,679	(1)	75.0%	75.0%	101,559	1 (2.705)
010 010	0001.3400.005.40.2110.099.99.520.010.5110.300.02 0001.3400.005.40.2110.099.99.520.010.5146.300.01	NEEDHAM HIGH SCH-NHS-SALARIES NEEDHAM HIGH SCH-NHS-LONGEVITY	43,820 880	43,820 880	-	12,535 220	33,100 660	30,088 660	3,012	75.5% 75.0%	68.7% 75.0%	13,514 220	(2,795) 0
010	0001.3400.005.40.2110.099.99.520.010.5146.300.02	NEEDHAM HIGH SCH-NHS-LONGEVITY	1,450	1,450	-	-	1,450	996	454	100.0%	68.7%	-	-
010	0001.3400.005.40.2220.099.99.520.010.5110.300.01	H S SALARIES PERMANENT	-	-	-	454	454	-	454	-	-	454	(908)
010	0001.3400.005.40.2220.099.99.520.010.5110.300.02		-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3400.005.40.2220.099.99.520.010.5146.300.01 0001.3400.005.40.2220.099.99.520.010.5146.300.02	H S LONGEVITY H S LONGEVITY	-	-		-	-						-
010	0001.3400.005.40.2220.099.99.520.010.5147.300.01		-	-	-	-	-	-	-	-	-	-	-
010	0001.3400.005.40.2305.099.99.520.010.5110.300.01	H S SALARIES PERMANENT	6,953,664	6,953,664	-	1,739,448	4,051,955	4,079,483	(27,527)	58.3%	58.7%	2,872,818	28,890
010	0001.3400.005.40.2305.099.99.520.010.5146.300.01		18,870	18,870	-	4,805	11,249	11,070	178	59.6%	58.7%	7,971	(350)
010 010	0001.3400.005.40.2305.099.99.520.010.5147.300.01 0001.3400.005.40.2324.099.99.520.010.5124.300.01		-	-	_	-	19,794		19,794	100.0%	58.3% YES	7,112	(26,905)
010	0001.3400.005.40.2324.035.39.520.010.5124.300.01		-	-	-	389	1,108	-	1,108	100.0%	69.9%	- ',112	(1,108)
010	0001.3400.005.40.2330.099.99.520.010.5110.300.03	H S SALARIES PERMANENT	5,467	7,967	-	-	2,415	5,567	(3,152)	30.3%	69.9%	-	5,552
010	0001.3400.005.40.2330.099.99.520.010.5146.300.03		-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3400.040.40.2210.099.99.520.010.5110.300.01 0001.3400.040.40.2210.099.99.520.010.5110.300.02		555,143 244,912	555,143 249,074		138,509 65,559	415,406 172,433	416,357 179,463	(951) (7,030)	74.8% 69.2%	75.0% 72.1%	138,471 70,939	1,266 5,702
010	0001.3400.040.40.2210.099.99.520.010.5110.300.02		244,512	245,074	_	-	334	179,403	334	100.0%	72.1%	70,939	(334)
010	0001.3400.040.40.2210.099.99.520.010.5146.300.01	H S LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010	0001.3400.040.40.2210.099.99.520.010.5146.300.02		550	550	-	-	451	396	55	82.0%	72.1%	-	99
010 010	0001.3400.040.40.2210.099.99.520.010.5147.300.01 0001.3400.040.40.2210.099.99.520.010.5174.300.01	H S ALT LONGEVITY H S FRINGE BEN RET	-	-	-	[ [	-	-		-			-
010	0001.3400.040.40.2210.099.99.520.010.5174.300.01	H S FRINGE BEN RET H S SALARIES PERMANENT	141,417	141,417	-	65,617	70,013	82,493	(12,481)	49.5%	58.3%	59,039	12,366
010	0001.3400.040.40.3520.099.99.520.010.5110.300.11	SALARIES REGULAR	, ,		-	-		-	-	-	-	-	,500
010	0001.3410.040.30.3510.099.99.520.010.5130.300.03	NEEDHAM HIGH SCHOOL ATHLETICS OVEF	-	-	-	-		-	-				
010	0001.3410.040.40.3510.099.99.520.010.5110.300.01	H S ATHLETICS SALARIES PERMANENT	148,025	148,025	-	36,244	108,578	111,019	(2,441)	73.4%	75.0%	36,244	3,204
010 010	0001.3410.040.40.3510.099.99.520.010.5110.300.02 0001.3410.040.40.3510.099.99.520.010.5110.300.03	H S ATHLETICS SALARIES PERMANENT H S ATHLETICS SALARIES PERMANENT	55,613	55,613	_	10,890	38,485	40,488	(2,003)	69.2%	72.8%	16,073	1,055
010	0001.3410.040.40.3510.099.99.520.010.5122.300.03	HS ATHLETICS - SALARIES SCHOOL COAC	312,898	312,898	-	(84,028)	98,614	182,524	(83,910)	31.5%	58.3% YES	143,273	71,011
010	0001.3410.040.40.3510.099.99.520.010.5123.300.03	HS ATHLETICS - SALARIES SCHOOL ATHLE	-	-	-	-	-	-	-		-	-	-
010 010	0001.3410.040.40.3510.099.99.520.010.5130.300.03		-	-	-	327	527	-	527	100.0%	58.3%	-	(527)
010	0001.3410.040.40.3510.099.99.520.010.5146.300.01 0001.3410.040.40.3510.099.99.520.010.5146.300.02		- 550	- 550	-	[ ]	- 550	400	- 150	100.0%	72.8%		-
320			330	555		•		.50	130			1	

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	Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget		& Variance	Encumbrance	Budget Balance
010	0001.3510.099.10.2110.099.99.520.010.5110.300.01		132,661	132,661	-	33,165	99,495	99,496	(1)	75.0%	75.0%		33,165	1
010	0001.3510.099.10.2110.099.99.520.010.5110.300.02		43,823	43,823	-	12,339	32,709	31,905	804	74.6%	72.8%		13,514	(2,400)
010 010	0001.3510.099.10.2110.099.99.520.010.5146.300.01 0001.3510.099.10.2110.099.99.520.010.5146.300.02	GUIDANCE LONGEVITY GUIDANCE LONGEVITY	1,100 1,000	1,100 1,000		275	825 1,250	825 728	(0) 522	75.0% 125.0%	75.0% 72.8%		275	(250)
010	0001.3510.099.10.2110.099.99.520.010.5110.300.02		178,367	178,367		45,237	105,553	104,047	1,506	59.2%	58.3%		75,395	(2,582)
010	0001.3510.099.21.2710.099.99.520.010.5146.300.01		-	-	-	-	-	-	-	-	-		-	-
010	0001.3510.099.22.2710.099.99.520.010.5110.300.01		107,606	107,606	-	25,756	61,552	62,770	(1,218)	57.2%	58.3%		42,926	3,128
010 010	0001.3510.099.22.2710.099.99.520.010.5146.300.01 0001.3510.099.23.2710.099.99.520.010.5110.300.01		154,209	154,209	-	38,552	- 89,955	- 89,955	- 0	- 58.3%	- 58.3%		- 64,254	-
010	0001.3510.099.23.2710.099.99.520.010.5110.300.01		1,100	1,100	-	36,332	642	642	(0)	58.3%	58.3%		458	-
010	0001.3510.099.24.2710.099.99.520.010.5110.300.01		130,025	130,025	-	33,612	76,972	75,848	1,124	59.2%	58.3%		56,020	(2,967)
010	0001.3510.099.24.2710.099.99.520.010.5146.300.01		-	-	-	-	-	-	-	-	-		-	-
010 010	0001.3510.099.25.2710.099.99.520.010.5110.300.01		218,086	218,086	-	57,820	134,913	127,217	7,696	61.9%	58.3%		96,366	(13,193)
010	0001.3510.099.25.2710.099.99.520.010.5146.300.01 0001.3510.099.26.2324.099.99.520.010.5124.300.01		1,100	1,100	-	275	642 3,613	642	(0) 3,613	58.3% 100.0%	58.3% 58.3%		458	(3,613)
010	0001.3510.099.26.2710.099.99.520.010.5110.300.01		245,081	245,081	-	61,669	140,676	142,964	(2,288)	57.4%	58.3%		102,781	1,624
010	0001.3510.099.26.2710.099.99.520.010.5146.300.01		1,660	1,660	-	450	1,050	968	82	63.3%	58.3%		750	(140)
010	0001.3510.099.30.2710.099.99.520.010.5110.300.01		355,436	355,436	-	83,128	197,398	207,338	(9,939)	55.5%	58.3%		138,546	19,492
010 010	0001.3510.099.30.2710.099.99.520.010.5146.300.01 0001.3510.099.40.2710.099.99.520.010.5110.300.01	GUIDANCE LONGEVITY GUIDANCE SALARIES PERMANENT	840 1,176,672	840 1,176,672	-	210 311,589	490 749,119	490 686,392	(0) 62,727	58.3% 63.7%	58.3% 58.3%		350 519,316	0 (91,763)
010	0001.3510.099.40.2710.099.99.520.010.5110.300.02		48,007	48,007	-	12,731	37,213	28,004	9,209	77.5%	58.3%		13,710	(2,917)
010	0001.3510.099.40.2710.099.99.520.010.5146.300.01	GUIDANCE LONGEVITY	1,800	1,800	-	350	817	1,050	(233)	45.4%	58.3%		583	400
010	0001.3510.099.40.2710.099.99.520.010.5146.300.02		1,000	1,000	-	-	1,000	583	417	100.0%	58.3%		-	-
010 010	0001.3510.099.40.2710.099.99.520.010.5147.300.01 0001.3510.099.50.2710.099.99.520.010.5110.300.01	GUIDANCE ALT LONGEVITY GUIDANCE SALARIES PERMANENT	40,053	40,053		9,846	- 22,973	23,364	(391)	57.4%	- 58.3%		16,409	- 671
010	0001.3510.099.50.2710.099.99.520.010.5146.300.01	GUIDANCE LONGEVITY			_	-	-	23,304	(391)	-	-		10,403	-
010	0001.3511.010.21.2800.099.99.520.010.5110.300.01		48,308	48,308	-	12,077	28,180	28,180	(0)	58.3%	58.3%		20,128	-
010	0001.3511.010.21.2800.099.99.520.010.5146.300.01		-	-	-	-	-	-	-	-	-		-	-
010 010	0001.3511.010.22.2800.099.99.520.010.5110.300.01		-	-	-	-	-	-	-	-	-		-	-
010	0001.3511.010.22.2800.099.99.520.010.5146.300.01 0001.3511.010.23.2800.099.99.520.010.5110.300.01		40,929	40,929	-	10,232	23,875	23,875	0	58.3%	58.3%		17,054	-
010	0001.3511.010.23.2800.099.99.520.010.5146.300.01		-	-	-	-	-	-	-	-	-		-	-
010	0001.3511.010.24.2800.099.99.520.010.5110.300.01		40,930	40,930	-	10,232	23,875	23,876	(1)	58.3%	58.3%		17,054	1
010 010	0001.3511.010.24.2800.099.99.520.010.5146.300.01		- 61 227	- (1 227	-	15,334	- 35,779	- 25 700	- (1)	- 58.3%	- - 20/		- 25,557	- 1
010	0001.3511.010.25.2800.099.99.520.010.5110.300.01 0001.3511.010.25.2800.099.99.520.010.5146.300.01		61,337	61,337	-	15,334	35,779	35,780 -	(1)	36.3%	58.3%		25,557	1
010	0001.3511.010.26.2800.099.99.520.010.5110.300.01		31,711	31,711	-	7,928	18,498	18,498	0	58.3%	58.3%		13,213	(0)
010	0001.3511.010.26.2800.099.99.520.010.5146.300.01		-	-	-	-	-	-	-	-	-		-	- ' '
010 010	0001.3511.010.30.2800.099.99.520.010.5110.300.01		47,570	47,570	-	11,892	27,749	27,749	(0)	58.3%	58.3%		19,821	0
010	0001.3511.010.30.2800.099.99.520.010.5146.300.01 0001.3511.010.40.2800.099.99.520.010.5110.300.01		- 244,723	244,723	-	41,439	96,692	142,755	(46,063)	39.5%	58.3%		69,066	78,965
010	0001.3511.010.40.2800.099.99.520.010.5146.300.01		-	-	-	-	-	-	(40,003)	-	-		-	-
010	0001.3511.010.50.2800.099.99.520.010.5110.300.01		-	-	-	-	-	-	-	-	-		-	-
010	0001.3520.040.10.3200.099.99.520.010.5110.300.01		106,310	106,310	-	33,288	104,954	79,733	25,222	98.7%	75.0% Y	/ES	26,577	(25,221)
010 010	0001.3520.040.10.3200.099.99.520.010.5110.300.02 0001.3520.040.10.3200.099.99.520.010.5127.300.01		44,481	44,481		18,361	- 36,793	30,542	6,251	82.7%	68.7%		- 28,177	(20,489)
010	0001.3520.040.10.3200.099.99.520.010.5127.300.01		14,454	14,454	_	2,746	5,155	8,432	(3,277)	35.7%	58.3%		20,177	9,299
010	0001.3520.040.10.3200.099.99.520.010.5146.300.01		-	-	-	-	-	-	-	-	-		-	-
010	0001.3520.040.21.3200.099.99.520.010.5110.300.01	HEALTH/NURSE SALARIES PERMANENT	64,732	64,732	-	16,182	37,759	37,760	(1)	58.3%	58.3%		26,971	2
010 010	0001.3520.040.21.3200.099.99.520.010.5129.300.03 0001.3520.040.21.3200.099.99.520.010.5146.300.01	HEALTH/NURSE NURSING SUBS HEALTH/NURSE LONGEVITY		-			-		1	-			-	-
010	0001.3520.040.22.3200.099.99.520.010.5110.300.01	HEALTH/NURSE SALARIES PERMANENT	103,966	103,966	_	25,992	60,647	60,647	0	58.3%	58.3%		43,319	-
010	0001.3520.040.22.3200.099.99.520.010.5129.300.03	HEALTH/NURSE NURSING SUBS	-	-	-	-	-	-	- 1	-	-		-	-
010	0001.3520.040.22.3200.099.99.520.010.5146.300.01	HEALTH/NURSE LONGEVITY	1,100	1,100	-	275	642	642	(0)	58.3%	58.3%		458	-
010	0001.3520.040.23.3200.099.99.520.010.5110.300.01 0001.3520.040.23.3200.099.99.520.010.5129.300.03	HEALTH/NURSE SALARIES PERMANENT HEALTH/NURSE NURSING SUBS	84,922	84,922	-	21,767 398	50,790 398	49,538	1,252 398	59.8%	58.3%		36,278	(2,146) (398)
010	0001.3520.040.23.3200.099.99.520.010.5129.300.03	HEALTH/NURSE LONGEVITY	-	-	-	396	398	-	296				-	(398)
010	0001.3520.040.24.3200.099.99.520.010.5110.300.01	HEALTH/NURSE SALARIES PERMANENT	67,956	67,956	-	16,989	39,642	39,641	1	58.3%	58.3%		28,315	(1)
010	0001.3520.040.24.3200.099.99.520.010.5129.300.03	HEALTH/NURSE NURSING SUBS	-	-	-	-	-	-	-	-	-		-	- ' '
010	0001.3520.040.24.3200.099.99.520.010.5146.300.01	HEALTH/NURSE LONGEVITY	-	-	-	-	- 25 107	-	- (070)	-	-		-	-
010	0001.3520.040.25.3200.099.99.520.010.5110.300.01 0001.3520.040.25.3200.099.99.520.010.5129.300.03	HEALTH/NURSE SALARIES PERMANENT HEALTH/NURSE NURSING SUBS	61,676	61,676	-	15,046	35,107	35,978	(870)	56.9%	58.3%		25,077	1,492
010	0001.3520.040.25.3200.099.99.520.010.5146.300.01	HEALTH/NURSE LONGEVITY	-	-	-	-	-	_	-	-	-		-	-
010	0001.3520.040.26.3200.099.99.520.010.5110.300.01	HEALTH/NURSE SALARIES PERMANENT	46,616	46,616	-	10,691	24,945	27,193	(2,248)	53.5%	58.3%		19,423	2,248
010	0001.3520.040.26.3200.099.99.520.010.5129.300.03	HEALTH/NURSE NURSING SUBS	- 389	- 389	-	- 97	-	-	-	-	-		-	-
010 010	0001.3520.040.26.3200.099.99.520.010.5146.300.01 0001.3520.040.30.3200.099.99.520.010.5110.300.01	HEALTH/NURSE LONGEVITY HEALTH/NURSE SALARIES PERMANENT	389 112,071	389 112,071	-	97 28,018	227 65,375	227 65,375	(0) (0)	58.3% 58.3%	58.3% 58.3%		176 46,696	(14)
010	0001.3520.040.30.3200.099.99.520.010.5110.300.01		-	-	-	20,016	-	-	-	-	-			-
010	0001.3520.040.30.3200.099.99.520.010.5146.300.01	HEALTH/NURSE LONGEVITY	-	-	-	-	-	-	-	-	-		-	-
010	0001.3520.040.40.3200.099.99.520.010.5110.300.01		142,136	142,136	-	34,398	80,263	82,913	(2,650)	56.5%	58.3%		59,224	2,650
010 010	0001.3520.040.40.3200.099.99.520.010.5129.300.03 0001.3520.040.40.3200.099.99.520.010.5146.300.01		-	-	-	-	-	-	-	-	-		-	-
010	0001.3520.040.40.3200.099.99.520.010.5146.300.01		14,493	14,493	-	3,623	8,454	8,454	(0)	58.3%	58.3%		6,039	1
			,	,		,.=+	-,	., -	(-)				-,	

010 0001. 010 0001. 010 0001. 010 0001. 010 0001. 010 0001. 010 0001.	$\begin{array}{c} 3520.040.50.3200.099.99.520.010.5146.300.01\\ 3530.010.10.2110.099.99.520.010.5110.300.01\\ 3530.010.10.2110.099.99.520.010.5110.300.02\\ 3530.010.10.2110.099.99.520.010.5146.300.01\\ 3530.010.10.2110.099.99.520.010.5146.300.01\\ 3530.010.10.2110.099.99.520.010.5146.300.02\\ 3530.010.10.2110.099.99.520.010.5146.300.02\\ 3530.010.10.2315.099.99.520.010.5110.300.01\\ 3530.010.10.2315.099.99.520.010.5110.300.01\\ 3530.010.10.2320.099.99.520.010.5110.300.01\\ 3530.010.10.2320.099.99.520.010.5146.300.01\\ \end{array}$	Description HEALTH/NURSE LONGEVITY SPEC ED SALARIES PERMANENT SPEC ED LONGEVITY SPEC ED LONGEVITY SPEC ED LALT LONGEVITY	Original Budget 165 406,138 34,103	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Significant Target & Variance % > 20%	Encumbrance	Budget
010 0001. 010 0001. 010 0001. 010 0001. 010 0001. 010 0001. 010 0001.	$\begin{array}{l} .3530.010.10.2110.099.99.520.010.5110.300.01\\ .3530.010.10.2110.099.99.520.010.5110.300.02\\ .3530.010.10.2110.099.99.520.010.5110.300.01\\ .3530.010.10.2110.099.99.520.010.5146.300.01\\ .3530.010.10.2110.099.99.520.010.5147.300.01\\ .3530.010.10.2110.099.99.520.010.5147.300.01\\ .3530.010.10.2310.999.99.520.010.5110.300.01\\ .3530.010.10.2320.099.99.520.010.5110.300.01\\ .3530.010.10.2320.099.99.520.010.5140.300.01\\ .3530.010.10.2320.099.99.520.010.5146.300.01\\ \end{array}$	SPEC ED SALARIES PERMANENT SPEC ED SALARIES PERMANENT SPEC ED LONGEVITY SPEC ED ALT LONGEVITY	165 406,138	165									Balance
010 0001. 010 0001. 010 0001. 010 0001. 010 0001. 010 0001.	$\begin{array}{l} 3530.010.10.2110.099.99.520.010.5110.300.02 \\ 3530.010.10.2110.099.99.520.010.5146.300.01 \\ 3530.010.10.2110.099.99.520.010.5146.300.02 \\ 3530.010.10.2110.099.99.520.010.5147.300.01 \\ 3530.010.10.2110.099.99.520.010.5110.300.01 \\ 3530.010.10.2315.099.99.520.010.5110.300.01 \\ 3530.010.10.2320.099.99.520.010.5146.300.01 \\ 3530.010.10.2320.099.99.520.010.5146.300.01 \\ \end{array}$	SPEC ED SALARIES PERMANENT SPEC ED LONGEVITY SPEC ED ALT LONGEVITY			-	21	21	-	21	-	-	69	76
010 0001. 010 0001. 010 0001. 010 0001. 010 0001.	$\begin{array}{l} .3530,010,10,2110,099,99,520,010,5146,300,01\\ .3530,010,10,2110,099,99,520,010,5146,300,02\\ .3530,010,10,2110,099,99,520,010,5147,300,01\\ .3530,010,10,2315,099,99,520,010,5110,300,01\\ .3530,010,10,2320,099,99,520,010,5110,300,01\\ .3530,010,10,2320,099,99,520,010,5146,300,01\\ .3530,010,10,2320,099,99,520,010,5146,300,01\\ \end{array}$	SPEC ED LONGEVITY SPEC ED ALT LONGEVITY	34 103	406,138	-	100,433	301,050	304,604	(3,554)	74.1%	75.0%	100,558	4,530
010 0001. 010 0001. 010 0001. 010 0001.	$\begin{array}{l} .3530.010.10.2110.099.99.520.010.5146.300.02\\ .3530.010.10.2110.099.99.520.010.5147.300.01\\ .3530.010.10.215.099.99.520.010.5110.300.01\\ .3530.010.10.2320.099.99.520.010.5110.300.01\\ .3530.010.10.2320.099.99.520.010.5146.300.01\\ \end{array}$	SPEC ED ALT LONGEVITY	5.7105	34,103	-	10,912	32,487	23,416	9,071	95.3%	68.7% YES	11,584	(9,968)
010 0001. 010 0001. 010 0001.	$\begin{array}{l} .3530.010.10.2110.099.99.520.010.5147.300.01\\ .3530.010.10.2315.099.99.520.010.5110.300.01\\ .3530.010.10.2320.099.99.520.010.5110.300.01\\ .3530.010.10.2320.099.99.520.010.5146.300.01\\ \end{array}$		500	500	-	-	500	343	- 157	100.0%	68.7%		-
010 0001. 010 0001.	$\begin{array}{l} .3530.010.10.2315.099.99.520.010.5110.300.01 \\ .3530.010.10.2320.099.99.520.010.5110.300.01 \\ .3530.010.10.2320.099.99.520.010.5146.300.01 \\ \end{array}$	SPEC ED ALT LONGEVITY	-	-	_	_	-	-	-	-	-	_	_
	.3530.010.10.2320.099.99.520.010.5146.300.01	SPEC ED SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010 0001.		SPEC ED SALARIES PERMANENT	1	1	-	595	595	1	595	59547.0%	58.3%	-	(594)
		SPEC ED SALARIES PERMANENT LONGEVIT	-	-	-	-	-	-	- (2.700)	-	-	-	- 7.162
	.3530.010.10.2330.099.99.520.010.5110.300.03 .3530.010.10.2330.099.99.520.010.5146.300.03	SPEC ED SALARIES PERMANENT SPECIAL EDUCATION	11,203	11,203	-	781	4,041	7,828	(3,788)	36.1%	69.9%	-	7,162
	.3530.010.10.2356.099.99.520.010.5136.300.01	SPECIAL EDUCATION  SPECIAL EDUCATION  SPECIAL EDUCATION	26,968	6,050	_	_	1,853	3,529	(1,677)	30.6%	58.3%	_	4,198
	.3530.010.10.2357.099.99.520.010.5110.300.01	SPECIAL EDUCATION SALARIES REGULAR		-	-	-	-,	-	-	-	-	-	-
	.3530.010.21.2110.099.99.520.010.5110.300.01	SPECIAL ED-BROADMEADOW-SALARIES	84,165	84,165	-	-	-	49,096	(49,096)	0.0%	58.3% YES	-	84,165
	.3530.010.21.2220.099.99.520.010.5110.300.01	SPEC ED SALARIES PERMANENT	-	-	-	21,041	63,124	-	63,124	100.0%	75.0% YES	21,041	(84,165)
	.3530.010.21.2220.099.99.520.010.5146.300.01 .3530.010.21.2305.099.99.520.010.5110.300.01	SPEC ED LONGEVITY SPECIAL ED-BROADMEADOW-SALARIES	- 457,146	- 457,146	-	112 621	265,811	266,669	(857)	58.1%	58.3%	181,706	9,628
	.3530.010.21.2305.099.99.520.010.5110.300.01	SPECIAL ED-BROADMEADOW-SALARIES  SPECIAL ED-BROADMEADOW-LONGEVITY	1,579	1,579	-	112,631 87	203,811	921	(834)	5.5%	58.3%	292	1,200
	.3530.010.21.2310.099.99.520.010.5110.300.01	SPEC ED SALARIES PERMANENT	-	-	-	-	3,006	-	3,006	100.0%	59.8%	-	(3,006)
010 0001.	.3530.010.21.2310.099.99.520.010.5146.300.01	SPEC ED LONGEVITY	-	-	-	318	859	-	859	100.0%	59.8%	384	(1,243)
	.3530.010.21.2310.099.99.520.010.5147.300.01	SPEC ED ALT LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
	.3530.010.21.2315.099.99.520.010.5110.300.01	SPEC ED SALARIES PERMANENT	-	- 44.543	-	-	-	-	- (5.442)	-	-	-	-
	.3530.010.21.2320.099.99.520.010.5110.300.01 .3530.010.21.2320.099.99.520.010.5146.300.01	SPEC ED SALARIES PERMANENT SPEC ED LONGEVITY	44,542	44,542	_	11,136	25,983	31,124	(5,142)	58.3%	69.9%	18,559	
	.3530.010.21.2330.099.99.520.010.5140.300.03	SPEC ED SALARIES PERMANENT	162,062	162,062	_	77,670	171,350	113,243	58,107	105.7%	69.9% YES	66,743	(76,031)
	.3530.010.21.2330.099.99.520.010.5146.300.03	SPEC ED LONGEVITY	1,125	1,125	-	-	1,823	786	1,036	162.0%	69.9%	-	(698)
	.3530.010.21.2357.099.99.520.010.5110.300.01	SPEC ED SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
	.3530.010.22.2110.099.99.520.010.5110.300.01	SPECIAL ED-ELIOT-SALARIES	88,773	88,773	(64,730)	22,193	66,578	51,784	14,794	75.0%	58.3%	22,193	2
	.3530.010.22.2110.099.99.520.010.5146.300.01	SPECIAL ED-ELIOT-LONGEVITY	770	770	-	192	577	449	128	75.0%	58.3%	193	0
	.3530.010.22.2220.099.99.520.010.5110.300.01 .3530.010.22.2220.099.99.520.010.5146.300.01	SPEC ED SALARIES PERMANENT SPEC ED LONGEVITY	-		-	-						_	-
	.3530.010.22.2305.099.99.520.010.5110.300.01	SPECIAL ED-ELIOT-SALARIES	422,492	487,222	64,730	105,623	246,684	284,213	(37,529)	50.6%	58.3%	176,039	64,499
010 0001.	.3530.010.22.2305.099.99.520.010.5146.300.01	SPECIAL ED-ELIOT-LONGEVITY	179	179	-	-	-	104	(104)	0.0%	58.3%	-	179
	.3530.010.22.2310.099.99.520.010.5110.300.01	SPEC ED SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
	.3530.010.22.2310.099.99.520.010.5146.300.01	SPEC ED LONGEVITY	-	-	-	56	130	-	130	100.0%	58.3%	93	(222)
	.3530.010.22.2310.099.99.520.010.5147.300.01 .3530.010.22.2315.099.99.520.010.5110.300.01	SPEC ED ALT LONGEVITY SPEC ED SALARIES PERMANENT	-	-	-	-	-	-	-	-		-	-
			44,542	44,542	-	11,136	25,983	31,124	(5,142)	58.3%	69.9%	18,559	
	.3530.010.22.2320.099.99.520.010.5146.300.01	SPEC ED LONGEVITY			-	,	-	-	-	-	-		-
	.3530.010.22.2324.099.99.520.010.5124.300.01	SPECIAL ED-ELIOT-SUBS-LONG TERM	-	-	-	14,063	32,813	-	32,813	100.0%	58.3% YES	23,438	(56,251)
	.3530.010.22.2324.099.99.520.010.5124.300.03	SPECIAL ED-ELIOT-SUBS-LONG TERM			-	12,332	23,119		23,119	100.0%	58.3% YES	17,161	(40,280)
	.3530.010.22.2330.099.99.520.010.5110.300.03	SPEC ED SALARIES PERMANENT SPEC ED LONGEVITY	321,554	321,554	-	69,177	150,426 1,550	224,691 1,398	(74,265) 152	46.8% 77.5%	69.9% YES	63,380	107,748 450
	.3530.010.22.2330.099.99.520.010.5146.300.03 .3530.010.22.2357.099.99.520.010.5110.300.01	SPEC ED EONGEVITT SPEC ED SALARIES PERMANENT	2,000	2,000	-		1,330	1,390	-	77.570	69.9%	_	430
	.3530.010.23.2110.099.99.520.010.5110.300.01	SPECIAL ED-HILLSIDE-SALARIES	74,969	74,969	-	18,016	51,038	43,732	7,306	68.1%	58.3%	18,016	5,915
010 0001.	.3530.010.23.2220.099.99.520.010.5110.300.01	SPEC ED SALARIES PERMANENT	-	· -	-	· -	-		, , , , , , , , , , , , , , , , , , ,	-	-	· -	-
	.3530.010.23.2220.099.99.520.010.5146.300.01	SPEC ED LONGEVITY			-								
	.3530.010.23.2305.099.99.520.010.5110.300.01 .3530.010.23.2305.099.99.520.010.5146.300.01	SPECIAL ED-HILLSIDE-SALARIES SPECIAL ED-HILLSIDE-LONGEVITY	478,456 179	478,456 179	-	93,339	217,791	279,099 104	(61,309) (104)	45.5% 0.0%	58.3% 58.3%	155,565	105,100 179
	.3530.010.23.2303.099.99.520.010.5140.300.01	SPECIAL ED-HILLSIDE-LONGEVITY SPEC ED SALARIES PERMANENT	-	-	-		-	-	(104)	0.0%	30.370	_	-
	.3530.010.23.2310.099.99.520.010.5146.300.01	SPEC ED LONGEVITY	-	-	-	56	130	-	130	100.0%	58.3%	93	(222)
010 0001.	.3530.010.23.2310.099.99.520.010.5147.300.01	SPEC ED ALT LONGEVITY	-	-	-	-	-	-	-	-	-	-	`- ´
					-								
			45,669	45,669	-	11,136	25,983	31,912	(5,929)	56.9%	69.9%	18,559	1,127
	.3530.010.23.2320.099.99.520.010.5146.300.01 .3530.010.23.2324.099.99.520.010.5124.300.01	SPEC ED LONGEVITY SPECIAL ED-HILLSIDE-SUBS-LONG TERM	-	-	_ [	17,695	35,643	- 1	35,643	100.0%	58.3% YES	29,711	(65,355)
	.3530.010.23.2324.099.99.520.010.5124.300.03	SPECIAL ED-HILLSIDE-SUBS-LONG TERM	_	_	-	16,563	48,611	_	48,611	100.0%	58.3% YES	8,245	(56,857)
	.3530.010.23.2330.099.99.520.010.5110.300.03	SPEC ED SALARIES PERMANENT	444,392	444,392	-	132,097	305,548	310,526	(4,978)	68.8%	69.9%	128,449	10,394
	.3530.010.23.2330.099.99.520.010.5126.300.03	SPEC ED SALARIES TEMP	-	-	-	-	-	-	-	-	-	-	-
	.3530.010.23.2330.099.99.520.010.5146.300.03	SPEC ED LONGEVITY	1,703	1,703	-	-	2,148	993	1,154	126.1%	58.3%	-	(445)
	.3530.010.23.2354.099.99.520.010.5128.300.01 .3530.010.23.2357.099.99.520.010.5110.300.01	Special Ed-Hillside-Instr Coaching Stipends SPEC ED SALARIES PERMANENT		-	_	600	1,800		1,800	100.0%	58.3%	_	(1,800)
	.3530.010.23.2337.099.99.520.010.3110.300.01	SPECIAL ED-MITCHELL-SALARIES	82,924	82,924	-	20,731	69,854	48,372	21,481	84.2%	58.3% YES	20,731	(7,661)
010 0001.	.3530.010.24.2220.099.99.520.010.5110.300.01	SPEC ED SALARIES PERMANENT	,		-	,	,	-	,	-	-		
	.3530.010.24.2220.099.99.520.010.5146.300.01	SPEC ED LONGEVITY	-	-	-	-	-	-	=	-	-	-	-
	.3530.010.24.2305.099.99.520.010.5110.300.01	SPECIAL ED-MITCHELL-SALARIES	335,494	335,494	-	86,195	195,912	195,705	207	58.4%	58.3%	131,898	7,684
	.3530.010.24.2305.099.99.520.010.5146.300.01 .3530.010.24.2310.099.99.520.010.5110.300.01	SPECIAL ED-MITCHELL-LONGEVITY SPEC ED SALARIES PERMANENT	2,389	2,389		87	87 2,962	1,394	(1,306) 2,962	3.7% 100.0%	58.3% 60.0%	292	2,010 (2,962)
	.3530.010.24.2310.099.99.520.010.5110.300.01	SPEC ED SALARIES PERMANENT SPEC ED LONGEVITY	-	-	-	143	451	1	451	100.0%	60.0%	1,093	(1,543)
010 0001.			-	-	-	-	-	-	-	-	-	-	
	.3530.010.24.2315.099.99.520.010.5110.300.01		-	-	-	-	-	-	-	-	-	-	-
	.3530.010.24.2320.099.99.520.010.5110.300.01		45,668	45,668	-	11,136	25,983	31,911	(5,928)	56.9%	69.9%	18,559	1,126
010 0001.	.3530.010.24.2320.099.99.520.010.5146.300.01	SPEC ED LUNGEVITT	-	-	- 1	-	· - I	-	-	-	-	ı -	-

											Significant		
	Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target & Variance % > 20%	Encumbrance	Budget Balance
010	0001.3530.010.24.2324.099.99.520.010.5124.300.03		-	-	-	3,499	12,620	-	12,620	100.0%	58.3% YES	-	(12,620)
010 010	0001.3530.010.24.2330.099.99.520.010.5110.300.03 0001.3530.010.24.2330.099.99.520.010.5146.300.03		159,728 3,100	159,728 3,100	-	52,656 -	117,179 2,200	111,612 2,166	5,567 34	73.4% 71.0%	69.9% 69.9%	51,166	(8,617) 900
010	0001.3530.010.24.2357.099.99.520.010.5110.300.01	SPEC ED SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3530.010.25.2110.099.99.520.010.5110.300.01 0001.3530.010.25.2220.099.99.520.010.5110.300.01		102,540	102,540	-	25,635	76,904	59,815	17,089	75.0%	58.3%	25,635	1
010	0001.3530.010.25.2220.099.99.520.010.5110.300.01			-	-	-	-		1		1	-	-
010	0001.3530.010.25.2305.099.99.520.010.5110.300.01		810,826	810,826	-	203,790	477,647	472,982	4,665	58.9%	58.3%	335,378	(2,199)
010 010	0001.3530.010.25.2305.099.99.520.010.5146.300.01 0001.3530.010.25.2310.099.99.520.010.5110.300.01		2,115	2,115	-	225 762	225 2,898	1,234	(1,009) 2,898	10.6% 100.0%	58.3% 59.0%	750 -	1,140 (2,898)
010	0001.3530.010.25.2310.099.99.520.010.5146.300.01	SPEC ED LONGEVITY	-	-	-	322	1,052	-	1,052	100.0%	59.0%	162	(1,214)
010 010	0001.3530.010.25.2310.099.99.520.010.5147.300.01 0001.3530.010.25.2315.099.99.520.010.5110.300.01		-	-	-	-	-	-	-	-	-	-	-
010	0001.3530.010.25.2313.099.99.520.010.5110.300.01		115,734	115,734	-	28,827	67,262	80,871	(13,608)	58.1%	69.9%	48,044	427
010	0001.3530.010.25.2320.099.99.520.010.5146.300.01		1,100	1,100	-	275	642	769	(127)	58.3%	69.9%	458	-
010 010	0001.3530.010.25.2330.099.99.520.010.5110.300.03 0001.3530.010.25.2330.099.99.520.010.5130.300.03		577,213	577,213	-	171,604	403,670	403,336	333	69.9%	69.9%	170,488	3,055
010	0001.3530.010.25.2330.099.99.520.010.5146.300.03	SPEC ED LONGEVITY	4,609	4,609	-	-	5,102	3,221	1,881	110.7%	69.9%	-	(493)
010 010	0001.3530.010.25.2354.099.99.520.010.5128.300.01		-	-	-	-	760	-	760	100.0%	58.3%	-	(760)
010	0001.3530.010.25.2357.099.99.520.010.5110.300.01 0001.3530.010.26.2110.099.99.520.010.5110.300.01	SPEC ED SALARIES PERMANENT SPECIAL ED-HIGH ROCK-SALARIES	126,816	126,816	-	31,704	95,112	73,976	21,136	75.0%	58.3%	31,704	-
010	0001.3530.010.26.2110.099.99.520.010.5146.300.01	SPECIAL ED-HIGH ROCK-LONGEVITY	700	700	-	175	525	408	117	75.0%	58.3%	175	-
010 010	0001.3530.010.26.2220.099.99.520.010.5110.300.01 0001.3530.010.26.2220.099.99.520.010.5146.300.01		-	-	-	-	-					-	-
010	0001.3530.010.26.2305.099.99.520.010.5110.300.01	SPECIAL ED-HIGH ROCK-SALARIES	722,802	722,802	-	147,656	344,532	421,635	(77,103)	47.7%	58.3%	246,094	132,177
010 010	0001.3530.010.26.2310.099.99.520.010.5110.300.01	SPEC ED SALARIES PERMANENT SPEC ED LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010	0001.3530.010.26.2310.099.99.520.010.5146.300.01 0001.3530.010.26.2310.099.99.520.010.5147.300.01		_	-	-	-	-	-				-	-
010	0001.3530.010.26.2315.099.99.520.010.5110.300.01	SPEC ED SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3530.010.26.2315.099.99.520.010.5147.300.01 0001.3530.010.26.2320.099.99.520.010.5110.300.01		- 16,174	- 16,174	-	- 3,956	- 9,343	11,302	(1,958)	- 57.8%	- 69.9%	- 4,823	2,008
010	0001.3530.010.26.2320.099.99.520.010.5110.300.01		10,174	10,174	-	3,930	9,343	-	(1,936)	-	-	4,623	2,006
010	0001.3530.010.26.2330.099.99.520.010.5110.300.03		254,402	254,402	-	63,473	151,653	177,767	(26,115)	59.6%	69.9%	61,591	41,158
010 010	0001.3530.010.26.2330.099.99.520.010.5146.300.03 0001.3530.010.26.2354.099.99.520.010.5128.300.01		2,200	2,200	-	-	2,200 1,040	1,537	663 1,040	100.0% 100.0%	69.9% 58.3%	-	(1,040)
010	0001.3530.010.26.2357.099.99.520.010.5110.300.01	SPEC ED SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3530.010.30.2110.099.99.520.010.5110.300.01 0001.3530.010.30.2120.099.99.520.010.5110.300.01		57,688 87,069	57,688 87,069	-	14,422 21,767	50,018 50,790	33,651 50,790	16,366 (1)	86.7% 58.3%	58.3% YES 58.3%	14,422 36,278	(6,752) 1
010	0001.3530.010.30.2220.099.99.520.010.5110.300.01		-	-	-	-	-	-	- (1)	-	-	-	-
010	0001.3530.010.30.2220.099.99.520.010.5146.300.01	SPEC ED LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3530.010.30.2305.099.99.520.010.5110.300.01 0001.3530.010.30.2305.099.99.520.010.5146.300.01		1,351,034 2,100	1,351,034 2,100	_	338,765 262	792,497 262	788,103 1,225	4,393 (963)	58.7% 12.5%	58.3% 58.3%	560,516 875	(1,979) 963
010	0001.3530.010.30.2310.099.99.520.010.5110.300.01	SPEC ED SALARIES PERMANENT	-,	-	-	-	2,046	-,	2,046	100.0%	58.7%	-	(2,046)
010 010	0001.3530.010.30.2310.099.99.520.010.5146.300.01 0001.3530.010.30.2310.099.99.520.010.5147.300.01		-	-	-	263	963	-	963	100.0%	58.7%	-	(963)
010	0001.3530.010.30.2315.099.99.520.010.5110.300.01	SPEC ED SALARIES PERMANENT	-	-	-	-	10,372	1	10,372	100.0%	58.3% YES	-	(10,372)
010 010	0001.3530.010.30.2315.099.99.520.010.5146.300.01		-	-	-	-	-	-	-	-	-	-	-
010	0001.3530.010.30.2315.099.99.520.010.5147.300.01 0001.3530.010.30.2320.099.99.520.010.5110.300.01		16,174	16,174	-	4,040	9,428	11,302	(1,874)	58.3%	69.9%	6,734	12
010	0001.3530.010.30.2320.099.99.520.010.5146.300.01	SPEC ED LONGEVITY	-	-	-	· -	-	-		-	-	· -	-
010 010	0001.3530.010.30.2324.099.99.520.010.5124.300.03 0001.3530.010.30.2330.099.99.520.010.5110.300.03		- 477,191	- 477,191	-	2,159 151,724	11,669 345,956	- 333,445	11,669 12,512	100.0% 72.5%	58.3% YES 69.9%	1,705 144,666	(13,374) (13,431)
010	0001.3530.010.30.2330.099.99.520.010.5110.300.03		477,131		-	131,724	545,950	-	-	-	-	-	-
010	0001.3530.010.30.2330.099.99.520.010.5146.300.03		5,650	5,650	-	-	4,300	3,948	352	76.1%	69.9%	-	1,350
010 010	0001.3530.010.30.2354.099.99.520.010.5128.300.01 0001.3530.010.30.2357.099.99.520.010.5110.300.01	Special Ed-Pollard-Instr Coaching Stipends SPEC ED SALARIES PERMANENT	-	-	-	-	400		400	100.0%	58.3%	-	(400)
010	0001.3530.010.40.2120.099.99.520.010.5110.300.01		124,188	124,188	-	34,892	81,415	72,443	8,972	65.6%	58.3%	58,154	(15,381)
010	0001.3530.010.40.2305.099.99.520.010.5110.300.01		1,579,997	1,579,997	-	391,692	914,724	921,665	(6,941)	57.9%	58.3%	652,966	12,307
010	0001.3530.010.40.2305.099.99.520.010.5146.300.01 0001.3530.010.40.2310.099.99.520.010.5110.300.01		3,780 -	3,780 -	-	390	390 -	2,205	(1,815)	10.3%	58.3%	1,301	2,089
010	0001.3530.010.40.2310.099.99.520.010.5146.300.01	SPEC ED LONGEVITY	-	-	-	478	1,752	-	1,752	100.0%	58.3%	-	(1,752)
010 010	0001.3530.010.40.2310.099.99.520.010.5147.300.01 0001.3530.010.40.2315.099.99.520.010.5110.300.01	SPEC ED ALT LONGEVITY SPEC ED SALARIES PERMANENT	-	-	-	-	- 1,604	-	1,604	100.0%	- 58.3%	-	(1,604)
010	0001.3530.010.40.2315.099.99.520.010.5110.300.01	SPEC ED SALARIES PERMANENT SPED ED LONGEVITY	-	-	-	-	-	-	-	-	-	-	(1,004)
010	0001.3530.010.40.2320.099.99.520.010.5110.300.01	SPEC ED SALARIES PERMANENT	16,174	16,174	-	4,040	9,428	11,302	(1,874)	58.3%	69.9%	6,734	12
010 010	0001.3530.010.40.2320.099.99.520.010.5146.300.01 0001.3530.010.40.2324.099.99.520.010.5124.300.01		-	-	-	- 5,685	- 5,685		- 5,685	100.0%	- 58.3% YES	- 3,955	(9,640)
010	0001.3530.010.40.2324.099.99.520.010.5124.300.03	SPECIAL ED-NHS-SUBS-LONG TERM	-	-	-	7,738	26,118	-	26,118	100.0%	58.3% YES	7,078	(33,196)
010 010	0001.3530.010.40.2330.099.99.520.010.5110.300.03		498,446	498,446	-	135,543	301,319	348,297	(46,978)	60.5%	69.9%	135,446	61,681
010	0001.3530.010.40.2330.099.99.520.010.5126.300.03 0001.3530.010.40.2330.099.99.520.010.5146.300.03		4,000	4,000		[ ]	2,810	2,795	- 15	70.3%	69.9%		1,190
010	0001.3530.010.40.2354.099.99.520.010.5128.300.01	Special Ed-NHS-Instr Coaching Stipends	-	-	-	400	1,200	-	1,200	100.0%	58.3%	-	(1,200)
010	0001.3530.010.40.2357.099.99.520.010.5110.300.01	SPEC ED SALARIES PERMANENT	-	-	-	- 1	- 1	-	-	-	-	-	-

											Significant	I	
	Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target & Variance  % > 20%	Encumbrance	Budget Balance
010	0001.3530.010.50.2110.099.99.520.010.5110.300.01	SPECIAL ED-PRESCH-SALARIES	653,704	653,704	-	15,250	45,750	381,327	(335,578)	7.0%	58.3% YES	15,250	592,705
010	0001.3530.010.50.2110.099.99.520.010.5110.300.02		8,593	8,593	-	2,446	5,695	5,013	682	66.3%	58.3%	2,523	376
010 010	0001.3530.010.50.2110.099.99.520.010.5146.300.01 0001.3530.010.50.2120.099.99.520.010.5110.300.01		1,500 60,999	1,500 60,999	-	-	-	875 35,583	(875) (35,583)	0.0% 0.0%	58.3% 58.3% YES	-	1,500 60,999
010	0001.3530.010.50.22120.099.99.520.010.5110.300.01		-	-		-	-	-	(33,363)	-	J0.370 1E3 -		-
010	0001.3530.010.50.2210.099.99.520.010.5146.300.02	SPECIAL EDUCATION LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3530.010.50.2220.099.99.520.010.5110.300.02 0001.3530.010.50.2220.099.99.520.010.5146.300.02		-	-	-	-	-	-	-	-	-	-	-
010	0001.3530.010.50.2220.039.99.520.010.5140.300.02		_	-	_	161,792	380,196	_	380,196	100.0%	58.3% YES	268,932	(649,128)
010	0001.3530.010.50.2305.099.99.520.010.5146.300.01		-	-	-	188	188	-	188	-	-	625	(813)
010 010	0001.3530.010.50.2310.099.99.520.010.5110.300.01 0001.3530.010.50.2310.099.99.520.010.5146.300.01		-	-	-	482 188	4,090 688	1	4,090 688	100.0% 100.0%	58.3% 58.3%	-	(4,090) (688)
010	0001.3530.010.50.2310.099.99.520.010.5147.300.01		-	-	_	-	-	_	-	-	-	_	(000)
010	0001.3530.010.50.2315.099.99.520.010.5110.300.01		-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3530.010.50.2315.099.99.520.010.5146.300.01 0001.3530.010.50.2320.099.99.520.010.5110.300.01		155,720	155,720	-	38,931	90,838	90,837	- 1	58.3%	58.3%	64,884	(2)
010	0001.3530.010.50.2320.099.99.520.010.5146.300.01		-	-	-	-	-	-	- *	-	-	-	- (2)
010	0001.3530.010.50.2324.099.99.520.010.5124.300.01		-	-	-	8,092	8,092	-	8,092	100.0%	58.3% YES	26,568	(34,660)
010 010	0001.3530.010.50.2330.099.99.520.010.5110.300.03 0001.3530.010.50.2330.099.99.520.010.5146.300.03		262,062 1,455	262,062 1,455	-	73,127	166,048 750	183,120 1,017	(17,072) (266)	63.4% 51.6%	69.9% 69.9%	73,977	22,037 705
010	0001.3532.010.10.2120.099.99.520.010.5110.300.01	SPECIAL ED SUMMER SERV-DISTRICT-SAL	-	-	-	-	4,804	-	4,804	100.0%	100.0%	-	(4,804)
010	0001.3532.010.10.2305.099.99.520.010.5110.300.01	SPECIAL ED SUMMER SERV-DISTRICT-SAL	105,559	105,559	-	-	85,360	105,559	(20,199)	80.9%	100.0%	-	20,199
010 010	0001.3532.010.10.2310.099.99.520.010.5110.300.01 0001.3532.010.10.2315.099.99.520.010.5110.300.01	SPED SUMMER PROF SALARY SPED AGENCY PROF SALARY	-	-	-	-	4,124	-	4,124	100.0%	100.0%		(4,124)
010	0001.3532.010.10.2320.099.99.520.010.5110.300.01		16,626	16,626	-	1,637	31,169	16,626	14,543	187.5%	100.0% YES	-	(14,543)
010	0001.3532.010.10.2330.099.99.520.010.5110.300.03		99,317	99,317	-	-	76,789	99,317	(22,528)	77.3%	100.0% YES	-	22,528
010 010	0001.3532.010.10.2330.099.99.520.010.5130.300.03 0001.3532.010.10.3200.099.99.520.010.5110.300.01	OVERTIME SPED AGENCY SUMMER NURSE SUPP	-	-	_	_	10,092	_	10,092	100.0%	100.0%		(10,092)
010	0001.3532.010.99.2710.099.99.520.010.5110.300.01		-	-	-	-	3,544	-	3,544	100.0%	100.0%	-	(3,544)
010 010	0001.3532.040.10.2800.099.99.520.010.5110.300.01		- 8.642	- 8.642	-	-		- 8,642	- (2.240)	- 74.0%	100.0%	-	- 2 240
010	0001.3532.040.10.3200.099.99.520.010.5110.300.01 0001.3550.005.10.2305.099.99.520.010.5110.300.01		49,482	8,642 49,482	_	_	6,394	28,865	(2,248) (28,865)	0.0%	58.3% YES		2,248 49,482
010	0001.3550.005.10.2305.081.99.520.010.5110.300.01		-	-	-	1,850	1,850	-	1,850	-	-	18,500	(20,350)
010	0001.3550.005.10.2315.099.99.520.010.5110.300.01		-	-	-		- 24.050	-	-	-	-	-	- (24.050)
010 010	0001.3550.005.10.2310.081.99.520.010.5110.300.01 0001.3550.005.10.2310.099.99.520.010.5110.300.01		-	-	_	9,250	24,050	-	24,050	100.0%	58.3% YES		(24,050)
010	0001.3550.005.10.2310.099.99.520.010.5146.300.01	ELL LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3550.005.10.2330.081.99.520.010.5110.300.03 0001.3550.005.21.2305.081.99.520.010.5110.300.01		- 67,630	- 67,630	-	- 8.454	- 8.454	39,451	(30,997)	- 12.5%	- 58.3% YES	28,180	- 30,996
010	0001.3550.005.21.2303.061.99.520.010.5110.300.01		-	-		12,022	41,701	39,431	41,701	100.0%	58.3% YES	20,100	(41,701)
010	0001.3550.005.21.2310.081.99.520.010.5146.300.01	ELL LONGEVITY	-	-	-	-	-	-	· -	-	-	-	- '
010 010	0001.3550.005.21.2330.081.99.520.010.5110.300.03 0001.3550.005.21.2330.081.99.520.010.5146.300.03		-	-	-	-	-	1	-			-	-
010	0001.3550.005.22.2305.081.99.520.010.5110.300.01		74,002	74,002	_	9,250	9,250	43,168	(33,918)	12.5%	58.3% YES	30,834	33,918
010	0001.3550.005.22.2310.081.99.520.010.5110.300.01		-	-	-	9,250	33,917	-	33,917	100.0%	58.3% YES	-	(33,917)
010 010	0001.3550.005.22.2310.081.99.520.010.5146.300.01 0001.3550.005.22.2330.081.99.520.010.5110.300.03		-	-	-	-	-	-	-		-	-	-
010	0001.3550.005.22.2330.081.99.520.010.5146.300.03		-	-	-	-	-	-	-	-	-	-	-
010	0001.3550.005.23.2305.081.99.520.010.5110.300.01		106,894	106,894	-	13,652	13,652	62,355	(48,703)	12.8%	58.3% YES	45,506	47,736
010 010	0001.3550.005.23.2310.081.99.520.010.5110.300.01 0001.3550.005.23.2310.081.99.520.010.5146.300.01		-	-	_	13,652	50,056	_	50,056 -	100.0%	58.3% YES		(50,056)
010	0001.3550.005.23.2324.081.99.520.010.5124.300.01	ELL-HILLSIDE-SUBS-LONG TERM	-	-	-	356	712	-	712	100.0%	58.3%	-	(712)
010 010	0001.3550.005.23.2330.081.99.520.010.5110.300.03 0001.3550.005.23.2330.081.99.520.010.5146.300.03		-	-	-	-	-	-	-	-	-	-	-
010	0001.3550.005.23.2330.081.99.520.010.5146.300.03		51,113	51,113	_	9,047	21,110	29,816	(8,706)	41.3%	58.3%	15,078	14,925
010	0001.3550.005.24.2310.081.99.520.010.5110.300.01	ELL SALARIES PERMANENT	-	-	-		-	-	-	-	-	-	-
010 010	0001.3550.005.24.2310.081.99.520.010.5146.300.01 0001.3550.005.24.2330.081.99.520.010.5110.300.03		-	-	-	-	-	-	-	-	-	-	-
010	0001.3550.005.25.2305.081.99.520.010.5110.300.01		108,423	108,423	_	15,148	22,385	63,247	(40,861)	20.6%	58.3% YES	41,445	44,592
010	0001.3550.005.25.2310.081.99.520.010.5110.300.01		-	-	-	9,719	35,638	-	35,638	100.0%	58.3% YES	-	(35,638)
010 010	0001.3550.005.25.2310.081.99.520.010.5146.300.01 0001.3550.005.25.2330.081.99.520.010.5110.300.03		102	102	-	-	-	71	(71)	0.0%	69.9%	-	102
010	0001.3550.005.25.2330.081.99.520.010.5146.300.03		-	-	-	-	-		-	-	-	-	-
010	0001.3550.005.26.2305.081.99.520.010.5110.300.01		21,406	21,406	-	1,784	1,784	12,487	(10,703)	8.3%	58.3% YES	8,919	10,703
010 010	0001.3550.005.26.2310.081.99.520.010.5110.300.01 0001.3550.005.26.2310.081.99.520.010.5146.300.01		-	-	-	[	-	-				[	-
010	0001.3550.005.26.2330.081.99.520.010.5110.300.03	ELL SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3550.005.26.2330.081.99.520.010.5146.300.03		40.040	40.048	-	6.244		-	(22.002)	12.50/	- 58.3% YES	20.012	-
010	0001.3550.005.30.2305.081.99.520.010.5110.300.01 0001.3550.005.30.2310.081.99.520.010.5110.300.01		49,948	49,948 -	-	6,244 6,244	6,244 22,893	29,136	(22,893) 22,893	12.5% 100.0%	58.3% YES 58.3% YES	20,812	22,893 (22,893)
010	0001.3550.005.30.2310.081.99.520.010.5146.300.01	ELL LONGEVITY	-	-	-		,555	-	,3	-	-	-	
010 010	0001.3550.005.30.2330.081.99.520.010.5110.300.03		-	-	-	-	-	-	-	-		1 -	-
010	0001.3550.005.30.2330.081.99.520.010.5146.300.03	LLL LONGEVIII	-	-	-		- 1						-

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			Original	QIII	QIII	QIII	YTD	Target	Over/(Udr)	YTD %	Significant Target & Variance		Budget
010	Account 0001.3550.005.40.2305.081.99.520.010.5110.300.01	Description ELL-NHS-SALARIES	Budget 51,983	Revised Budget 51,983	Txfr	Transactions 4.332	Transactions 4,332	<b>Expense</b> 30,323	Target (25,991)	Budget 8.3%	% > <b>20%</b> 58.3% YES	Encumbrance 21,660	<b>Balance</b> 25,992
010	0001.3550.005.40.2303.081.99.520.010.5110.300.01		51,965	31,963		8,664	25,992	- 30,323	25,991)	100.0%	58.3% YES	21,000	(25,992)
010	0001.3550.005.40.2310.081.99.520.010.5146.300.01		-	-	-	-		-		-	-	-	-
010	0001.3550.005.40.2330.081.99.520.010.5110.300.03		-	-	-	-	-	-	-	-	-	-	-
010	0001.3551.005.21.2330.081.99.520.010.5110.300.03		-	-	-	-	-	-	-	-	-	-	-
010	0001.3551.005.22.2330.081.99.520.010.5110.300.03 0001.3551.005.23.2330.081.99.520.010.5110.300.03		-	-	-	-	-	1					-
010	0001.3551.005.24.2330.081.99.520.010.5110.300.03		-	-	-	-	-	-	-	-	-	-	-
010	0001.3551.005.25.2330.081.99.520.010.5110.300.03		-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3551.005.26.2330.081.99.520.010.5110.300.03		-	-	-	-	-	-	-	-	-	-	-
010	0001.3551.005.30.2330.081.99.520.010.5110.300.03 0001.3551.005.40.2330.081.99.520.010.5110.300.03	INTERPRET & TRANS SALARIES PERM INTERPRET & TRANS SALARIES PERM	-	-	-	-	-	1					-
010	0001.3551.005.50.2330.081.99.520.010.5110.300.03		-	-	-	-	-	-	-	-	-	-	-
010	0001.3551.040.99.3100.081.99.520.010.5110.300.03		-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3560.005.10.2357.011.99.520.010.5110.300.01		206 461	206 461	-	- 2F 000	- 60 210	120 426	(60.217)	- 29.2%	- F0 20/ VEC	42.012	102.220
010	0001.3560.005.21.2305.011.99.520.010.5110.300.01 0001.3560.005.21.2305.011.99.520.010.5146.300.01		206,461 2,040	206,461 2,040	-	25,808 363	60,218 846	120,436 1,190	(60,217) (344)	41.5%	58.3% YES 58.3%	43,013 604	103,230 590
010	0001.3560.005.21.2310.011.99.520.010.5110.300.01		-	-	-	-	-	-	-	-	-	-	-
010	0001.3560.005.21.2310.011.99.520.010.5146.300.01		-	-	-	-	-	-	-	-	-	-	-
010	0001.3560.005.21.2310.011.99.520.010.5147.300.01		-	-	-	- 25 000	-	-	-	-	-	- 42.042	- (102 221)
010	0001.3560.005.21.2352.011.99.520.010.5110.300.01 0001.3560.005.21.2352.011.99.520.010.5146.300.01			-	-	25,808 362	60,218 846		60,218 846	100.0% 100.0%	58.3% YES 58.3%	43,013 604	(103,231) (1,450)
010	0001.3560.005.22.2305.011.99.520.010.5110.300.01		118,744	139,184	_	15,702	33,763	81,191	(47,428)	24.3%	58.3% YES	26,170	79,251
010	0001.3560.005.22.2310.011.99.520.010.5110.300.01		-	-	-	-	-	-	- '	-	-	-	-
010	0001.3560.005.22.2310.011.99.520.010.5146.300.01		-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3560.005.22.2310.011.99.520.010.5147.300.01 0001.3560.005.22.2352.011.99.520.010.5110.300.01		-	-	-	15,702	- 33,763	-	33,763	100.0%	- 58.3% YES	- 26,170	- (59,932)
010	0001.3560.005.22.2352.011.99.520.010.5110.300.01		187.138	187,138	-	26,103	60,462	109,164	(48,702)	32.3%	58.3% YES	43,504	83,172
010	0001.3560.005.23.2305.011.99.520.010.5146.300.01		700	700	-	175	409	408	0	58.4%	58.3%	292	(0)
010	0001.3560.005.23.2310.011.99.520.010.5110.300.01		-	-	-	-	-	-	-	-	-	-	-
010	0001.3560.005.23.2310.011.99.520.010.5146.300.01		-	-	-	-	-	-	-	-	-	-	-
010	0001.3560.005.23.2310.011.99.520.010.5147.300.01 0001.3560.005.23.2352.011.99.520.010.5110.300.01			-		26,103	60,462		60,462	100.0%	58.3% YES	43,504	(103,966)
010	0001.3560.005.23.2352.011.99.520.010.5146.300.01		-	-	-	175	408	_	408	100.0%	58.3%	292	(700)
010	0001.3560.005.24.2305.011.99.520.010.5110.300.01	K-8 READING INSTR-MITCHELL-SALARIES	137,122	137,122	-	14,728	36,013	79,988	(43,975)	26.3%	58.3% YES	14,254	86,855
010	0001.3560.005.24.2305.011.99.520.010.5146.300.01		350	350	-	-	-	204	(204)	0.0%	58.3%	-	350
010	0001.3560.005.24.2310.011.99.520.010.5110.300.01 0001.3560.005.24.2310.011.99.520.010.5146.300.01					-	-		1	-		_	-
010	0001.3560.005.24.2310.011.99.520.010.5140.300.01					-	-	1	1			-	
010	0001.3560.005.24.2324.011.99.520.010.5124.300.01	K-8 READING INSTR-MITCHELL-SUBS-LON	-	-	-	927	927	-	927	-	-	10,567	(11,493)
010	0001.3560.005.24.2352.011.99.520.010.5110.300.01		-	-	-	14,728	36,013	-	36,013	100.0%	58.3% YES	14,254	(50,267)
010 010	0001.3560.005.25.2305.011.99.520.010.5110.300.01		222,845 280	222,845	-	14,860 88	34,673	129,993	(95,320) 41	15.6%	58.3% YES 58.3%	24,767	163,405
010	0001.3560.005.25.2305.011.99.520.010.5146.300.01 0001.3560.005.25.2310.011.99.520.010.5110.300.01		280	280	-	- 00	204	163	- 41	72.9%	36.3%	146	(70)
010	0001.3560.005.25.2310.011.99.520.010.5146.300.01		-	-	-	-	-	-	-	-	-	-	-
010	0001.3560.005.25.2310.011.99.520.010.5147.300.01		-	-	-	-	-	-	-	-	-	-	-
010	0001.3560.005.25.2324.011.99.520.010.5124.300.01		-	-	-	22,716	53,005	-	53,005 34,673	100.0%	58.3% YES 58.3% YES	37,861 24,766	(90,866)
010	0001.3560.005.25.2352.011.99.520.010.5110.300.01 0001.3560.005.25.2352.011.99.520.010.5146.300.01		-	-	-	14,860 87	34,673 204	1	34,673 204	100.0%	58.3%	146	(59,439) (350)
010	0001.3560.005.26.2305.011.99.520.010.5110.300.01		194,219	194,219	-	25,992	60,647	113,294	(52,648)	31.2%	58.3% YES	43,319	90,253
010	0001.3560.005.26.2305.011.99.520.010.5146.300.01	K-8 READING INSTR-HIGH ROCK-LONGEVI	1,100	1,100	-	275	642	642	(0)	58.3%	58.3%	458	· -
010	0001.3560.005.26.2310.011.99.520.010.5110.300.01		-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3560.005.26.2310.011.99.520.010.5146.300.01 0001.3560.005.26.2310.011.99.520.010.5147.300.01	READING SALARIES PERMANENT READING SALARIES PERMANENT				-	-		1	-		_	-
010	0001.3560.005.26.2324.011.99.520.010.5124.300.01		-	-	-	22,716	53,005	-	53,005	100.0%	58.3% YES	37,861	(90,866)
010	0001.3560.005.30.2305.011.99.520.010.5110.300.01		61,335	61,335	-		-	35,779	(35,779)	0.0%	58.3% YES	-	61,335
010	0001.3560.005.30.2310.011.99.520.010.5110.300.01		-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3560.005.30.2310.011.99.520.010.5146.300.01 0001.3560.005.30.2352.011.99.520.010.5110.300.01		-	-	-	15,334	- 35,779		35,779	100.0%	- 58.3% YES	- 25,557	(61,336)
010	0001.3560.003.30.2352.011.99.520.010.5110.300.01					13,334	33,779	_	-	-	J0.5% ILS -	23,337	(01,330)
010	0001.3560.040.21.2351.011.99.520.010.5110.300.01		23,940	23,940	-	5,985	17,955	17,955	(0)	75.0%	75.0%	5,985	0
010	0001.3560.040.21.2351.011.99.520.010.5146.300.01	READING LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010	0001.3560.040.22.2351.011.99.520.010.5110.300.01		23,940	23,940	-	5,985	17,955	17,955	(0)	75.0%	75.0%	5,985	0
010	0001.3560.040.22.2351.011.99.520.010.5146.300.01 0001.3560.040.23.2351.011.99.520.010.5110.300.01	READING LONGEVITY READING SALARIES PERMANENT	23,940	- 23,940	_	5,985	- 17,955	17,955	(0)	- 75.0%	75.0%	- 5,985	- 0
010	0001.3560.040.23.2351.011.99.520.010.5146.300.01		25,540	-	-	-	-	-	-		-	-	-
010	0001.3560.040.24.2351.011.99.520.010.5110.300.01	READING SALARIES PERMANENT	23,941	23,941	-	5,985	17,955	17,956	(1)	75.0%	75.0%	5,985	1
010	0001.3560.040.24.2351.011.99.520.010.5146.300.01				-	-	-	- 17.055	-	-	-		
010 010	0001.3560.040.25.2351.011.99.520.010.5110.300.01 0001.3560.040.25.2351.011.99.520.010.5146.300.01		23,941	23,941	-	5,985	17,955	17,956	(1)	75.0%	75.0%	5,985	1
010	0001.3560.040.25.2351.011.99.520.010.5140.300.01		-	-	-	-	-	_	_			-	-
010	0001.3560.040.26.2351.011.99.520.010.5146.300.01	READING LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010	0001.3560.040.30.2351.011.99.520.010.5110.300.01	READING SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-

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	Account	Description	Original	QIII	QIII Txfr	QIII Transactions	YTD	Target	Over/(Udr)	YTD % Budget	Target & Variance > 20%	Encumbrance	Budget Balance
010	0001.3560.040.30.2351.011.99.520.010.5146.300.01		Budget -	Revised Budget	-	-	Transactions -	Expense -	Target -		-	-	-
010	0001.3560.040.30.2351.099.99.520.010.5110.300.01	SALARIES REGULAR	-	-	-	-	-	-	-	-	-	-	-
010	0001.3561.005.10.2110.030.99.520.010.5110.300.01		-	-	-	15,153	45,459	-	45,459	100.0%	58.3% YES	15,153	(60,613)
010	0001.3561.005.21.2110.030.99.520.010.5110.300.01		61,975	61,975	-	-	-	36,152	(36,152)	0.0%	58.3% YES	-	61,975
010 010	0001.3561.005.21.2220.030.99.520.010.5110.300.01		-	-	-	- 4 747	-	-	(17.650)	- 22.40/	-	7.000	-
010	0001.3561.005.21.2305.030.99.520.010.5110.300.01 0001.3561.005.21.2310.030.99.520.010.5110.300.01		49,142	49,142	-	4,717	11,007	28,666	(17,659)	22.4%	58.3% YES	7,862	30,273
010	0001.3561.005.21.2310.030.99.520.010.5146.300.01		_	_	_	_	_	_	_	-	_	_	_
010	0001.3561.005.21.2352.030.99.520.010.5110.300.01	ELEM MATH INSTR-BROADMEADOW-SALAF	-	-	-	18,869	44,029	-	44,029	100.0%	58.3% YES	31,449	(75,478)
010	0001.3561.005.22.2305.030.99.520.010.5110.300.01		40,884	40,884	-	5,111	11,926	23,849	(11,923)	29.2%	58.3% YES	8,519	20,439
010 010	0001.3561.005.22.2305.030.99.520.010.5146.300.01 0001.3561.005.22.2310.030.99.520.010.5110.300.01		450	450	-	150	550	263	288	122.2%	58.3%	-	(100)
010	0001.3561.005.22.2310.030.99.520.010.5110.300.01			-			-	1	1			-	
010	0001.3561.005.22.2352.030.99.520.010.5110.300.01		-	-	-	20,445	47,706	-	47,706	100.0%	58.3% YES	34,075	(81,781)
010	0001.3561.005.23.2305.030.99.520.010.5110.300.01		31,190	31,190	-	5,198	12,129	18,194	(6,065)	38.9%	58.3%	8,664	10,397
010	0001.3561.005.23.2305.030.99.520.010.5146.300.01		450	450	-	38	38	263	(225)	8.3%	58.3%	125	288
010	0001.3561.005.23.2310.030.99.520.010.5110.300.01 0001.3561.005.23.2310.030.99.520.010.5146.300.01		-	-		-	-	1					
010	0001.3561.005.23.2352.030.99.520.010.5110.300.01		-	-	-	20,793	48,518	-	48,518	100.0%	58.3% YES	34,655	(83,173)
010	0001.3561.005.23.2352.030.99.520.010.5146.300.01		-	-	-	188	288	-	288	100.0%	58.3%	500	(788)
010	0001.3561.005.24.2305.030.99.520.010.5110.300.01		30,839	30,839	-	3,031	9,092	17,989	(8,898)	29.5%	58.3% YES	3,031	18,717
010 010	0001.3561.005.24.2310.030.99.520.010.5110.300.01 0001.3561.005.24.2352.030.99.520.010.5110.300.01		-	-	-	12,123	36,368		36,368	100.0%	58.3% YES	12,123	(48,490)
010	0001.3561.005.25.2305.030.99.520.010.5110.300.01		56,608	56,608	-	3,931	7,076	33,021	(25,945)	12.5%	58.3% YES	7,862	41,670
010	0001.3561.005.25.2310.030.99.520.010.5110.300.01	MATH INSTRUCTION	-	-	-	-	-	-	-	-	-	-	-
010	0001.3561.005.25.2324.030.99.520.010.5124.300.01		-	-	-	7,401	7,401	-	7,401	-	-	9,213	(16,614)
010	0001.3561.005.25.2352.030.99.520.010.5110.300.01 0001.3561.005.26.2310.030.99.520.010.5110.300.01					15,725	44,029	-	44,029	100.0%	58.3% YES	31,449	(75,478)
010	0001.3561.005.20.2310.030.99.520.010.5110.300.01	MATH INSTRUCTION SALARIES REGULAR	_	_	_	_	_	_	_	-	_	_	_
010	0001.3561.040.21.2351.030.99.520.010.5110.300.01	MATH INSTRUCTION	49,143	49,143	-	-	-	28,667	(28,667)	0.0%	58.3% YES	-	49,143
010	0001.3561.040.21.2351.030.99.520.010.5146.300.01				-	-	-					-	
010 010	0001.3561.040.22.2351.030.99.520.010.5110.300.01 0001.3561.040.22.2351.030.99.520.010.5146.300.01		20,794 300	20,794 300		_	-	12,130 175	(12,130) (175)	0.0% 0.0%	58.3% YES 58.3%	-	20,794 300
010	0001.3561.040.22.2351.030.99.520.010.5140.300.01		20,794	20,794		-	-	12,130	(12,130)	0.0%	58.3% YES	-	20,794
010	0001.3561.040.23.2351.030.99.520.010.5146.300.01		300	300	-	-	-	175	(175)	0.0%	58.3%	-	300
010	0001.3561.040.24.2351.030.99.520.010.5110.300.01		61,975	61,975	-	-	-	36,152	(36,152)	0.0%	58.3% YES	-	61,975
010 010	0001.3561.040.24.2351.030.99.520.010.5146.300.01		37,740	- 37,740	-	-	-	22,015	(22,015)	0.0%	- 58.3% YES	-	- 37,740
010	0001.3561.040.25.2351.030.99.520.010.5110.300.01 0001.3561.040.25.2351.030.99.520.010.5146.300.01		37,740	37,740			-	22,013	(22,013)	-	J0.370 TL3	-	37,740
010	0001.3561.040.26.2351.030.99.520.010.5110.300.01		-	-	-	-	-	-	-	-	-	-	-
010	0001.3561.040.26.2351.030.99.520.010.5146.300.01		-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3561.040.30.2351.030.99.520.010.5110.300.01		-	-	-	-	-	-	-	-	-	-	-
010	0001.3561.040.30.2351.030.99.520.010.5146.300.01 0001.3570.005.10.2330.099.99.520.010.5110.300.03		-	-	-	_	-	1				-	-
010	0001.3570.005.25.2330.099.99.520.010.5110.300.03		-	-	-	-	-	-	-	-	-	-	-
010	0001.3580.040.99.3100.099.99.520.010.5110.300.03		1,643	1,643	-	395	1,155	1,132	23	70.3%	68.9%	426	62
010 010	0001.3580.040.99.3100.099.99.520.010.5130.300.03		10 270	10.270	-	13	72	7 520	72	100.0%	68.9%	-	(72)
010	0001.3620.005.10.2210.035.99.520.010.5110.300.02 0001.3620.005.10.2330.035.99.520.010.5110.300.03		10,270 2,520	10,270 2,520	-	503	503	7,520 1,470	(7,016) (1,470)	4.9% 0.0%	73.2% YES 58.3%	2,970	6,797 2,520
010	0001.3620.005.10.2440.035.99.520.010.5110.300.01		-	-	-	-	-	-	-	-	-	-	-
010	0001.3620.005.21.2110.035.99.520.010.5110.300.01		12,914	12,914	-	3,325	9,976	7,533	2,443	77.3%	58.3%	3,325	(388)
010	0001.3620.005.21.2210.035.99.520.010.5110.300.02		-	-	-	-	-	-	-	-	-	-	-
010	0001.3620.005.21.2210.035.99.520.010.5146.300.02 0001.3620.005.21.2305.035.99.520.010.5110.300.01		1,029	1,029	-	-	-	600	(600)	0.0%	58.3%	-	1,029
010	0001.3620.005.21.2305.035.99.520.010.5110.300.01		- 1,029	-	-		-	-	(000)	-	-	-	-
010	0001.3620.005.21.2330.035.99.520.010.5110.300.03		22,054	22,054	-	8,981	22,008	15,411	6,597	99.8%	69.9% YES	6,346	(6,300)
010	0001.3620.005.21.2330.035.99.520.010.5130.300.03		-	-	-	-	-	-		-	-	-	-
010	0001.3620.005.21.2330.035.99.520.010.5146.300.03 0001.3620.005.21.2356.035.99.520.010.5136.300.01		129 1,000	129 1,000		_	130	129 583	1 (583)	100.8% 0.0%	100.0% 58.3%	-	(1) 1,000
010	0001.3620.005.21.2357.035.99.520.010.5110.300.01		-	-	_	_	_	-	(303)	-	-	_	-
010	0001.3620.005.22.2110.035.99.520.010.5110.300.01	ELEM SCIENCE CTR-ELIOT-SALARIES	12,914	12,914	-	3,325	9,976	7,533	2,443	77.3%	58.3%	3,325	(388)
010	0001.3620.005.22.2210.035.99.520.010.5110.300.02		-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3620.005.22.2210.035.99.520.010.5146.300.02 0001.3620.005.22.2305.035.99.520.010.5110.300.01	SCIENCE CTR LONGEVITY SCIENCE CTR SALARIES PERMANENT	-	-	-		-	-				-	-
010	0001.3620.005.22.2305.035.99.520.010.5110.300.01	SCIENCE CTR SALARIES PERMANENT SCIENCE CTR LONGEVITY	-	-	-		-	-	-	-	-	-	-
010	0001.3620.005.22.2330.035.99.520.010.5110.300.03	SCIENCE CTR SALARIES PERMANENT	22,053	22,053	-	6,366	15,120	15,410	(290)	68.6%	69.9%	6,346	587
010	0001.3620.005.22.2330.035.99.520.010.5130.300.03		-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3620.005.22.2330.035.99.520.010.5146.300.03 0001.3620.005.22.2356.035.99.520.010.5136.300.01		129 1,000	129 1,000	-	[ ]	130	90 583	40 (583)	100.8% 0.0%	69.9% 58.3%	-	(1) 1,000
010	0001.3620.003.22.2350.033.99.520.010.5130.300.01			-	-		-	-	(383)	-	-	-	-
010	0001.3620.005.23.2110.035.99.520.010.5110.300.01	ELEM SCIENCE CTR-HILLSIDE-SALARIES	12,914	12,914	-	3,325	9,976	7,533	2,443	77.3%	58.3%	3,325	(388)
010	0001.3620.005.23.2210.035.99.520.010.5110.300.02		-	-	-	-	-	-	-	-	-	-	-
010	0001.3620.005.23.2210.035.99.520.010.5146.300.02	SCIENCE CIK LUNGEVIIY	-	-	-	- 1	- 1	-	-	-	-	-	-

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Account Description 010 0001.3620.005.23.2305.035.99.520.010.5110.300.01 SCIENCE CTR SALARIES PERMANENT 010 0001.3620.005.23.2305.035.99.520.010.5146.300.01 SCIENCE CTR LONGEVITY 010 0001.3620.005.23.2330.035.99.520.010.5130.300.03 SCIENCE CTR SALARIES PERMANENT 010 0001.3620.005.23.2330.035.99.520.010.5130.300.03 SCIENCE CTR SALARIES OT	Original Budget - - 22,053 - 129 1,000	QIII Revised Budget - - 22,053	QIII Txfr - -	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target %	& Variance > 20%	Encumbrance	Budget Balance
010 0001.3620.005.23.2305.035.99.520.010.5110.300.01 SCIENCE CTR SALARIES PERMANENT 010 0001.3620.005.23.2305.035.99.520.010.5146.300.01 SCIENCE CTR LONGEVITY 010 0001.3620.005.23.2330.035.99.520.010.5110.300.03 SCIENCE CTR SALARIES PERMANENT	- - 22,053 - 129	-		-	Transactions	Expense	rarget	Duuget				
010 0001.3620.005.23.2330.035.99.520.010.5110.300.03 SCIENCE CTR SALARIES PERMANENT	- 129	22,053	-		_	-	-	-	-		-	-
	- 129	22,053			-	-	- (216)	-	-			-
010 0001 3020 003 23 2330 035 99 520 010 5130 300 03 SCIENCE CIR SALARIES ()]		_	-	6,357	15,094	15,410	(316)	68.4%	69.9%		6,326	633
010 0001.3620.005.23.2330.035.99.520.010.5146.300.03 SCIENCE CTR LONGEVITY	1,000	129	-	-	130	129	1	100.8%	100.0%		-	(1)
010 0001.3620.005.23.2356.035.99.520.010.5136.300.01 ELEM SCIENCE CTR-HILLSIDE-PROF DEV S	,	1,000	-	-	-	583	(583)	0.0%	58.3%		-	1,000
010 0001.3620.005.23.2357.035.99.520.010.5110.300.01 SCIENCE CTR SALARIES PERMANENT 010 0001.3620.005.24.2110.035.99.520.010.5110.300.01 ELEM SCIENCE CTR-MITCHELL-SALARIES	12,914	- 12,914	-	- 3,325	- 9,976	7,533	- 2,443	77.3%	58.3%		3,325	(388)
010 0001.3620.005.24.2210.035.99.520.010.5110.300.02 SCIENCE CTR SALARIES PERMANENT	-	-	-	-	-	-	-	-	-		-	-
010 0001.3620.005.24.2210.035.99.520.010.5146.300.02 SCIENCE CTR LONGEVITY	-	-	-	-	-	-	-	-	-		-	-
010 0001.3620.005.24.2305.035.99.520.010.5110.300.01 SCIENCE CTR SALARIES PERMANENT 010 0001.3620.005.24.2305.035.99.520.010.5146.300.01 SCIENCE CTR LONGEVITY	-	-	-	-	-		-				-	-
010 0001.3620.005.24.2330.035.99.520.010.5110.300.03 SCIENCE CTR SALARIES PERMANENT	22,053	22,053	-	6,357	15,094	15,410	(316)	68.4%	69.9%		6,326	633
010 0001.3620.005.24.2330.035.99.520.010.5130.300.03 SCIENCE CTR SALARIES OT	-	-	-	-	-	-	-	-	-		-	- (4)
010 0001.3620.005.24.2330.035.99.520.010.5146.300.03 SCIENCE CTR LONGEVITY 010 0001.3620.005.24.2356.035.99.520.010.5136.300.01 ELEM SCIENCE CTR-MITCHELL-PROF DEV 5	129 1,000	129 1,000	-	-	130	90 583	40 (583)	100.8% 0.0%	69.9% 58.3%		-	(1) 1,000
010 0001.3620.005.24.2357.035.99.520.010.5110.300.01 SCIENCE CTR SALARIES PERMANENT	-	-	-	-	-	-	-	-	-		-	-
010 0001.3620.005.25.2110.035.99.520.010.5110.300.01 ELEM SCIENCE CTR-NEWMAN-SALARIES	12,914	12,914	-	3,325	9,976	7,533	2,443	77.3%	58.3%		3,325	(388)
010 0001.3620.005.25.2210.035.99.520.010.5110.300.02 SCIENCE CTR SALARIES PERMANENT 010 0001.3620.005.25.2210.035.99.520.010.5146.300.02 SCIENCE CTR LONGEVITY		-	-	-	-	-					-	-
010 0001.3620.005.25.2305.035.99.520.010.5110.300.01 SCIENCE CTR SALARIES PERMANENT	66,041	66,041	-	16,511	38,525	38,524	1	58.3%	58.3%		27,518	(2)
010 0001.3620.005.25.2305.035.99.520.010.5146.300.01 SCIENCE CTR LONGEVITY 010 0001.3620.005.25.2330.035.99.520.010.5110.300.01 SALARIES REGULAR	-	-	-	-	-	-	-	-	-		-	-
010 0001.3620.005.25.2330.035.99.520.010.5110.300.01 SALARIES REGULAR 010 0001.3620.005.25.2330.035.99.520.010.5110.300.03 SCIENCE CTR SALARIES PERMANENT	40,710	40,710	-	12,951	30,434	28,447	1,987	74.8%	69.9%		12,583	(2,307)
010 0001.3620.005.25.2330.035.99.520.010.5130.300.03 SCIENCE CTR SALARIES OT	-	-	-	-	-	-	-	-	-		-	-
010 0001.3620.005.25.2330.035.99.520.010.5146.300.03 SCIENCE CTR LONGEVITY 010 0001.3620.005.25.2356.035.99.520.010.5136.300.01 ELEM SCIENCE CTR-NEWMAN-PROF DEV S	129 1,000	129 1,000	-	-	130	90 583	40 (583)	100.8% 0.0%	69.9% 58.3%		-	(1) 1,000
010 0001.3620.005.25.2350.035.99.520.010.5150.300.01 ELEM SCIENCE CTR-NEWMAN-PROF DEV S	-	-		-	-	-	(363)	-	-		-	-
010 0001.3620.040.21.2351.035.99.520.010.5110.300.01 SCIENCE CTR SALARIES PERMANENT	8,609	8,609	-	2,217	6,651	5,022	1,629	77.3%	58.3%		2,217	(259)
010 0001.3620.040.21.2351.035.99.520.010.5146.300.01 SCIENCE CTR LONGEVITY 010 0001.3620.040.22.2351.035.99.520.010.5110.300.01 SCIENCE CTR SALARIES PERMANENT	- 9.600	- 8,609	-	- 2,217	- 6,651	- 5,022	- 1,629	- 77.3%	- 58.3%		- 2,217	- (259)
010 0001.3620.040.22.2351.035.99.520.010.5110.300.01 SCIENCE CTR SALARIES PERMANENT 010 0001.3620.040.22.2351.035.99.520.010.5146.300.01 SCIENCE CTR LONGEVITY	8,609	-		- 2,217	- 0,031	-	1,029		-		- 2,217	(239)
010 0001.3620.040.23.2351.035.99.520.010.5110.300.01 SCIENCE CTR SALARIES PERMANENT	8,609	8,609	-	2,217	6,651	5,022	1,629	77.3%	58.3%		2,217	(259)
010 0001.3620.040.23.2351.035.99.520.010.5146.300.01 SCIENCE CTR LONGEVITY 010 0001.3620.040.24.2351.035.99.520.010.5110.300.01 SCIENCE CTR SALARIES PERMANENT	8,609	- 8,609	-	- 2,217	- 6,651	- 5,022	- 1,629	- 77.3%	- 58.3%		- 2,217	(259)
010 0001.3620.040.24.2351.035.99.520.010.3110.300.01 SCIENCE CTR SAEARLES PERMANENT	-	-	_			-	-	-	-			(233)
010 0001.3620.040.25.2351.035.99.520.010.5110.300.01 SCIENCE CTR SALARIES PERMANENT	8,609	8,609	-	2,217	6,651	5,022	1,629	77.3%	58.3%		2,217	(259)
010 0001.3620.040.25.2351.035.99.520.010.5146.300.01 SCIENCE CTR LONGEVITY 010 0001.3630.005.10.2220.040.99.520.010.5110.300.01 ED TECH IN-STATE TRAVEL	-	-	-	-	-		-				-	-
010 0001.3630.005.21.2305.040.99.520.010.5110.300.01 ED TECH SALARIES PERMANENT	96,617	96,617	-	24,879	58,052	56,360	1,692	60.1%	58.3%		41,465	(2,900)
010 0001.3630.005.21.2305.040.99.520.010.5146.300.01 ED TECH LONGEVITY	-	-	-	-	-	-		-	-		-	- (0)
010 0001.3630.005.22.2305.040.99.520.010.5110.300.01 ED TECH SALARIES PERMANENT 010 0001.3630.005.22.2305.040.99.520.010.5146.300.01 ED TECH LONGEVITY	103,964 700	103,964 700	-	25,992 175	60,647 408	60,646 408	1	58.3% 58.3%	58.3% 58.3%		43,319 292	(2)
010 0001.3630.005.23.2305.040.99.520.010.5110.300.01 ED TECH SALARIES PERMANENT	103,966	103,966	-	25,992	60,647	60,647	0	58.3%	58.3%		43,319	-
010 0001.3630.005.23.2305.040.99.520.010.5146.300.01 ED TECH LONGEVITY	1,100	1,100	-	275	642	642	(0)	58.3%	58.3%		458	-
010 0001.3630.005.23.2305.040.99.520.010.5147.300.01 EDUCATIONAL TECHNOLOGY 010 0001.3630.005.24.2305.040.99.520.010.5110.300.01 ED TECH SALARIES PERMANENT	79,378	- 79,378	_	20,465	- 47,751	46,304	1,447	60.2%	58.3%		34,108	(2,480)
010 0001.3630.005.24.2305.040.99.520.010.5146.300.01 ED TECH LONGEVITY	-	-	-	-	-	-	· -	-	-		-	-
010 0001.3630.005.25.2305.040.99.520.010.5110.300.01 ED TECH SALARIES PERMANENT 010 0001.3630.005.25.2305.040.99.520.010.5146.300.01 ED TECH LONGEVITY	103,966	103,966	-	25,992	60,647	60,647	0	58.3%	58.3%		43,319	-
010 0001.3630.005.25.2305.040.99.520.010.5146.300.01 ED TECH LONGEVITY 010 0001.3630.005.25.2305.040.99.520.010.5147.300.01 ED TECH ALT LONGEVITY		-	-	-	-	-					-	-
010 0001.3630.005.26.2305.040.99.520.010.5110.300.01 ED TECH SALARIES PERMANENT	125,747	125,747	-	32,162	75,044	73,352	1,692	59.7%	58.3%		53,603	(2,900)
010 0001.3630.005.26.2305.040.99.520.010.5120.300.01 ED TECH SALARIES TEMPORARY 010 0001.3630.005.26.2305.040.99.520.010.5146.300.01 ED TECH LONGEVITY	-	-	-		-	-	-	-	-		-	-
010 0001.3630.005.20.2305.040.99.520.010.5140.300.01 ED TECH EUNGEVITY 010 0001.3630.005.30.2305.040.99.520.010.5110.300.01 ED TECH SALARIES PERMANENT	143,498	143,498	-	35,875	83,707	83,707	0	58.3%	58.3%		59,791	(0)
010 0001.3630.005.30.2305.040.99.520.010.5120.300.01 ED TECH SALARIES TEMPORARY	· -	· -	-	· -	-	· -	-	-	-		· -	- ' '
010 0001.3630.005.30.2305.040.99.520.010.5146.300.01 ED TECH LONGEVITY 010 0001.3630.005.30.2330.040.99.520.010.5110.300.03 EDUCATIONAL TECHNOLOGY	-	-	-	-	-	-	-		- 1		-	-
010 0001.3630.005.40.2305.040.99.520.010.5110.300.01 ED TECH SALARIES PERMANENT	170,258	170,258	_	39,329	91,768	99,317	(7,550)	53.9%	58.3%		65,548	12,942
010 0001.3630.005.40.2305.040.99.520.010.5146.300.01 ED TECH LONGEVITY	-	-	-	-	-	-	-	-	-		-	-
010 0001.3630.005.40.2305.040.99.520.010.5147.300.01 EDUCATIONAL TECHNOLOGY 010 0001.3630.010.10.2250.040.99.520.010.5130.300.03 ED TECH SAL OVERTIME		-	-	_	-				- 1		-	-
010 0001.3630.010.10.2250.099.99.520.010.5130.300.03 ED TECH SAL OVERTIME	-	-	-	-	-	-	-	-	-		-	-
010 0001.3630.040.10.2250.040.99.520.010.5110.300.03 ED TECH SALARIES PERMANENT	408,272	408,272	-	84,230	248,652	298,353	(49,701)	60.9%	73.1%		90,737	68,884
010 0001.3630.040.10.2250.040.99.520.010.5130.300.03 ED TECH SALARIES PERMANENT 010 0001.3630.040.10.2250.040.99.520.010.5146.300.03 ED TECH LONGEVITY	2,300	2,300	-		595 1,300	1,681	595 (381)	100.0% 56.5%	73.1% 73.1%		-	(595) 1,000
010 0001.3630.040.21.2250.040.99.520.010.5110.300.03 ED TECH SALARIES PERMANENT	-,500	-,200	-	-	-,500	-,:01	-	-	-		-	-,
010 0001.3630.040.21.2250.040.99.520.010.5130.300.03 OVERTIME	-	-	-	-	-	-	-	-	-		-	-
010 0001.3630.040.21.2250.040.99.520.010.5146.300.03 ED TECH LONGEVITY 010 0001.3630.040.22.2250.040.99.520.010.5110.300.03 ED TECH SALARIES PERMANENT	-	-	-		-						-	-
010 0001.3630.040.22.2250.040.99.520.010.5130.300.03 OVERTIME	-	-	-	-	-	-	-	-	-		-	-
010 0001.3630.040.22.2250.040.99.520.010.5146.300.03 ED TECH SALARIES PERMANENT 010 0001.3630.040.23.2250.040.99.520.010.5110.300.03 ED TECH SALARIES PERMANENT	-	-	-	-	-	-	-	-	-		-	-
010 0001.5050.040.25.2250.040.35.320.010.3110.500.05 ED TECH SMEMTES PERMANENT	-	-	-	- 1	· - I	-	-	-	-		-	-

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	Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target & Variance	Encumbrance	Budget Balance
010	0001.3630.040.23.2250.040.99.520.010.5130.300.03	OVERTIME	- Buuget	-	-	-	-	-	raiget -	- Duuget	- 2070	-	-
010		ED TECH LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010	0001.3630.040.24.2250.040.99.520.010.5110.300.03	ED TECH SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010		ED TECH SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010		ED TECH SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010		OVERTIME	-	-	-	-	-	-	-	-	-	-	-
010	0001.3630.040.25.2250.040.99.520.010.5146.300.03	ED TECH SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3630.040.25.2305.040.99.520.010.5110.300.03 0001.3630.040.26.2250.040.99.520.010.5110.300.03	ED TECH SALARIES PERMANENT	-	-	-	-	7 200	-	7,399	100.0%	73.1% YES	-	(7.200)
010		OVERTIME					7,399		7,399	100.0%	73.170 ILS		(7,399)
010	0001.3630.040.26.2250.040.99.520.010.5146.300.03		_	_	_	_	_	_	_	_	_	_	_
010	0001.3630.040.26.2330.040.99.520.010.5110.300.03		-	-	-	-	-	-	-	-	-	-	-
010	0001.3630.040.30.2250.040.99.520.010.5110.300.03	ED TECH SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010		OVERTIME	-	-	-	-	-	-	-	-	-	-	-
010		ED TECH SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010	0001.3630.040.30.2330.040.99.520.010.5110.300.03	ED TECH SALARIES PERMANENT	44.654	44.654	-	- 11 007	- 27.002		- (4.620)	- 70/	72.40/	- 11 000	4.700
010 010	0001.3630.040.40.2250.040.99.520.010.5110.300.03 0001.3630.040.40.2250.040.99.520.010.5130.300.03	ED TECH SALARIES PERMANENT OVERTIME	44,651	44,651	-	11,997	27,992	32,630	(4,638)	62.7%	73.1%	11,899	4,760
010	0001.3630.040.40.2250.040.99.520.010.5130.300.03	ED TECH SALARIES PERMANENT											
010	0001.3631.005.10.2110.099.99.520.010.5110.300.01	MEDIA SVCS SALARIES PERMANENT	128,678	128,678	_	32,169	96,508	96,509	(1)	75.0%	75.0%	32,169	1
010	0001.3631.005.10.2110.099.99.520.010.5110.300.02	MEDIA SVCS SALARIES PERMANENT	60,499	60,499	-	15,054	44,004	44,211	(207)	72.7%	73.1%	16,212	283
010	0001.3631.005.10.2110.099.99.520.010.5146.300.01	MEDIA SVCS LONGEVITY	· -	· -	-	-	· -	-	`- ´	-	-	-	-
010	0001.3631.005.10.2110.099.99.520.010.5146.300.02	MEDIA SVCS LONGEVITY	1,000	1,000	-	-	1,000	731	269	100.0%	73.1%	-	-
010	0001.3631.005.10.2110.099.99.520.010.5147.300.01	MEDIA SVCS ALT LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010	0001.3631.005.21.2110.099.99.520.010.5110.300.01	MEDIA SVCS SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3631.005.21.2110.099.99.520.010.5110.300.02	MEDIA SVCS SALARIES PERMANENT MEDIA SVCS SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010	0001.3631.005.21.2330.075.99.520.010.5110.300.03 0001.3631.005.22.2330.075.99.520.010.5110.300.03	MEDIA SVCS SALARIES PERMANENT MEDIA SVCS SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010	0001.3631.005.22.2330.075.99.520.010.5110.300.03	MEDIA SVCS SALARIES PERMANENT											
010		MEDIA SVCS SALARIES PERMANENT	_	_	_	_	_	_	_	_	_	_	_
010	0001.3631.005.25.2330.075.99.520.010.5110.300.03	MEDIA SVCS SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010		MEDIA SVCS SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010	0001.3631.005.40.2330.045.99.520.010.5110.300.03	MEDIA SVCS SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010	0001.3631.005.40.2330.045.99.520.010.5146.300.03	MEDIA SVCS LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010	0001.3631.005.40.2330.075.99.520.010.5110.300.03	MEDIA SVCS SALARIES PERMANENT	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3631.005.40.2330.080.99.520.010.5110.300.03	MEDIA SVCS SALARIES PERMANENT MEDIA SVCS SALARIES PERMANENT	70,943	70,943	-	17,760	- 53,798	51,843	1.955	75.8%	73.1%	10.006	(1.063)
010	0001.3631.040.10.2340.099.99.520.010.5110.300.03 0001.3631.040.10.2340.099.99.520.010.5130.300.03	OVERTIME	70,943	70,943		17,760	1,476	51,643	1,476	100.0%	73.1%	19,006	(1,862) (1,476)
010	0001.3631.040.10.2340.099.99.520.010.5146.300.03	MEDIA SVCS LONGEVITY	1,450	1,450	_	_	1,450	1,450		100.0%	100.0%	_	(1,470)
010	0001.3631.040.21.2340.045.99.520.010.5110.300.01	MEDIA SVCS SALARIES PERMANENT	85,926	85,926	_	21,779	50,818	50,124	695	59.1%	58.3%	36,299	(1,191)
010	0001.3631.040.21.2340.045.99.520.010.5110.300.02	MEDIA SVCS SALARIES PERMANENT	8,014	8,014	-	2,429	5,797	5,503	295	72.3%	68.7%	2,703	(486)
010	0001.3631.040.21.2340.045.99.520.010.5146.300.01	MEDIA SVCS LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010	0001.3631.040.21.2340.045.99.520.010.5146.300.02	MEDIA SVCS LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010	0001.3631.040.22.2340.045.99.520.010.5110.300.01	MEDIA SVCS SALARIES PERMANENT	83,172	83,172	-	20,793	48,517	48,517	0	58.3%	58.3%	34,655	(1)
010 010	0001.3631.040.22.2340.045.99.520.010.5110.300.02 0001.3631.040.22.2340.045.99.520.010.5146.300.01	MEDIA SVCS SALARIES PERMANENT MEDIA SVCS LONGEVITY	8,014	8,014 560	-	2,429 175	5,797 408	5,503	295 82	72.3%	68.7% 58.3%	2,703 292	(486)
010	0001.3631.040.22.2340.045.99.520.010.5146.300.01	MEDIA SVCS LONGEVITY MEDIA SVCS LONGEVITY	560	500		1/5	408	327	- 62	72.9%	56.5%	292	(140)
010	0001.3631.040.23.2340.045.99.520.010.5110.300.01	MEDIA SVCS SALARIES PERMANENT	92,004	92,004	_	23,001	53,669	53,669	(0)	58.3%	58.3%	38.335	1
010		MEDIA SVCS SALARIES PERMANENT	8,014	8,014	-	2,429	5,797	5,503	295	72.3%	68.7%	2,703	(486)
010	0001.3631.040.23.2340.045.99.520.010.5146.300.01	MEDIA SVCS LONGEVITY	· -	-	-	-	-	-	-	-	-	-	`- ´
010		MEDIA SVCS LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010		MEDIA SVCS ALT LONGEVITY		-	-	-	-	-	-	-	-		-
010	0001.3631.040.24.2340.045.99.520.010.5110.300.01	MEDIA SVCS SALARIES PERMANENT	98,112	98,112	-	24,528	57,232	57,232	0	58.3%	58.3%	40,880	(1)
010 010		MEDIA SERVICES LONGEVITY	8,014	8,014 560		2,429 175	5,797 408	5,503	295 82	72.3%	68.7%	2,703 292	(486) (140)
010		MEDIA SERVICES LONGEVITY MEDIA SVCS LONGEVITY	560	-	-	- 1/3	-	327	- 02	72.9% -	58.3%	- 292	(140)
010	0001.3631.040.25.2340.045.99.520.010.5110.300.01	MEDIA SVCS SALARIES PERMANENT	122,469	122,469	-	32,131	74,972	71,440	3,532	61.2%	58.3%	53,551	(6,054)
010	0001.3631.040.25.2340.045.99.520.010.5110.300.02	MEDIA SVCS SALARIES PERMANENT	8,014	8,014	-	2,429	5,797	5,503	295	72.3%	68.7%	2,703	(486)
010	0001.3631.040.25.2340.045.99.520.010.5110.300.03	MEDIA SVCS SALARIES PERMANENT	· -	-	-	-	-	-	-	-	-	-	`- ´
010	0001.3631.040.25.2340.045.99.520.010.5146.300.01	MEDIA SVCS LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010	0001.3631.040.25.2340.045.99.520.010.5146.300.02	MEDIA SVCS LONGEVITY	-	-	-	-		-	-	-	-	-	-
010 010	0001.3631.040.25.2340.045.99.520.010.5146.300.03	MEDIA SERVICES LONGEVITY	102.005	102.005	-		137	-	137	100.0%	100.0%	42 240	(137)
010	0001.3631.040.26.2340.045.99.520.010.5110.300.01 0001.3631.040.26.2340.045.99.520.010.5110.300.02	MEDIA SVCS SALARIES PERMANENT MEDIA SVCS SALARIES PERMANENT	103,965	103,965	-	25,992	60,647	60,646	1	58.3%	58.3%	43,319	(1)
010	0001.3631.040.26.2340.045.99.520.010.5110.300.02	MEDIA SVCS SALARIES PERMANENT MEDIA SVCS SALARIES LONGEVITY	1,100	1,100	-	275	642	642	(0)	58.3%	58.3%	458	-
010	0001.3631.040.26.2340.045.99.520.010.5146.300.02	MEDIA SVCS SALARIES LONGEVITY	-	-	-		-	-	-	-	-	-	-
010		MEDIA SVCS SALARIES PERMANENT	102,225	102,225	-	25,557	59,632	59,631	1	58.3%	58.3%	42,594	(1)
010		MEDIA SVCS SALARIES PERMANENT	19,771	19,771	-	6,500	15,069	13,575	1,493	76.2%	68.7%	6,500	(1,798)
010	0001.3631.040.30.2340.045.99.520.010.5146.300.01	MEDIA LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010		MEDIA SVCS LONGEVITY	-	-	-	-	-	-	-	-	-		- (16.040)
010 010	0001.3631.040.40.2340.045.99.520.010.5110.300.01 0001.3631.040.40.2340.045.99.520.010.5110.300.02		146,785	146,785	-	40,908	95,453	85,625	9,828	65.0%	58.3%	68,181	(16,848)
010	0001.3631.040.40.2340.045.99.520.010.5110.300.02		82,354	82,354	-	25,057	57,650	57,546	104	70.0%	69.9%	24,848	(144)
220			02,004	02,00 /		. 25,057	3,,030	3.7510	204	. 3.0 /0		,	(+)

Accounts							1	]					Significant		
100   100		Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget			Encumbrance	Budget Balance
Second Content of the Content of t		0001.3631.040.40.2340.045.99.520.010.5146.300.01	MEDIA SVCS LONGEVITY	-	-	-	-	-	-	-	-	-	- 20 //0	-	-
March   Marc				- 451	- 451	-	-	- 450	- 451	- (1)	- 00 8%	100.0%		-	- 1
100				-	- 431		-	-	-	- (1)	99.070	100.0%		-	-
Control   Cont		0001.3640.005.10.2330.099.99.520.010.5110.300.03	PHYS ED SALARIES PERMANENT	-	-	-	-		-	-	-	-		-	-
100   100				141,066	141,066	-	35,266	82,287	82,289	(1)	58.3%	58.3%		58,777	2
100 0013-040-0005-22-228-50-000-2010-2010-2010-2010-2010-2010-20					-		-	-		1	- 1			-	-
120   100				107,014	107,014	-	26,753	62,424	62,425	(1)	58.3%	58.3%		44,589	1
100   3640.003   23.9555.09   32.001   3510.003   47.005   47.00				-	-	-		-		-				-	-
100   100   136-00 (00   136-				120,691	120,691	-	30,172	70,402	70,403	(1)	58.3%	58.3%		50,287	1
15.00   1001.3600.003 ± 24   2505.005 ± 250.				700	700	-	175	408	408	0	58.3%	58.3%		292	-
100   100				125.037	125.037	-	31.463	72.347	72,938	(591)	- 57.9%	58.3%		51.321	1,369
000.3640.00.25.20.00.00.25.00.00.00.00.00.00.00.00.00.00.00.00.00		0001.3640.005.24.2305.050.99.520.010.5146.300.01	PHYS ED LONGEVITY	-	-	-	-	-	-	-	-				-,
10.00   1.00				167.001	167.001	-	- 26 100	- 94 354	- 07 470	- (12.21E)	- E0 40/-	- EO 20/-		- 60 192	- 22,655
001.3940.03.52.23.56.09.92.00.03.51.03.00.01.978.ED SAARSET FERMANENT 19.6,573 19.6,773 - 4 91.43 114,688 114,688 0 8.3% 58.3% 58.3% 18.905 10.000.3940.03.52.03.000.3950.03.52.00.000.3950.03.000.3940.03.52.03.000.3950.03.000.03.000.3950.000.3950.03.000.3950.03.000.3950.03.000.3950.03.000.3950.03.000.3950.03.000.3950.03.000.3950.0000.3950				107,091	107,091		30,109	- 04,234	97,470	(13,213)	-	-		-	-
001.001.001.001.001.001.001.001.001.001				-	-	-	-	-	-	-	-	-		-	-
000 13040 093.36 295.05 99.5 200.15120 300.01 PM S D SALARIES FERMANENT 2.5 125.182 22	010					-				· ·					-
0001 3640 053 03 2255 0569 95 \$20 010 5145 3001 914 3001 914 3001 3640 050 03 0255 0569 95 \$20 010 5145 3001 914 3001 91						-				-					(6,124)
0001 3640, 003 3-023 505 90 93 320 0.013 147 30.00   PHYS ED SATLES PERMANENT   624, 004   624, 004   154, 841   361, 207   366, 002   275, 579   58, 394   28, 396   100, 361, 302   360, 302   360, 303   360, 302   360, 303   360,						-									-
0001.3464.005.30.2576.09.95.20.010.511.03.001. PHYSE DSAAMES PERMANENT 524,004 524,005 40.005.40.250.505.95.20.10.051.03.001. PHYSE DSAAMES PERMANENT 524,004 524,005 40.005.40.250.505.95.20.10.051.03.001. PHYSE DSAAMES PERMANENT 5.00.005.40.250.505.95.20.10.051.03.001. PHYSE DSAAMES PERMANENT 5.00.005.40.250.505.95.20.10.051.03.001. PHYSE DSAAMES PERMANENT 5.00.005.40.250.505.95.20.10.051.03.001. PHYSE DSAAMES PERMANENT 5.00.005.40.250.505.95.20.10.051.03.001. PHYSE DSAAMES PERMANENT 5.00.005.20.250.505.95.20.10.051.03.001. PHYSE DSAAMES PERMANENT 5.00.005.20.250.505.95.20.10.051.03.001. PHYSE DSAAMES PERMANENT 5.00.005.20.250.20.20.250.20.20.250.20.20.250.20.20.20.20.20.20.20.20.20.20.20.20.20				2,600	2,600	-	650	1,517	1,517	- 0	58.3%			1,083	-
000 3.564.005.4.205.05.09.99.520.0105.146.300.0   PMYSE DAL INDEXTITY	010			-	-	-	-	-	-	-	-	-		-	-
001 001.364.005.42.035.05.95.95.02.001.511.03.001 HARTHE DE ARARIES PERMANENT						-									4,638
001.364.005.22.1305.055.99.52.00.105.110.300.01 HAITH ED SALARIES PERMANENT				3,200	3,200	-	900	2,100	1,867	233	65.6%	58.3%		1,500	(400)
0001.3641.005.22.2056.055.99.52.001.05.110.300.01 HEALTHE D. SALARIES PERMANENT	010	0001.3641.005.21.2305.055.99.520.010.5110.300.01	HEALTH ED SALARIES PERMANENT	-	-	-	-	-	-	-	-	-		-	-
001.3641.005.42.205.05.99.99.05.010.5110.300.01 HEALTH ED SALARIES PERMANENT				-	-	-	-	-	-	-	-	-		-	-
0001_3641_005_22_305_055_99_32_00_10_5110_300_01 HEALTH ED SALARIES PERMANENT				-	-	-		-						-	-
0001.3641.005.26.2305.055.99.52.0010.5110.300.01 001.3641.005.26.2305.055.99.52.0010.5110.300.01 001.3641.005.26.2305.055.99.52.0010.5110.300.01 001.3641.005.30.2305.055.99.52.0010.5110.300.01 001.3641.005.30.2305.055.99.52.0010.5110.300.01 001.3641.005.30.2305.055.99.52.0010.5110.300.01 001.3641.005.30.2305.055.99.52.0010.5110.300.01 001.3641.005.30.2305.055.99.52.0010.5110.300.01 001.3641.005.30.2305.055.99.52.0010.5110.300.01 001.3641.005.30.2305.055.99.52.0010.5110.300.01 001.3641.005.30.2305.055.99.52.0010.5110.300.01 001.3641.005.30.2305.055.99.52.0010.5110.300.01 001.3641.005.30.2305.055.99.52.0010.5110.300.01 001.3641.005.30.2305.055.99.52.0010.5110.300.01 001.3641.005.30.2305.0055.99.52.0010.5110.300.01 001.3641.005.30.2305.0055.99.52.0010.5110.300.01 001.3641.005.30.2305.0055.99.52.0010.5110.300.01 001.3641.005.30.2305.0055.99.52.0010.5110.300.01 001.3641.005.30.2305.0055.99.52.0010.5110.300.01 001.3641.005.30.2305.0055.99.52.0010.5110.300.01 001.3641.005.30.2305.0055.99.52.0010.5110.300.01 001.3641.005.30.2305.0055.99.52.0010.5110.300.01 001.3641.005.30.2305.0055.99.52.0010.5110.300.01 001.3641.005.30.2305.0055.99.52.0010.5110.300.01 001.3641.005.30.2305.0055.99.52.0010.5110.300.01 001.3641.005.30.2305.0055.99.52.0010.5110.300.01 001.3641.005.30.2305.0055.99.52.0010.5110.300.01 001.3641.005.30.2305.0055.99.52.0010.5110.300.01 001.3641.005.30.2305.005.99.50.0010.5110.300.01 001.3641.005.3005.99.50.0010.5110.300.01 001.3641.005.3005.99.500.005.3005.99.500.005.005.005.99.500.005.005.00	010	0001.3641.005.25.2305.055.99.520.010.5110.300.01	HEALTH ED SALARIES PERMANENT	-	-	-	-	-	-	-	-	-		-	-
000.13641.005.2.2305.055.99.520.010.5117.300.01 HEALTH ED ALARIES PERMANENT 58,861 58,861 - 14,175 34,336 (0) 58.3% 58.3% 245,55 (0) 000.13641.005.3.02305.055.99.520.010.5110.300.01 HEALTH ED ALARIES PERMANENT 58,861 - 14,175 34,336 (0) 58.3% 58.3% 245,55 (0) 000.13641.005.3.02305.055.99.520.010.5140.300.01 HEALTH ED ALARIES PERMANENT 58,861 - 14,175 34,336 (0) 58.3% 58.3% 246,55 (0) 000.13641.005.3.02305.055.99.520.010.5147.300.01 HEALTH ED ALORGEVITY - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -				-	-	-	-	-	-	-	-	-		-	-
000 1 3641 0.05 3.0 2305 0.55 9.95 20.010 15120 3.00 01 HEALTH ED SALARIES TEMPORARY					-	-	-	-	1	1		1		-	-
000.1 3641.005.30.2305.055.99 \$52.00.105.143.030.01 HEALTH ED LONGEVITY				58,861	58,861	-	14,715	34,336	34,336	(0)	58.3%	58.3%		24,525	-
0001.3641.005.30.2305.055.95.520.010.5147.30.0.01 HEALTHE DATE LONGEVITY				-	-	-		-		-				-	-
001 0001.3641.0054.02305.0559.95.20.010.5146.300.01 HEALTH ED LONGEVITY 0001.3642.0051.02110.099.95.20.010.5110.300.01 K-12 PHYS ED SALARIES PERMANENT 134,018 134,018 33,504 100,513 100,514 (0) 75.0% 75.0% 33,505 100 0001.3642.0051.02110.099.95.20.010.5110.300.01 K-12 PHYS ED SALARIES PERMANENT 0001.3642.0051.02110.099.95.20.010.5146.300.01 K-12 PHYS ED LONGEVITY 1,100 1,100 - 275 825 825 825 (0) 75.0% 75.0% 2275 100 0001.3642.0051.02110.099.95.20.010.5146.300.01 K-12 PHYS ED LONGEVITY 0001.3642.0051.02110.099.99.52.0010.5145.300.01 K-12 PHYS ED LONGEVITY 0001.3642.0051.02110.099.99.52.0010.5145.300.01 K-12 PHYS ED LONGEVITY 0001.3642.0051.02110.099.99.52.0010.5140.300.01 K-12 PHYS ED LONGEVITY 0001.3642.0051.0210.099.95.20.010.5110.300.01 K-12 PHYS ED SALARIES PERMANENT 0001.3642.0051.02357.099.99.52.0010.5110.300.01 K-12 PHYS ED SALARIES PERMANENT 0001.3642.0051.02357.099.99.52.0010.5110.300.01 K-12 PHYS ED SALARIES PERMANENT 0001.3650.0052.12305.007.99.95.20.010.5110.300.01 FINE ARTS SALARIES PERMANENT 0001.3650.0052.12305.007.99.95.20.010.5140.300.01 FINE ARTS SALARIES PERMANENT 0001.3650.0052.12305.007.99.95.20.010.5147.300.01 FINE ARTS SALARIES PERMANENT 0001.3650.0052.12305.007.99.95.20.010.5147.300.01 FINE ARTS SALARIES PERMANENT 0001.3650.0052.12305.007.99.95.20.010.5140.300.01 FINE ARTS SALARIES PERMANENT 0001.3650.0052.12305.007.99.95.20.010.5140.300.01 FINE ARTS SALARIES PERMANENT 0001.3650.0052.12305.007.99.95.20.010.5140.300.01 FINE ARTS SALARIES PERMANENT 0001.3650.0052.22305.007.99.95.20.010.5140.300.01 FINE ARTS SALARIES PERMANENT 0001.3650.0052.22305.007.99.95.20.010.5143.300.01 FINE ARTS SALARIES PERMANENT 0001.3650.0052.22305.007.99.95.20.010.5143.300.01 FINE ARTS SALARIES PERMANENT 0001.3650.0052.22305.007.99.95.20.010.5143.300.01 FINE ARTS SALARIES PERMANENT 0001.3650.0052.22305.007.99.95.20.010.5143.000.01 FINE ARTS SALARIES PERMANENT 0001.3650.0052.22305.007.99.95.20.010.5143.300.01 FINE ARTS SALARIES PERMANENT 0001.3650.0052.22305.007.99.95.20.010.5143.300.01 FINE ARTS SALARIES PERMANEN				-	-	-	-	-	-	-	-	-		-	-
001 0001.3641.005.40.2305.055.99.520.010.5114.73.00.01 HEALTH ED ALT LONGEVITY				-	-	-	-	-	-	-	-	-		-	-
010 0001.3642.005.10.2110.099.99.520.010.51110.300.01 K-12 PHYS ED SALARIES PERMANENT 1,100 1,100 - 275 825 825 (0) 75.0% 75.0% 75.0% 275 1,100 0001.3642.005.10.2110.099.99.520.010.51146.300.01 K-12 PHYS ED SALARIES PERMANENT 1,100 1,100 - 275 825 825 (0) 75.0% 75.0% 75.0% 275 1,100 0001.3642.005.10.2110.099.99.520.010.51146.300.01 K-12 PHYS ED LONGEVITY				-	-	-		-						-	-
010 0001.3642.005.10.2110.099.95.20.010.5146.300.01 K-12 PHYS ED LONGEVITY		0001.3642.005.10.2110.099.99.520.010.5110.300.01	K-12 PHYS ED SALARIES PERMANENT	134,018	134,018	-	33,504	100,513	100,514	(0)	75.0%	75.0%		33,505	-
010 0001.3642.005.10.2110.0999.9520.010.5147.300.01 K-12 PHYS ED AIL LONGEVITY				1 100	1 100	-	- 275	925	- 925	- (0)	- 75.0%	- 75.0%		- 275	-
010 0001.3642.005.10.2120 099.99.520.010.5110.300.01 K-12 PHYS ED SALARIES PERMANENT				- 1,100	-	_		-	-	-	-	-		-	-
010 0001.3642.005.10.2357.099.95.20.010.5110.300.01 K-12 PHYS ED & HEALTH SALARIES PERM 010 0001.3650.005.21.2305.070.99.520.010.5110.300.01 FINE ARTS SALARIES PERMANENT 89,085 89,085 - 22,271 51,966 51,966 (1) 58.3% 58.3% 37,118 010 0001.3650.005.21.2305.070.99.520.010.5147.300.01 FINE ARTS SALARIES PERMANENT				-	-	-	-	-	-	-	-	-		-	-
010 0001.3650.005.21.2305.070.99.520.010.5110.300.01 FINE ARTS SALARIES PERMANENT 89,085 89,085 - 22,271 51,966 51,966 (1) 58.3% 58.3% 37,118 010 0001.3650.005.21.2305.070.99.520.010.5146.300.01 FINE ARTS ALT LONGEVITY				-	-	-	-	-		-				-	-
010 0001.3650.005.21.2355.070.99.520.010.5147.300.01 FINE ARTS ALT LONGEVITY				89,085	89,085	-	22,271	51,966	51,966	(1)	58.3%	58.3%		37,118	1
010 0001.3650.005.21.2356.070.99.520.010.5136.300.01 FINE ARTS-BROADMEADOW-PROF DEV STI 300 300				-	-	-	-	-	-	-	-	-		-	-
010 0001.3650.005.21.2357.070.99.520.010.5110.300.01   SALARIES REGULAR				300	300	-	_		175	(175)	0.0%	58.3%		-	300
010 0001.3650.005.22.2305.070.99.520.010.5146.300.01 FINE ARTS LONGEVITY		0001.3650.005.21.2357.070.99.520.010.5110.300.01	SALARIES REGULAR	-	-	-	-	-	-	-	-	-		-	-
010 0001.3650.005.22.2356.070.99.520.010.5147.300.01 FINE ARTS ALT LONGEVITY				37,739	37,739	-	9,435	22,014	22,014	(0)	58.3%	58.3%		15,725	0
010 0001.3650.005.22.3257.070.99.520.010.5110.300.01 SLARIES REGULAR					-	-	-	-	1	1		1		-	-
010 0001.3650.005.23.2305.070.99.520.010.5110.300.01 FINE ARTS SALARIES PERMANENT 107,961 107,961 1 107,96	010			300	300	-	-	-	175	(175)	0.0%	58.3%		-	300
010 0001.3650.005.23.2305.070.99.520.010.5146.300.01 FINE ARTS LONGEVITY 770 770 - 228 531 449 82 68.9% 58.3% 379 010 0001.3650.005.23.2350.070.99.520.010.5136.300.01 FINE ARTS LIT LONGEVITY				- 107 961	107 961	-	- 26 990	- 62 977	- 62 977	- (0)	- 58.3%	- 58.3%		- 44 984	- 0
010 0001.3650.005.23.2356.070.99.520.010.5136.300.01 FINE ARTS-HILLSIDE-PROF DEV STIPENDS 300 300						-									(140)
010 0001.3650.005.23.2357.070.99.520.010.5110.300.01 SALARIES REGULAR				-	-	-	-	-	- 175	- (175)	- 0.00/	- E0 201		-	300
010 0001.3650.005.24.2305.070.99.520.010.5110.300.01 FINE ARTS SALARIES PERMANENT 75,332 75,332 - 18,833 43,944 43,944 0 58.3% 58.3% 31,388 000 0001.3650.005.24.2305.070.99.520.010.5146.300.01 FINE ARTS LONGEVITY 490 490 - 123 286 286 0 58.3% 58.3% 204	010			300	300 -	-	_	-	1/5	(1/5)	- 0.0%	58.3%		-	300
	010	0001.3650.005.24.2305.070.99.520.010.5110.300.01	FINE ARTS SALARIES PERMANENT			-									(0)
				490	490	-	123	286	286	0	58.3%	58.3%		204	-
010 0001.3650.005.24.2356.070.99.520.010.5136.300.01 FINE ARTS-MITCHELL-PROF DEV STIPENDS 300 300 175 (175) 0.0% 58.3% -				300	300	-	-	-	175	(175)	0.0%	58.3%		-	300
010 0001.3650.005.24.2357.070.99.520.010.5110.300.01 SALARIES REGULAR				-	-	-	-	-	-	-	-	-		-	- (2.050)
010 0001.3650.005.25.2305.070.99.520.010.5110.300.01 FINE ARTS SALARIES PERMANENT 76,773 76,773 - 19,956 46,565 44,784 1,781 60.7% 58.3% 33,261 (3	010	0001.3030.005.25.2305.070.99.520.010.5110.300.01	TINE AKIS SALAKIES PERMANENT	/6,//3	/6,//3	-	19,956	46,565	44,784	1,/81	60.7%	58.3%		33,261	(3,053)

						i i						Significant		
	Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget		& Variance > 20%	Encumbrance	Budget Balance
010	0001.3650.005.25.2305.070.99.520.010.5146.300.01			reviseu buuget	-	-	-	-	rarget -	-	-	× 20 70	-	-
010	0001.3650.005.25.2305.070.99.520.010.5147.300.01		-	-	-	-	-	-	-	-	-		-	-
010	0001.3650.005.25.2356.070.99.520.010.5136.300.01		300	300	-	-	-	175	(175)	0.0%	58.3%		-	300
010	0001.3650.005.25.2357.070.99.520.010.5110.300.01	SALARIES REGULAR	- 74 700	- 74 700	-	- 10 675	- 42 575	-	-	-	-		-	-
010	0001.3650.005.26.2305.070.99.520.010.5110.300.01 0001.3650.005.26.2305.070.99.520.010.5146.300.01		74,700	74,700		18,675	43,575	43,575	1	58.3%	58.3%		31,125	-
010	0001.3650.005.26.2305.070.99.520.010.5146.300.01		273,557	273,557		68,389	159,574	159,575	(1)	58.3%	58.3%		113,982	1
010	0001.3650.005.30.2305.070.99.520.010.5120.300.01				-	-	-	-	- '-'	-	-			
010	0001.3650.005.30.2305.070.99.520.010.5146.300.01		1,800	1,800	-	450	1,050	1,050	-	58.3%	58.3%		750	-
010	0001.3650.005.30.2305.070.99.520.010.5147.300.01				-									
010 010	0001.3650.005.40.2305.070.99.520.010.5110.300.01 0001.3650.005.40.2305.070.99.520.010.5146.300.01		718,448 3,600	718,448 3,600	-	167,188 900	395,009 2,100	419,095 2,100	(24,086) 0	55.0% 58.3%	58.3% 58.3%		278,647 1,500	44,792
010	0001.3650.005.40.2305.070.99.520.010.5140.300.01		3,000	3,000		-	2,100	2,100	-	30.370	30.370		1,300	
010	0001.3650.005.40.2324.070.99.520.010.5124.300.01		-	-	-	-	6,950	-	6,950	100.0%	58.3% Y	'ES	-	(6,950)
010	0001.3650.040.26.2351.070.99.520.010.5110.300.01		-	-	-	-	-	-	-	-	-		-	-
010	0001.3651.005.10.2330.075.99.520.010.5110.300.01		-	-	-	-	-	-	-	-	-		-	-
010 010	0001.3651.005.10.2330.075.99.520.010.5110.300.03 0001.3651.005.10.2356.075.99.520.010.5136.300.01		1,000	1,000	-	-	-	- 583	(583)	0.0%	- 58.3%		-	1,000
010	0001.3651.005.10.2357.075.99.520.010.5110.300.01		1,000	1,000		_		-	(363)	-	30.370		-	1,000
010	0001.3651.005.21.2305.075.99.520.010.5110.300.01		134,281	134,281	-	35,426	82,660	78,331	4,330	61.6%	58.3%		59,043	(7,422)
010	0001.3651.005.21.2305.075.99.520.010.5146.300.01		920	920	-	230	537	537	0	58.3%	58.3%		383	(0)
010	0001.3651.005.21.2305.075.99.520.010.5147.300.01		-	-	-	-	-	-	-	-	-		-	-
010 010	0001.3651.005.21.2330.075.99.520.010.5110.300.03 0001.3651.005.21.2330.099.99.520.010.5110.300.01		2,171	2,171	-	291	844	1,484	(639)	38.9%	68.3%		-	1,327
010	0001.3651.005.21.2330.099.99.520.010.5110.300.01		-	-	-	_	-						-	-
010	0001.3651.005.22.2305.075.99.520.010.5110.300.01		93,509	93,509	-	21,682	50,591	54,547	(3,956)	54.1%	58.3%		36,136	6,782
010	0001.3651.005.22.2305.075.99.520.010.5146.300.01	PERF ARTS LONGEVITY	880	880	-	220	513	513	(0)	58.3%	58.3%		367	. 0
010	0001.3651.005.22.2305.075.99.520.010.5147.300.01		-	-	-	-	-	-	-	-	-		-	-
010 010	0001.3651.005.22.2330.075.99.520.010.5110.300.03		1,184	1,184	-	205	652	809	(157)	55.1%	68.3%		-	532
010	0001.3651.005.22.2330.099.99.520.010.5110.300.01 0001.3651.005.22.2330.099.99.520.010.5110.300.03		-		-					- [	- 1		-	
010	0001.3651.005.23.2305.075.99.520.010.5110.300.01		123,206	123,206	-	30,801	71,870	71,870	(0)	58.3%	58.3%		51,335	1
010	0001.3651.005.23.2305.075.99.520.010.5146.300.01	PERF ARTS LONGEVITY	700	700	-	175	408	408	°O´	58.3%	58.3%		292	-
010	0001.3651.005.23.2305.075.99.520.010.5147.300.01				-		Ī						-	
010 010	0001.3651.005.23.2330.075.99.520.010.5110.300.03		2,303	2,303	-	224	647	1,574	(927)	28.1%	68.3%		-	1,656
010	0001.3651.005.23.2330.099.99.520.010.5110.300.01 0001.3651.005.23.2330.099.99.520.010.5110.300.03		-		-					- [	- 1		-	
010	0001.3651.005.24.2305.075.99.520.010.5110.300.01		119,613	119,613	-	30,080	70,188	69,774	414	58.7%	58.3%		50,134	(709)
010	0001.3651.005.24.2305.075.99.520.010.5146.300.01		700	700	-	175	408	408	0	58.3%	58.3%		292	-
010	0001.3651.005.24.2305.075.99.520.010.5147.300.01		-	-	-	-	-	-	-	-	-		-	-
010 010	0001.3651.005.24.2330.075.99.520.010.5110.300.03		2,236	2,236	-	493	990	1,528	(538)	44.3%	68.3%		-	1,246
010	0001.3651.005.24.2330.075.99.520.010.5130.300.03 0001.3651.005.24.2330.099.99.520.010.5110.300.01	PERFORMING ARTS	-		-					- [	- 1		-	-
010	0001.3651.005.24.2330.099.99.520.010.5110.300.03		-	-	-	-	-	-	-	-	-		-	-
010	0001.3651.005.25.2305.075.99.520.010.5110.300.01	PERF ARTS SALARIES PERMANENT	150,835	150,835	-	37,709	88,030	87,987	43	58.4%	58.3%		62,848	(43)
010	0001.3651.005.25.2305.075.99.520.010.5146.300.01		-	-	-	-	-	-	-	-	-		-	-
010	0001.3651.005.25.2305.075.99.520.010.5147.300.01 0001.3651.005.25.2330.075.99.520.010.5110.300.03		2,214	2 214		410	- 888	1,513	(625)	40.1%	68.3%			- 1,326
010	0001.3651.005.25.2330.073.39.520.010.5110.300.03		2,214	2,214		-	-	1,313	(023)	40.170	-			-
010	0001.3651.005.25.2330.099.99.520.010.5110.300.03		-	-	-	-	32	-	32	100.0%	68.3%		-	(32)
010	0001.3651.005.26.2305.075.99.520.010.5110.300.01		167,456	167,456	-	43,142	100,666	97,683	2,983	60.1%	58.3%		71,904	(5,113)
010 010	0001.3651.005.26.2305.075.99.520.010.5146.300.01		-	-	-	-	-	-	-	-	-		-	-
010	0001.3651.005.26.2305.075.99.520.010.5147.300.01 0001.3651.005.26.2330.075.99.520.010.5110.300.03		1,107	1,107		280	280	756	(476)	25.3%	68.3%		-	827
010	0001.3651.005.26.2330.093.99.520.010.5110.300.03				-	-	-	730	(470)	- 23.370	-		-	-
010	0001.3651.005.26.2330.099.99.520.010.5110.300.03		-	-	-	-	-	-	-	-	-		-	-
010	0001.3651.005.30.2305.075.99.520.010.5110.300.01		197,607	197,607	-	49,402	115,272	115,271	1	58.3%	58.3%		82,337	(2)
010	0001.3651.005.30.2305.075.99.520.010.5120.300.01		-	-	-	-	-	-	-	-	-		-	-
010 010	0001.3651.005.30.2305.075.99.520.010.5146.300.01 0001.3651.005.30.2305.075.99.520.010.5147.300.01			-		_	-	1	1		1			-
010	0001.3651.005.30.2330.075.99.520.010.5110.300.03		782	782	_	_	182	534	(353)	23.2%	68.3%		_	600
010	0001.3651.005.30.2330.099.99.520.010.5110.300.01		-	-	-	-	-	-	-	-	-		-	-
010	0001.3651.005.30.2330.099.99.520.010.5110.300.03		-	-	-	-	-	-	-	-	-		-	-
010	0001.3651.005.40.2305.075.99.520.010.5110.300.01		276,803	283,938	-	71,473	166,769	165,631	1,139	58.7%	58.3%		119,121	(1,952)
010 010	0001.3651.005.40.2305.075.99.520.010.5146.300.01 0001.3651.005.40.2305.075.99.520.010.5147.300.01		2,200	2,200	-	650	1,517	1,283	233	68.9%	58.3%		1,083	(400)
010	0001.3651.005.40.2305.075.99.520.010.5147.300.01		-	-	-	76	588		- 588	100.0%	68.3%		-	(588)
010	0001.3651.005.40.2330.099.99.520.010.5110.300.03		-	-	-		-	-	-	-	-		-	
010	0001.3652.005.10.2110.099.99.520.010.5110.300.01	K-12 F & P ARTS DIR SALARIES PERM	124,311	124,311	-	31,041	93,048	93,233	(185)	74.9%	75.0%		31,079	185
010	0001.3652.005.10.2110.099.99.520.010.5110.300.02		52,030	52,030	-	14,648	37,674	37,880	(206)	72.4%	72.8%		15,313	(957)
010 010	0001.3652.005.10.2110.099.99.520.010.5146.300.01 0001.3652.005.10.2110.099.99.520.010.5146.300.02		675	- 675	-	-	- 675	675		100.0%	100.0%		-	-
010	0001.3652.005.10.2110.099.99.520.010.5140.300.02		-	-	-		-	-	-	-	-		-	-
						•								

			Original	OIII	OIII	OIII	YTD	Target	Over/(Udr)	YTD %	Significant Target & Variance		Budget
010	Account 0001.3652.005.10.2324.099.99.520.010.5124.300.01	Description K-12 FPA DIR - DIST - LONG TERM SUB - S	Budget	Revised Budget	Txfr	Transactions 1,400	Transactions 1,400	Expense	Target 1,400	Budget	% > 20%	Encumbrance 22,050	Balance
010	0001.3662.005.10.2324.099.99.520.010.5124.300.01	WRLD LNGS SALARIES PERMANENT	90,362	90,362	-	13,170	43,463	52,711	(9,248)	48.1%	58.3%	10,259	(23,450) 36,640
010 010	0001.3660.005.21.2305.080.99.520.010.5120.300.01 0001.3660.005.21.2305.080.99.520.010.5146.300.01	WRLD LNGS SALARIES TEMPORARY WRLD LNGS LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010	0001.3660.005.21.2305.080.99.520.010.5147.300.01	WRLD LNGS ALT LONGEVITY	-	-	-	_	-	1	1		1		
010	0001.3660.005.21.2324.080.99.520.010.5124.300.01 0001.3660.005.21.2357.080.99.520.010.5110.300.01	WORLD LANGUAGES-BROADMEADOW-SUE WRLD LNGS SALARIES PERMANENT	-	-	-	12,606	14,830	-	14,830	100.0%	58.3% YES	14,089	(28,919)
010	0001.3660.005.21.2357.080.99.520.010.5110.300.01	WRLD LNGS SALARIES PERMANENT WRLD LNGS SALARIES PERMANENT	55,822	- 55,822	-	14,475	33,775	32,563	1,213	60.5%	58.3%	24,125	(2,079)
010 010	0001.3660.005.22.2305.080.99.520.010.5146.300.01	WRLD LNGS ALT LONGSVITY	-	-	-	-	-	-	-	-	-	-	-
010	0001.3660.005.22.2305.080.99.520.010.5147.300.01 0001.3660.005.22.2357.080.99.520.010.5110.300.01	WRLD LNGS ALT LONGEVITY WRLD LNGS SALARIES PERMANENT	-		-	_	-	-			-	-	-
010		WRLD LNGS SALARIES PERMANENT	64,767	64,767	-	16,989	39,642	37,781	1,861	61.2%	58.3%	28,315	(3,190)
010 010	0001.3660.005.23.2305.080.99.520.010.5146.300.01 0001.3660.005.23.2305.080.99.520.010.5147.300.01	WRLD LNGS LONGEVITY WRLD LNGS ALT LONGEVITY	-	-		-	-	-				-	-
010	0001.3660.005.23.2357.080.99.520.010.5110.300.01		-	-	-	-	-	-	-	-	-	-	- (2.042)
010	0001.3660.005.24.2305.080.99.520.010.5110.300.01 0001.3660.005.24.2305.080.99.520.010.5146.300.01		80,882	80,882	-	20,981	48,956	47,181 -	1,775 -	60.5%	58.3%	34,969	(3,043)
010	0001.3660.005.24.2305.080.99.520.010.5147.300.01		-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3660.005.24.2357.080.99.520.010.5110.300.01 0001.3660.005.25.2305.080.99.520.010.5110.300.01		119,017	119,017	-	32,798	76,529	69,427	7,102	64.3%	58.3%	54,664	(12,176)
010	0001.3660.005.25.2305.080.99.520.010.5146.300.01	WRLD LNGS LONGEVITY	-	· -	-	-	-	· -	· -	-	-	-	` - '
010 010	0001.3660.005.25.2305.080.99.520.010.5147.300.01 0001.3660.005.25.2357.080.99.520.010.5110.300.01		-	-	-	_	_					_	-
010	0001.3660.005.26.2305.080.99.520.010.5110.300.01	WRLD LNGS SALARIES PERMANENT	198,942	198,942	-	52,763	123,113	116,050	7,064	61.9%	58.3%	87,938	(12,109)
010 010	0001.3660.005.26.2305.080.99.520.010.5146.300.01 0001.3660.005.30.2305.080.99.520.010.5110.300.01	WRLD LNGS LONGEVITY WRLD LNGS SALARIES PERMANENT	1,100 519,755	1,100 519,755	-	275 129,789	642 303,516	642 303,190	(0) 326	58.3% 58.4%	58.3% 58.3%	458 217,047	(808)
010	0001.3660.005.30.2305.080.99.520.010.5146.300.01	WRLD LNGS LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3660.005.30.2305.080.99.520.010.5147.300.01 0001.3660.005.40.2305.080.99.520.010.5110.300.01	WRLD LNGS ALT LONGEVITY WRLD LNGS SALARIES PERMANENT	1,253,689	1,253,689	-	309,674	- 720,925	731,319	(10,393)	- 57.5%	58.3%	- 516,123	16,640
010	0001.3660.005.40.2305.080.99.520.010.5146.300.01	WRLD LNGS LONGEVITY	-,,	-	-	-	-	-	-	-	-	-	
010 010	0001.3660.005.40.2305.080.99.520.010.5147.300.01 0001.3660.005.40.2324.080.99.520.010.5124.300.01	WRLD LNGS ALT LONGEVITY WORLD LANGUAGES-NHS-SUBS-LONG TEF	-	-	-	4,801	4,801		4,801		-	- 17,160	(21,961)
010	0001.3661.005.10.2110.099.99.520.010.5110.300.01	K-12 W L DIR SALARIES PERMANENT	132,039	132,039	-	33,011	99,032	99,029	2	75.0%	75.0%	33,011	(3)
010 010	0001.3661.005.10.2110.099.99.520.010.5110.300.02 0001.3661.005.10.2110.099.99.520.010.5146.300.01		-	-	-	-	-	-	-		-	-	-
010	0001.3661.005.10.2110.099.99.520.010.5146.300.02	K-12 W L DIR LONGEVITY	-	-	-	-	-	-	-	-	-	-	-
010 010	0001.3661.005.10.2220.099.99.520.010.5110.300.01 0001.3661.005.40.2220.099.99.520.010.5146.300.01	K-12 W L DIR SALARIES PERMANENT LONGEVITY	-	-	-	-	-	-	-		-	-	-
		SUBTOTAL	61,116,730	61,374,825	9,270	15,236,405	37,578,942	37,778,102	(199,160)	61.2%	61.6%	22,812,177	983,706
0-	4 0001.3010.040.99.1110.099.99.520.030.5380.300.04	SCHOOL COMMITTEE OTHER PURCH SVCS	-	-	_	-	-	_	-	_	-	-	-
	6 0001.3010.040.99.1110.099.99.520.030.5710.300.06 6 0001.3010.040.99.1110.099.99.520.030.5720.300.06	SCHOOL COMMITTEE IN-STATE TRAVEL SCHOOL COMMITTEE OUT-OF-STATE TRVL	800	800	-	-	-	600	(600)	0.0%	75.0%	-	800
	6 0001.3010.040.99.1110.099.99.520.030.5720.300.06	SCHOOL COMMITTEE OUT-OF-STATE TRVL	7,300	7,300	-	_	7,818	5,475	2,343	107.1%	75.0%	-	(518)
	6 0001.3010.040.99.1110.099.99.520.030.5780.300.06 4 0001.3010.040.99.1430.099.99.520.030.5300.300.04	SCHOOL COMMITTEE OTHER EXPENSES SCHOOL COMMITTEE PROF & TECH	4,650 110,321	4,650	-	294 13,061	3,570	3,488 82,741	83	76.8% 50.6%	75.0% 75.0% YES	- 34,172	1,080 20,321
	4 0001.3010.040.99.1435.099.99.520.030.5300.300.04		- 110,321	110,321 100,000	-	44,404	55,828 106,898	75,000	(26,913) 31,898	106.9%	75.0% YES	38,231	(45,130)
	4 0001.3020.005.10.2357.099.99.520.030.5380.300.04 6 0001.3020.005.10.2357.099.99.520.030.5780.300.06	OTHER PURCHASED SERVICES OTHER EXPENSES - TOWN	-	-	-	-	-	-	-	-	-	-	-
	4 0001.3020.005.21.2357.099.99.520.030.5780.300.08	SUPERINTENDENT - BRM - OUTSIDE PD PR	-		-	3,200	3,200	-	3,200		-	-	(3,200)
	6 0001.3020.005.40.2356.090.99.520.030.5720.300.06 6 0001.3020.005.40.2358.090.99.520.030.5780.300.06	SUPERINTENDENT - NHS - REIMB - OUT S SUPERINTENDENT - NHS - OUTSIDE PD F	-	-	-	1,361	2,225	-	2,225 1,699	100.0% 100.0%	75.0% 75.0%	-	(2,225) (1,699)
	4 0001.3020.005.40.2358.090.99.520.030.5780.300.08	SUPERINTENDENT - NHS - OUTSIDE PD P	-	-	-	_	1,699 699	-	699	100.0%	75.0%	-	(699)
	4 0001.3020.040.99.1210.099.99.520.030.5270.300.04	SUPERINTENDENT RENTAL/LEASES	-	- 22 525	-	-	1,999	- 25 144	1,999	100.0% 42.5%	75.0% 75.0% YES	- 120	(1,999)
	4 0001.3020.040.99.1210.099.99.520.030.5380.300.04 5 0001.3020.040.99.1210.099.99.520.030.5420.300.05	SUPERINTENDENT OTHER PURCH SVCS SUPERINTENDENT OFFICE SUPPLIES	14,400 1,441	33,525 1,441	-	564	14,247 1,078	25,144 1,081	(10,897) (3)	74.8%	75.0% 1ES	130	19,148 363
	6 0001.3020.040.99.1210.099.99.520.030.5710.300.06	SUPERINTENDENT IN-STATE TRAVEL	1,000	1,000	-	-	1,378	750	628	137.8%	75.0%	-	(378)
	6 0001.3020.040.99.1210.099.99.520.030.5720.300.06 6 0001.3020.040.99.1210.099.99.520.030.5730.300.06	SUPERINTENDENT OUT-OF-STATE TRAVEL SUPERINTENDENT DUES & MEMBERSHIPS	2,400 1,800	2,400 1,800		-	1,996 2,189	1,800 1,350	196 839	83.2% 121.6%	75.0% 75.0%	-	404 (389)
	6 0001.3020.040.99.1210.099.99.520.030.5740.300.99	SUPERINTENDENT INSURANCE PREMIUMS	3,100	3,100	-	- (200)	1,042	2,325	(1,283)	33.6%	75.0%	-	2,058
	6 0001.3020.040.99.1210.099.99.520.030.5780.300.06 4 0001.3030.040.99.1220.099.99.520.030.5380.300.04	SUPERINTENDENT OTHER EXPENSES DIR OF PERSONNEL OTHER PURCHASED S	2,100 1,000	2,100 16,000	-	(380) 20	4,171 2,552	1,575 12,000	2,596 (9,448)	198.6% 16.0%	75.0% 75.0% YES	807 400	(2,878) 13,048
0	5 0001.3030.040.99.1220.099.99.520.030.5420.300.05	DIR OF PERSONNEL OFFICE SUPPLIES	2,600	2,600	-	649	1,623	1,950	(327)	62.4%	75.0%	2,926	(1,949)
	5 0001.3030.040.99.1220.099.99.520.030.5580.300.05 6 0001.3030.040.99.1220.099.99.520.030.5580.300.06	DIR OF PERSONNELL OTHER SUPPLIES DIR OF PERSONNELL OTHER SUPPLIES	200	200	-	_	63	150	(87)	31.4%	75.0% -	_	137
0	6 0001.3030.040.99.1220.099.99.520.030.5710.300.06	DIR OF PERSONNEL IN-STATE TRAVEL	6,500	6,500	-	325	6,155	4,875	1,280	94.7%	75.0%	467	(122)
	6 0001.3030.040.99.1220.099.99.520.030.5720.300.06 6 0001.3030.040.99.1220.099.99.520.030.5730.300.06	DIR OF PERSONNEL OUT-OF-STATE TRVL DIR OF PERSONNEL DUES & MEMBERSHIP!	- 3,799	- 3,799	-	-	- 1,759	- 2,849	(1,090)	- 46.3%	- 75.0%	1,000	1,040
0	6 0001.3030.040.99.1220.099.99.520.030.5780.300.06	DIR OF PERSONNEL OTHER EXPENSES	7,258	7,258	-	1,217	2,505	5,444	(2,939)	34.5%	75.0%	100	4,653
	4 0001.3030.040.99.1420.099.99.520.030.5300.300.04 4 0001.3030.040.99.1420.099.99.520.030.5380.300.04		41,844 31,760	41,844 31,760	-	3,935 2,962	42,159 2,962	31,383 23,820	10,776 (20,858)	100.8% 9.3%	75.0% YES 75.0% YES	- 3,249	(315) 25,549
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Account Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target & Varian > 20%		Budget Balance
04 0001.3031.005.21.2358.090.99.520.030.5303.300.04 DIR STUD DEV - BRM - OUTSIDE PD PROV	-	-	-	212	559	-	559	100.0%	75.0%	188	(747)
06 0001.3031.005.21.2358.090.99.520.030.5780.300.06 DIR STUD DEV - BRM - OUTSIDE PD PROV	-	-	-	98	98	-	98			215	(313)
04 0001.3031.005.22.2356.090.99.520.030.5303.300.04 DIR STUD DEV - EL -P&T SEMINAR & TRAII 04 0001.3031.005.22.2358.090.99.520.030.5303.300.04 DIR STUD DEV - ELIOT - OUTSIDE PD PR	-	-	-	860	1,680	-	1,680	100.0%	75.0%	- 9	(1,680) (2,072)
04 0001.3031.005.22.2358.090.99.520.030.5303.300.04 DIR STUD DEV - ELIOT - OUTSIDE PD PR 06 0001.3031.005.22.2358.090.99.520.030.5780.300.06 DIR STUD DEV - ELIOT - OUTSIDE PD PR	-	-	-	1,016 98	2,063 98		2,063 98	100.0%	75.0%	215	(313)
04 0001.3031.005.23.2356.090.99.520.030.5303.300.04 DIR STUD DEV - HILL - OUTSIDE PD PRO	-	-	-	-	424	-	424	100.0%	75.0%	-	(424)
06 0001.3031.005.23.2358.090.99.520.030.5780.300.06 DIR STUD DEV - HILL - OUTSIDE PD PRO	-	-	-	398	889	-	889	100.0%	75.0%	394	(1,283)
04 0001.3031.005.24.2356.090.99.520.030.5303.300.04 DIR STUD DEV - MIT -P&T SEMINAR & TRA	-	-	-	455	455	-	455	-	-	-	(455)
04 0001.3031.005.24.2358.090.99.520.030.5303.300.04 DIR STUD DEV - MIT - OUTSIDE PD PROV 06 0001.3031.005.24.2358.090.99.520.030.5780.300.06 DIR STUD DEV - MIT - OUTSIDE PD PROV			-	16 98	542 98	1	542 98	100.0%	75.0%	188 215	(730) (313)
04 0001.3031.005.25.2356.090.99.520.030.5303.300.04 DIR STUD DEV - NEW -P&T SEMINAR & TR	_	-	-	845	845	_	845		1	-	(845)
04 0001.3031.005.25.2358.090.99.520.030.5303.300.04 DIR STUD DEV - NEW - OUTSIDE PD PRO	-	-	-	196	2,243	-	2,243	100.0%	75.0%	392	(2,635)
06 0001.3031.005.25.2358.090.99.520.030.5780.300.06 DIR STUD DEV - NEW - OUTSIDE PD PRO	-	-	-	98	98	-	98			215	(313)
04 0001.3031.005.26.2356.090.99.520.030.5303.300.04 DIR STUD DEV - HIGH RK - P&T SEMINAR & 04 0001.3031.005.26.2358.090.99.520.030.5303.300.04 DIR STUD DEV - HIGH RK - OUTSIDE PD F			-	16	495 721	1	495 721	100.0% 100.0%	75.0% 75.0%	9	(495) (730)
06 0001.3031.005.26.2358.090.99.520.030.5780.300.06 DIR STUD DEV - HIGH RK - OUTSIDE PD	_	-	-	98	98	_	98	-	-	215	(313)
04 0001.3031.005.30.2356.090.99.520.030.5303.300.04 DIR STUD DEV - POL -P&T SEMINAR & TRA	-	-	-	-	390	-	390	100.0%	75.0%	- 1	(390)
06 0001.3031.005.30.2356.090.99.520.030.5710.300.06 DIR STUD DEV - POLL- REIMB - IN STATE	-	-	-	-	196	-	196	100.0%	75.0%	7	(196)
04 0001.3031.005.30.2358.090.99.520.030.5303.300.04 DIR STUD DEV - POLL - OUTSIDE PD PRO' 06 0001.3031.005.30.2358.090.99.520.030.5780.300.06 DIR STUD DEV - POLL - OUTSIDE PD PRC	-	-	-	432 398	1,729 398	-	1,729 398	100.0%	75.0%	188 215	(1,917)
04 0001.3031.005.40.2356.090.99.520.030.5780.300.06 DIR STUD DEV - POLL - OUTSIDE PD PRC	-	-	-	396	390		390	100.0%	75.0%	215	(613) (390)
04 0001.3031.005.40.2358.090.99.520.030.5303.300.04 DIR STUD DEV - NHS - OUTSIDE PD PRO'	-	-	-	40	893	-	893	100.0%	75.0%	745	(1,638)
06 0001.3031.005.40.2358.090.99.520.030.5780.300.06 DIR STUD DEV - NHS - OUTSIDE PD PRC	-	-	-	98	98	-	98	-	-	215	(313)
05 0001.3031.040.99.1220.099.99.520.030.5420.300.05 DIR OF STUDENT DEV OFFICE SUPPLIES	1,108	1,108	-	469	626	831	(205)	56.5%	75.0%	27	455
06 0001.3031.040.99.1220.099.99.520.030.5710.300.06 DIR OF STUDENT DEV IN-STATE TRAVEL 06 0001.3031.040.99.1220.099.99.520.030.5720.300.06 DIR OF STUDENT DEV OUT-OF-STATE TVL	- 488	488	-		760	366	760 (366)	100.0% 0.0%	75.0% 75.0%	1	(760) 488
06 0001.3031.040.99.1220.099.99.520.030.5730.300.06 DIR OF STUDENT DEV OUT-OF-STATE IVE	366	366	-	-		275	(275)	0.0%	75.0%		366
06 0001.3031.040.99.1220.099.99.520.030.5780.300.06 DIR OF STUDENT DEV OTHER EXPENSES	-	45,918	-	858	942	34,439	(33,497)	2.1%	75.0% YES	400	44,576
04 0001.3031.040.99.1230.099.99.520.030.5341.300.04 STUDENT SERVICES-UNASSIGNED-COMM-	4,050	4,050	-	-	4,050	3,038	1,013	100.0%	75.0%	-	-
04 0001.3031.040.99.1230.099.99.520.030.5380.300.04 STUDENT SERVICES-UNASSIGNED-OTR PL	4,267	33,267	1,000	23,000	27,267	24,950	2,317	82.0%	75.0%	-	6,000
05 0001.3031.040.99.1230.099.99.520.030.5580.300.05 STUDENT SERVICES-UNASSIGNED-OTHER 04 0001.3032.040.99.1220.099.99.520.030.5255.300.04 DIR OF PROG DEV R & P - TECH EQUIP	733	501	-	-	-	376	(376)	0.0%	75.0%	200	301
05 0001.3032.040.99.1220.099.99.520.030.5420.300.05 DIR OF PROG DEV OFFICE SUPPLIES	1,300	4,300	3,000	190	482	3,225	(2,743)	11.2%	75.0%	3,090	728
06 0001.3032.040.99.1220.099.99.520.030.5710.300.06 DIR OF PROG DEV IN-STATE TRAVEL	1,400	-	(850)	-	-	-	- 1	0.0%	75.0%	- '-	-
06 0001.3032.040.99.1220.099.99.520.030.5720.300.06 DIR OF PROG DEV OUT-OF-STATE TRAVEL	419	419	-	-	-	314	(314)	0.0%	75.0%	-	419
06 0001.3032.040.99.1220.099.99.520.030.5730.300.06 DIR OF PROG DEV DUES & MEMBERSHIPS 06 0001.3032.040.99.1220.099.99.520.030.5780.300.06 DIR OF PROG DEV OTHER EXPENSES	400	400 1,400	850	188 465	238 532	300 1,050	(62) (518)	59.5% 38.0%	75.0% 75.0%	85 851	77 17
06 0001.3032.040.99.2357.099.99.520.030.5710.300.06 DIR OF PROG DEV OTHER EXPENSES	_	-	-	-	-	-	(310)	-	-	-	-
06 0001.3032.040.99.2357.099.99.520.030.5780.300.06 DIR OF PROG DEV OTHER EXPENSE	-	-	-	-	-	-	-	-	-	-	-
04 0001.3040.040.99.1410.099.99.520.030.5247.300.04 DIR OF FIN OPS R & P - OFFICE EQUIP			-	303	303		303			197	(500)
04 0001.3040.040.99.1410.099.99.520.030.5380.300.04 DIR OF FIN OPS OTHER PURCHASED SVCS 05 0001.3040.040.99.1410.099.99.520.030.5420.300.05 DIR OF FIN OPS OFFICE SUPPLIES	12,500 3,838	12,500 3,838	-	16,480 188	16,480 391	9,375 2,879	7,105 (2,487)	131.8% 10.2%	75.0% YES 75.0%	9,499 8,287	(13,479) (4,841)
06 0001.3040.040.99.1410.099.99.520.030.5710.300.06 DIR OF FIN OPS IN-STATE TRAVEL	3,278	3,278	-	140	205	2,459	(2,253)	6.3%	75.0%	- 0,207	3,073
06 0001.3040.040.99.1410.099.99.520.030.5720.300.06 DIR OF FIN OPS OUT-OF-STATE TRAVEL	-	-	-		-	-,100	-	-	-	-	-
06 0001.3040.040.99.1410.099.99.520.030.5730.300.06 DIR OF FIN OPS DUES & MEMBERSHIPS	5,300	5,300	-		4,660	3,975	685	87.9%	75.0%		640
06 0001.3040.040.99.1410.099.99.520.030.5780.300.06 DIR OF FIN OPS OTHER EXPENSES 04 0001.3040.040.99.5300.099.99.520.030.5276.300.99 DIR OF FIN OPS R & L - COPIER LEASE	1,596	1,596	-	1,150	1,603	1,197	406	100.5%	75.0%	1,068	(1,075)
04 0001.3040.040.99.1230.099.99.520.030.5341.300.04 DIR OF EXT FUND COMMUNICATION POST			-	-		1	1		1		
04 0001.3050.040.99.1230.099.99.520.030.5380.300.04 DIR OF EXT FUND OTHR PURCH SERVICES	-	-	-	-	-	-	-	-	-	-	-
04 0001.3050.040.99.1230.099.99.520.030.5380.300.05 OTHER PURCHASED SERVICES	-	-	-	-	-	-	-	-	-	-	-
05 0001.3050.040.99.1230.099.99.520.030.5580.300.05 DIR OF EXT FUND OTHR SUPPLIES 06 0001.3050.040.99.1230.099.99.520.030.5710.300.06 DIR OF EXT FUND IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-	-	-
06 0001.3050.040.99.1230.099.99.520.030.5710.300.00 DIR OF EXT FUND OUT-OF-STATE TRAVEL			-	-		1	1		1		-
06 0001.3050.040.99.1230.099.99.520.030.5780.300.06 DIR OF EXT FUND OTHER EXPENSES	-	-	-	-	-	-	-	-	-	-	-
06 0001.3110.005.10.2356.099.99.520.030.5730.300.06 PROF DEV-DISTRICT-DUES AND MEMBERS	1,500	1,500	-	-	-	1,050	(1,050)	0.0%	70.0%	-	1,500
06 0001.3110.005.10.2356.099.99.520.030.5780.300.06 PROF DEV-DISTRICT-ALL OTHER EXP	6,630	6,630	-	-	-	4,641	(4,641)	0.0%	70.0%	-	6,630
04 0001.3110.005.10.2357.099.99.520.030.5300.300.04 PROF DEV PROFESSIONAL & TECHNICAL 04 0001.3110.005.10.2357.099.99.520.030.5320.300.04 PROF DEV TUITION			-	-	-						-
05 0001.3110.005.10.2357.099.99.520.030.5510.300.05 PROF DEV EDUCATIONAL SUPPLIES	-	-	-	-	-	-	-	-		-	-
06 0001.3110.005.10.2357.099.99.520.030.5710.300.06 PROF DEV IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-	-	-
06 0001.3110.005.10.2357.099.99.520.030.5720.300.06 PROF DEV OUT-OF-STATE TRAVEL	-	-	-	-	-	-	-	-	-	-	-
06 0001.3110.005.10.2357.099.99.520.030.5730.300.06 PROF DEV DUES & MEMBERSHIPS 06 0001.3110.005.10.2357.099.99.520.030.5780.300.06 PROF DEV OTHER EXPENSES			-			1		-		1	-
04 0001.3110.005.10.2358.099.99.520.030.5780.300.00 PROF DEV OTHER EXPENSES  04 0001.3110.005.10.2358.099.99.520.030.5300.300.04 PROF DEV-DISTRICT-PROF AND TECHNICA	20,000	23,000	-		2,500	16,100	(13,600)	10.9%	70.0% YES	500	20,000
04 0001.3110.005.10.2358.099.99.520.030.5380.300.04 PROF DEV-DISTRICT-OTHER PURCH SERV	,	6,900	-	-	6,900	4,830	2,070	100.0%	70.0%	-	-
05 0001.3110.005.10.2415.099.99.520.030.5512.300.05 PROF DEV ED SUPP TEACHING AIDS	-	-	-	-	-	-	-	-	-	-	-
04 0001.3110.005.21.2357.099.99.520.030.5300.300.04 PROF DEV PROFESSIONAL & TECHNICAL 04 0001.3110.005.21.2357.099.99.520.030.5320.300.04 PROF DEV TUITION	-	-	-	-	-	-	-	-	-	-	-
04 0001.3110.005.21.2357.099.99.520.030.5320.300.04 PROF DEV TUITION 06 0001.3110.005.21.2357.099.99.520.030.5710.300.06 PROF DEV IN-STATE TRAVEL		-	-								-
06 0001.3110.005.21.2357.099.99.520.030.5710.300.00 PROF DEV IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-	-	-
06 0001.3110.005.21.2357.099.99.520.030.5780.300.06 PROF DEV OTHER EXPENSES	-	-	-	-	-	-	-	-	-	-	-
04 0001.3110.005.21.2358.099.99.520.030.5300.300.04 PROF DEV-BROADMEADOW-PROF AND TEC		750	-	-	625	525	100	83.3%	70.0%	1,429	(1,304)
04 0001.3110.005.21.2358.099.99.520.030.5320.300.04 PROF DEV-BROADMEADOW-TUITION	6,722	6,722	-	- 1	-	4,705	(4,705)	0.0%	70.0%	6,722	-

					l I	ı ı				Sic	nificant	İ	
Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target &	Variance > 20%	Encumbrance	Budget Balance
04 0001.3110.005.22.2357.099.99.520.030.5300.300.04			-	-	-	-	-	-		-		-	-
04 0001.3110.005.22.2357.099.99.520.030.5320.300.04	PROF DEV TUITION	-	-	-	-	-	-	-	-	-		-	-
06 0001.3110.005.22.2357.099.99.520.030.5710.300.06	PROF DEV IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
06 0001.3110.005.22.2357.099.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3110.005.22.2357.099.99.520.030.5780.300.06		-	-	-	-	-	-	-	-	-			-
04 0001.3110.005.22.2358.099.99.520.030.5300.300.04		-	-	-	-	-	-	-	-	-		928	(928)
04 0001.3110.005.22.2358.099.99.520.030.5320.300.04		4,868	4,868	-	-	-	3,408	(3,408)	0.0%	70.0%		4,868	-
04 0001.3110.005.23.2357.099.99.520.030.5300.300.04 04 0001.3110.005.23.2357.099.99.520.030.5320.300.04		_	-	_								_	
06 0001.3110.005.23.2357.099.99.520.030.5710.300.06		_	-	_	_	_						_	_
06 0001.3110.005.23.2357.099.99.520.030.5720.300.06		_	_	_	_	_	_	_	_	_		_	_
06 0001.3110.005.23.2357.099.99.520.030.5780.300.06		-	-	-	-	-	-	-	-	-		-	-
04 0001.3110.005.23.2358.099.99.520.030.5320.300.04	PROF DEV-HILLSIDE-TUITION	6,026	6,026	-	-	-	4,218	(4,218)	0.0%	70.0%		6,026	-
04 0001.3110.005.23.2358.099.99.520.030.5300.300.04		-	-	-	-	-	-	-	-	-		2,054	(2,054)
04 0001.3110.005.23.2358.099.99.520.030.5380.300.04		-	-	-	-	-	-	-	-	-		-	-
04 0001.3110.005.24.2357.099.99.520.030.5300.300.04		-	-	-	-	-	-	-	-	-		-	-
04 0001.3110.005.24.2357.099.99.520.030.5320.300.04		-	-	-	-	-	-	-	-	-		-	-
06 0001.3110.005.24.2357.099.99.520.030.5710.300.06 06 0001.3110.005.24.2357.099.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3110.005.24.2357.099.99.520.030.5720.300.06		_	-	_								_	
04 0001.3110.005.24.2358.099.99.520.030.5300.300.04		_	750	_	(2,754)	625	525	100	83.3%	70.0%		679	(554)
04 0001.3110.005.24.2358.099.99.520.030.5320.300.04		6,258	6,258	_	(2,734)	-	4,381	(4,381)	0.0%	70.0%		6,258	(334)
04 0001.3110.005.24.2358.099.99.520.030.5380.300.04		-,	-/	-	-	1,200		1,200	100.0%	70.0%		-	(1,200)
04 0001.3110.005.25.2357.099.99.520.030.5300.300.04		-	-	-	-	-	-	-	-	-		-	-
04 0001.3110.005.25.2357.099.99.520.030.5320.300.04		-	-	-	-	-	-	-	-	-		-	-
06 0001.3110.005.25.2357.099.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3110.005.25.2357.099.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3110.005.25.2357.099.99.520.030.5780.300.06		-	-	-	-	-	-	-	-	-		-	-
04 0001.3110.005.25.2358.099.99.520.030.5300.300.04		750	1,500	-	-	625	1,050	(425)	41.7%	70.0%		1,054	(179)
04 0001.3110.005.25.2358.099.99.520.030.5320.300.04		7,881	7,881	-	-	-	5,517	(5,517)	0.0%	70.0% YES	5	7,881	-
04 0001.3110.005.26.2357.099.99.520.030.5300.300.04 04 0001.3110.005.26.2357.099.99.520.030.5320.300.04		-	-	-	-	-	-	-	-	-		-	-
06 0001.3110.005.26.2357.099.99.520.030.5320.300.04		-	-	-	-	-	-	-	-	-		-	-
06 0001.3110.005.26.2357.099.99.520.030.5710.300.06									1				
06 0001.3110.005.26.2357.099.99.520.030.5780.300.06		_		_									
04 0001.3110.005.26.2358.099.99.520.030.5300.300.04		_	_	_	_	_	_		_	_		1,962	(1,962)
04 0001.3110.005.26.2358.099.99.520.030.5320.300.04		6,026	6,026	-	-	-	4,218	(4,218)	0.0%	70.0%		6,026	-
04 0001.3110.005.30.2357.099.99.520.030.5300.300.04	PROF DEV PROFESSIONAL & TECHNICAL	-	· -	-	-	-	· -	` - '	-	-		· -	-
04 0001.3110.005.30.2357.099.99.520.030.5320.300.04	PROF DEV TUITION	-	-	-	-	-	-	-	-	-		-	-
06 0001.3110.005.30.2357.099.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3110.005.30.2357.099.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3110.005.30.2357.099.99.520.030.5780.300.06		-	-	-	-	-	-	-	-	-			-
04 0001.3110.005.30.2358.099.99.520.030.5300.300.04		11 021	750	-	-	625	525	100	83.3% 0.0%	70.0% 70.0% YES		1,423	(1,298)
04 0001.3110.005.30.2358.099.99.520.030.5320.300.04 04 0001.3110.005.30.2358.099.99.520.030.5380.300.04		11,821	11,821	_	1,600	2,125	8,275	(8,275) 2,125	100.0%	70.0% 123	•	11,821	(2,125)
04 0001.3110.005.40.2357.099.99.520.030.5300.300.04		_	-	_	- 1,000	2,123		2,123	100.070	70.070		_	(2,123)
04 0001.3110.005.40.2357.099.99.520.030.5320.300.04		-	-	_	-	_	_	_	_			-	_
06 0001.3110.005.40.2357.099.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3110.005.40.2357.099.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3110.005.40.2357.099.99.520.030.5780.300.06		-	-	-	-	-	-	-	-	-		-	-
04 0001.3110.005.40.2358.099.99.520.030.5300.300.04		-	3,000	-	-	2,699	2,100	599	90.0%	70.0%		3,471	(3,170)
04 0001.3110.005.40.2358.099.99.520.030.5303.300.04				-	149	149		149					(149)
04 0001.3110.005.40.2358.099.99.520.030.5320.300.04		20,398	20,398	-	-	- 1 225	14,279	(14,279)	0.0%	70.0% YES	5	20,398	- (4.225)
04 0001.3110.005.40.2358.099.99.520.030.5380.300.04 05 0001.3110.040.21.2351.099.99.520.030.5510.300.05		-	-	-	800	1,325	-	1,325	100.0%	70.0%		-	(1,325)
05 0001.3110.040.21.2351.099.99.520.030.5510.300.05		_	-	_								_	
05 0001.3110.040.23.2351.099.99.520.030.5510.300.05		_		_									
	PROF DEV EDUCATIONAL SUPPLIES	_	_	_	_	_	_	_	_	_		_	_
	PROF DEV EDUCATIONAL SUPPLIES	-	-	_	-	_	_	_	_			-	_
05 0001.3110.040.25.2351.099.99.520.030.5510.300.05		-	-	-	-	-	-	-	-	-		-	-
04 0001.3120.040.99.1420.099.99.520.030.5300.300.04	EAP PROFESSIONAL & TECHNICAL	8,000	8,000	-	-	-	5,600	(5,600)	0.0%	70.0% YES	5	8,000	-
05 0001.3121.040.99.1420.099.99.520.030.5510.300.05	STAFF 504 ACCOM EDUCATIONAL SUPP	1,000	1,000	-	319	319	700	(381)	31.9%	70.0%		-	681
06 0001.3132.005.10.2356.099.99.520.030.5710.300.06		2,500	-	(2,500)	-	-	-	-	0.0%	70.0%		-	-
	CURRICULUM DEV-DISTRICT-ALL OTHER E	17,014	483	(16,531)	-	-	338	(338)	0.0%	70.0%		-	483
06 0001.3132.005.10.2357.099.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3132.005.10.2357.099.99.520.030.5720.300.06 06 0001.3132.005.10.2357.099.99.520.030.5730.300.06		-	-	-	-	-	-	-		-		-	-
06 0001.3132.005.10.2357.099.99.520.030.5730.300.06		-	-	-								_	-
05 0001.3132.005.10.2337.099.99.520.030.5780.300.06		_	-	-	[					-		_	-
05 0001.3132.005.10.2415.099.99.520.030.5512.300.05		2,300	_	_			_	-	-	_		-	_
05 0001.3132.005.10.2430.099.99.520.030.5510.300.05		-	-	-	-	-	-	-	-	-		-	-
04 0001.3132.005.10.2440.099.99.520.030.5341.300.04		-	682	682	682	682	-	682	-	-		-	0
04 0001.3132.005.10.2451.040.99.520.030.5255.300.04		400	-	-	-	-	-	-	-	-		-	-
					•	-							

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Account Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target %	& Variance > 20%	Encumbrance	Budget Balance
05 0001.3132.005.10.2455.099.99.520.030.5524.300.05 CURRICULUM DEVELOPMENT	-	-	-	-	-		-	-	-		-	-
04 0001.3132.005.21.2353.099.99.520.030.5300.300.04 CURRICULUM DEVELOPMENT	- CT. 200	-	- (200)	-	-	-	-	- 0.00/	- 70.0%		-	-
06 0001.3132.005.21.2356.099.99.520.030.5710.300.06 CURRICULUM DEV-BROADMEADOW-IN 06 0001.3132.005.21.2356.099.99.520.030.5780.300.06 CURR DEV - BRM - REIMB - OTHER EX		- 9	(200)	-	- 9	- 6	- 3	0.0% 98.8%	70.0%			- 0
04 0001.3132.005.21.2357.099.99.520.030.5300.300.04 CURRICULUM DEVELOPMENT	-	-	-	-	-	-	-	-	-		-	-
06 0001.3132.005.21.2357.099.99.520.030.5710.300.06 CURR DEV IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
06 0001.3132.005.21.2357.099.99.520.030.5720.300.06 CURR DEV OUT-OF-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
06 0001.3132.005.21.2357.099.99.520.030.5730.300.06 CURR DEV DUES & MEMBERSHIPS 04 0001.3132.005.21.2358.099.99.520.030.5300.300.04 CURRICULUM DEV-BROADMEADOW-PF	OF -	4,150	4,150	825	- 825		- 825				3,675	(350)
04 0001.3132.005.21.2358.099.99.520.030.5300.04		-,130	-,130	-	-	_	-	1	1		224	(224)
04 0001.3132.005.21.2358.099.99.520.030.5380.300.04 Curr Dev-Broadmeadow-Other Purchas	ed 5 -	849	300	-	849	594	255	100.0%	70.0%		280	(280)
05 0001.3132.005.21.2358.099.99.520.030.5580.300.05 CURRICULUM DEVELOPMENT - OTHER		3,575	766	649	3,575	2,503	1,072	100.0%	70.0%		23	(22)
05 0001.3132.005.21.2410.099.99.520.030.5517.300.05 CURR DEV ED SUPPLIES - WKBKS/TXT 05 0001.3132.005.21.2415.099.99.520.030.5512.300.05 CURR DEV ED SUPPLIES - TEACH AIDS			-	-	-		-				4,583	(4,583)
05 0001.3132.005.21.2430.099.99.520.030.5510.300.05 CURR DEV ED SOFFEIES - TEACH ALDS	-	_	_	_	_	_	_	-				(4,363)
05 0001.3132.005.21.2455.099.99.520.030.5524.300.05 CURRICULUM DEVELOPMENT	-	-	-	-	-	-	-	-	-		-	-
04 0001.3132.005.22.2353.099.99.520.030.5300.300.04 CURRICULUM DEVELOPMENT	-	-	-	-	-	-	-	-	-		-	-
06 0001.3132.005.22.2356.099.99.520.030.5710.300.06 CURRICULUM DEV-ELIOT-IN-STATE TR 06 0001.3132.005.22.2356.099.99.520.030.5780.300.06 CURR DEV - ELI - REIMB - OTHER EXF	AVE 200	- 9	(200)	_	- 9	- 6	- 3	0.0% 98.8%	70.0% 70.0%			- 0
04 0001.3132.005.22.2357.099.99.520.030.5300.300.04 CURRICULUM DEVELOPMENT	-	-	_	_	-	-	-	-	70.070		_	-
06 0001.3132.005.22.2357.099.99.520.030.5710.300.06 CURR DEV IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
06 0001.3132.005.22.2357.099.99.520.030.5720.300.06 CURR DEV OUT-OF-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
06 0001.3132.005.22.2357.099.99.520.030.5730.300.06 CURR DEV DUES & MEMBERSHIPS		4,150	- 3.147	- 825	- 825	2.005	(2.000)	19.9%	70.0%		3,675	- (250)
04 0001.3132.005.22.2358.099.99.520.030.5300.300.04 CURRICULUM DEV-ELIOT-PROF AND TI 04 0001.3132.005.22.2358.099.99.520.030.5303.300.04 CURR DEV - ELI - OUTSIDE PD PROV		4,150 545	3,147 545	270	270	2,905	(2,080) 270	19.9%	70.0%		499	(350) (224)
04 0001.3132.005.22.2358.099.99.520.030.5380.300.04 Curr Dev-Eliot-Other Purchased Service		600	300	-	600	420	180	100.0%	70.0%		280	(280)
05 0001.3132.005.22.2410.099.99.520.030.5517.300.05 CURR DEV ED SUPPLIES - WKBKS/TXT		=	-	-	-	-	-	-	-			-
05 0001.3132.005.22.2415.099.99.520.030.5512.300.05 CURR DEV ED SUPPLIES - TEACH AIDS	1,338	587	-	-	-	411	(411)	0.0%	70.0%		-	587
05 0001.3132.005.22.2430.099.99.520.030.5510.300.05 CURR DEV EDUCATIONAL SUPPLIES 05 0001.3132.005.22.2455.099.99.520.030.5524.300.05 CURRICULUM DEVELOPMENT	-	-	-	-	-	-	-	-	-		-	-
04 0001.3132.005.23.2353.099.99.520.030.3300.300.04 CURRICULUM DEVELOPMENT				_			1		1			-
06 0001.3132.005.23.2356.099.99.520.030.5710.300.06 CURRICULUM DEV-HILLSIDE-IN-STATE	TR. 200	-	(200)	-	-	-	-	0.0%	70.0%		-	-
06 0001.3132.005.23.2356.099.99.520.030.5780.300.06 CURR DEV - HILL - REIMB - OTHER EX	PEN -	9	-	-	9	6	3	98.8%	70.0%		-	0
04 0001.3132.005.23.2357.099.99.520.030.5300.300.04 CURRICULUM DEVELOPMENT	-	-	-	-	-	-	-	-	-		-	-
06 0001.3132.005.23.2357.099.99.520.030.5710.300.06 CURR DEV IN-STATE TRAVEL 06 0001.3132.005.23.2357.099.99.520.030.5720.300.06 CURR DEV OUT-OF-STATE TRAVEL	-	-	-	-	-		-					-
06 0001.3132.005.23.2357.099.99.520.030.5730.300.06 CURR DEV DUES & MEMBERSHIPS	-	-	-	-	-	-	-	-	-		-	-
04 0001.3132.005.23.2358.099.99.520.030.5300.300.04 CURRICULUM DEV-HILLSIDE-PROF AN		4,150	3,033	825	825	2,905	(2,080)	19.9%	70.0%		3,675	(350)
04 0001.3132.005.23.2358.099.99.520.030.5303.300.04 CURR DEV - HILL - OUTSIDE PD PROV		-	-	-	-	-	-	100.00/	70.00/		224	(224)
04 0001.3132.005.23.2358.099.99.520.030.5380.300.04 Curr Dev-Hillside-Other Purchased Ser 05 0001.3132.005.23.2410.099.99.520.030.5517.300.05 CURR DEV ED SUPPLIES - WKBKS/TXT		600	300	-	600	420	180	100.0%	70.0%		280	(280)
05 0001.3132.005.23.2415.099.99.520.030.5512.300.05 CURR DEV ED SUPPLIES - TEACH AIDS		1,338	-	-	-	937	(937)	0.0%	70.0%		-	1,338
05 0001.3132.005.23.2430.099.99.520.030.5510.300.05 CURR DEV EDUCATIONAL SUPPLIES	-	-	-	-	-	-	- 1	-	-		-	-
05 0001.3132.005.23.2455.099.99.520.030.5524.300.05 CURRICULUM DEVELOPMENT	-	-	-	-	-	-	-	-	-		-	-
04 0001.3132.005.24.2353.099.99.520.030.5300.300.04 CURRICULUM DEVELOPMENT 06 0001.3132.005.24.2356.099.99.520.030.5710.300.06 CURRICULUM DEV-MITCHELL-IN-STAT	TR 200	-	(200)	-	-		-	0.0%	70.0%			-
06 0001.3132.005.24.2356.099.99.520.030.5780.300.06 CURR DEV - MIT - REIMB - OTHER EX		9	-	-	9	6	3	98.8%	70.0%		-	0
04 0001.3132.005.24.2357.099.99.520.030.5300.300.04 CURRICULUM DEVELOPMENT	-	-	-	-	-	-	-	-	-		-	-
06 0001.3132.005.24.2357.099.99.520.030.5710.300.06 CURR DEV IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
06 0001.3132.005.24.2357.099.99.520.030.5720.300.06 CURR DEV OUT-OF-STATE TRAVEL 06 0001.3132.005.24.2357.099.99.520.030.5730.300.06 CURR DEV DUES & MEMBERSHIPS		-	-	-	-		-					-
04 0001.3132.005.24.2358.099.99.520.030.5300.000	D TI 2,525	4,150	3,125	825	825	2,905	(2,080)	19.9%	70.0%		3,675	(350)
04 0001.3132.005.24.2358.099.99.520.030.5303.300.04 CURR DEV - MIT - OUTSIDE PD PROV	- P8 -	-	-	-	-	· -	-	-	-		224	(224)
04 0001.3132.005.24.2358.099.99.520.030.5380.300.04 Curr Dev-Mitchell-Other Purchased Ser		600	300	-	600	420	180	100.0%	70.0%		280	(280)
05 0001.3132.005.24.2410.099.99.520.030.5517.300.05 CURR DEV ED SUPPLIES - WKBKS/TXT 05 0001.3132.005.24.2415.099.99.520.030.5512.300.05 CURR DEV ED SUPPLIES - TEACH AIDS		1,338		_	-	937	(937)	0.0%	70.0%			1,338
05 0001.3132.005.24.2430.099.99.520.030.5510.300.05 CURR DEV ED SOTTEES TEACH RIDS	-	-	-	-	-	-	-	-	-		_	-
05 0001.3132.005.24.2455.099.99.520.030.5524.300.05 CURRICULUM DEVELOPMENT	-	-	-	-	-	-	-	-	-		-	-
04 0001.3132.005.25.2353.099.99.520.030.5300.300.04 CURRICULUM DEVELOPMENT	-	-	-	-	-	-	-	-	-		-	-
06 0001.3132.005.25.2356.099.99.520.030.5710.300.06 CURRICULUM DEV-NEWMAN-IN-STATE 06 0001.3132.005.25.2356.099.99.520.030.5780.300.06 CURR DEV - NEW - REIMB - OTHER E		- 9	(200)	_	- 9	- 6	- 3	0.0% 98.6%	70.0% 70.0%			- 0
04 0001.3132.005.25.2357.099.99.520.030.5300.300.04 CURRICULUM DEVELOPMENT	-	-	_	_	-	-	-	-	70.070		_	-
06 0001.3132.005.25.2357.099.99.520.030.5710.300.06 CURR DEV IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
06 0001.3132.005.25.2357.099.99.520.030.5720.300.06 CURR DEV OUT-OF-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
06 0001.3132.005.25.2357.099.99.520.030.5730.300.06 CURR DEV DUES & MEMBERSHIPS 04 0001.3132.005.25.2358.099.99.520.030.5300.300.04 CURRICULUM DEV-NEWMAN-PROF AND	- ) TE 2 107	4 150	- 2 4E2	- 825	- 825	2.005	(2.090)	19.9%	- 70.0%		- 3,675	- (2EU)
04 0001.3132.005.25.2358.099.99.520.030.5300.300.04 CURRICULUM DEV-NEWMAN-PROF ANI		4,150	2,453	625	625	2,905	(2,080)	19.9%	70.0%		3,675	(350) (224)
04 0001.3132.005.25.2358.099.99.520.030.5380.300.04 Curr Dev-Newman-Other Purchased Se		1,230	300	-	1,230	861	369	100.0%	70.0%		280	(280)
05 0001.3132.005.25.2410.099.99.520.030.5517.300.05 CURR DEV ED SUPPLIES - WKBKS/TXT		-	-	-	-	-	-	-			-	- '-
05 0001.3132.005.25.2415.099.99.520.030.5512.300.05 CURR DEV ED SUPPLIES - TEACH AIDS	1,340	1,340	-	-	-	938	(938)	0.0%	70.0%		-	1,340
05 0001.3132.005.25.2430.099.99.520.030.5510.300.05 CURR DEV EDUCATIONAL SUPPLIES 05 0001.3132.005.25.2455.099.99.520.030.5524.300.05 CURRICULUM DEVELOPMENT	-	-	-		-							-
04 0001.3132.005.26.2353.099.99.520.030.3300.300.04 CURRICULUM DEVELOPMENT	-	-	-		-	-	-	-	-		-	-
				. '	•						-	

	Original	OIII	OIII	OIII	YTD	Target	Over/(Udr)	YTD %		Significant & Variance		Budget
Account Description	Budget	Revised Budget	Txfr	Transactions	Transactions	Expense	Target	Budget	%	> 20%	Encumbrance	Balance
06 0001.3132.005.26.2356.099.99.520.030.5710.300.06 CURRICULUM DEV-HIGH ROCK-		-	(1,100)	-	-		-	0.0%	70.0%		-	-
04 0001.3132.005.26.2357.099.99.520.030.5300.300.04 CURRICULUM DEVELOPMENT	-	-	-	-	-	-	-	-	-		-	-
06 0001.3132.005.26.2357.099.99.520.030.5710.300.06 CURR DEV IN-STATE TRAVEL 04 0001.3132.005.26.2358.099.99.520.030.5300.300.04 CURRICULUM DEV-HIGH ROCK-	- A 003	-	- (4.725)	-	-	-	-	- 0.00/	- 70.0%		-	-
04 0001.3132.005.26.2358.099.99.520.030.5300.300.04 CURRICULUM DEV-HIGH ROCK - OUT		900	(4,725) 900	_			1	0.0%	70.0%		900	
05 0001.3132.005.26.2410.099.99.520.030.5517.300.05 CURR DEV = HIGH ROCK = - 001		-	-	_	_		1	1	1		-	_
05 0001.3132.005.26.2415.099.99.520.030.5512.300.05 CURR DEV ED SUPPLIES - TEAC		-	-	-	-	-	-	-	-		-	-
05 0001.3132.005.26.2430.099.99.520.030.5510.300.05 CURR DEV EDUCATIONAL SUPPL		-	-	-	-	-	-	-	-		-	-
05 0001.3132.005.26.2455.099.99.520.030.5524.300.05 CURRICULUM DEVELOPMENT	-	-	-	-	-	-	-	-	-		-	-
04 0001.3132.005.30.2353.099.99.520.030.5300.300.04 CURRICULUM DEVELOPMENT	CTATE TRA	-	(1.100)	-	-	-	-	- 0.00/	70.00/		-	-
06 0001.3132.005.30.2356.099.99.520.030.5710.300.06 CURRICULUM DEV-POLLARD-IN- 04 0001.3132.005.30.2357.099.99.520.030.5300.300.04 CURRICULUM DEVELOPMENT	-STATE TR/ 1,100	-	(1,100)					0.0%	70.0%			
06 0001.3132.005.30.2357.099.99.520.030.5710.300.06 CURR DEV IN-STATE TRAVEL	-	-	-	-	-	_	-	_	-		-	-
06 0001.3132.005.30.2357.099.99.520.030.5720.300.06 CURR DEV OUT-OF-STATE TRAV	/EL -	-	-	-	-	-	-	-	-		-	-
06 0001.3132.005.30.2357.099.99.520.030.5730.300.06 CURR DEV DUES & MEMBERSHI		-	-	-	-	-	-	-	-		-	-
04 0001.3132.005.30.2358.099.99.520.030.5300.300.04 CURRICULUM DEV-POLLARD-PR		-	(5,373)	-	-	-	- (645)	0.0%	70.0%		-	-
04 0001.3132.005.30.2358.099.99.520.030.5303.300.04 CURR DEV - POLL - OUTSIDE F 05 0001.3132.005.30.2410.099.99.520.030.5517.300.05 CURR DEV ED SUPPLIES - WKB		950	900	50	50	665 700	(615) (700)	5.3% 0.0%	70.0%		900	1,000
05 0001.3132.005.30.2410.099.99.520.030.5512.300.05 CURR DEV ED SUPPLIES - WARR 05 0001.3132.005.30.2415.099.99.520.030.5512.300.05 CURR DEV ED SUPPLIES - TEAC		1,000	-			700	(700)	-	70.0%			-
05 0001.3132.005.30.2430.099.99.520.030.5510.300.05 CURR DEV EDUCATIONAL SUPPL		-	-	-	-	-	_	-	-		-	-
05 0001.3132.005.30.2455.099.99.520.030.5524.300.05 CURRICULUM DEVELOPMENT	-	-	-	-	-	-	-	-	-		-	-
04 0001.3132.005.40.2353.099.99.520.030.5300.300.04 CURRICULUM DEVELOPMENT	-	-	-	-	-	-	-	-	-		-	-
04 0001.3132.005.40.2357.099.99.520.030.5300.300.04 CURRICULUM DEVELOPMENT 06 0001.3132.005.40.2357.099.99.520.030.5710.300.06 CURR DEV IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
06 0001.3132.005.40.2357.099.99.520.030.5710.300.06 CURR DEV IN-STATE TRAVEL	- /El -		-	_			1					
06 0001.3132.005.40.2357.099.99.520.030.5720.300.06 CURR DEV OUT-OT-STATE TRAV		_	_	_	_		1	1	1		_	_
04 0001.3132.005.40.2358.099.99.520.030.5300.300.04 CURRICULUM DEV-NHS-PROF A		-	(4,555)	-	-	-	-	0.0%	70.0%		-	-
04 0001.3132.005.40.2358.099.99.520.030.5303.300.04 CURR DEV - NHS - OUTSIDE P	D PROV - P -	375	-	375	375	263	113	100.0%	70.0%		-	-
05 0001.3132.005.40.2410.099.99.520.030.5517.300.05 CURR DEV ED SUPPLIES - WKBH		1,230	-	-	-	861	(861)	0.0%	70.0%		-	1,230
05 0001.3132.005.40.2415.099.99.520.030.5512.300.05 CURR DEV ED SUPPLIES - TEAC 05 0001.3132.005.40.2430.099.99.520.030.5510.300.05 CURR DEV EDUCATIONAL SUPPL		-	- (F 222)	-	-	- 27	- (27)	- 0.00/	70.00/		-	- 39
05 0001.3132.005.40.2455.099.99.520.030.5510.300.05 CURRICULUM DEVELOPMENT	115 5,2/1	39	(5,232)			-	(27)	0.0%	70.0%			- 39
04 0001.3132.040.10.2210.099.99.520.030.5380.300.04 CURRICULUM DEVELOPMENT - 0	OTHER PUR -	-	-	-	-	_	-	_	-		-	-
05 0001.3132.040.10.2210.099.99.520.030.5420.300.05 CURRICULUM DEVELOPMENT - 0	OFFICE SUF -	-	-	-	-	-	-	-	-		-	-
04 0001.3132.040.21.2455.090.99.520.030.5275.300.04 CURRICULUM DEVELOPMENT - 9		1,809	1,809	1,808	1,808	-	1,808	-	-		-	1
04 0001.3132.040.22.2455.090.99.520.030.5275.300.04 CURRICULUM DEVELOPMENT - 9		1,809	1,809	1,808	1,808	-	1,808	-	-		-	1
04 0001.3132.040.23.2455.090.99.520.030.5275.300.04 CURRICULUM DEVELOPMENT - \$ 04 0001.3132.040.24.2455.090.99.520.030.5275.300.04 CURRICULUM DEVELOPMENT - \$		1,809 1,809	1,809 1,809	1,808 1,808	1,808 1,808		1,808 1,808					1
04 0001.3132.040.25.2455.090.99.520.030.5275.300.04 CURRICULUM DEVELOPMENT - S		1,809	1,809	1,808	1,808	_	1,808		1		_	1
04 0001.3132.040.26.2455.090.99.520.030.5275.300.04 CURRICULUM DEVELOPMENT - 5		1,809	1,809	1,808	1,808	-	1,808	-	-		-	1
04 0001.3132.040.30.2455.099.99.520.030.5275.300.04 CURRICULUM DEVELOPMENT - S		1,809	1,809	1,808	1,808	-	1,808	-	-		-	1
04 0001.3132.040.40.2455.099.99.520.030.5275.300.04 CURRICULUM DEVELOPMENT - S		1,809	1,809	1,808	1,808	-	1,808	-	-		-	1
04 0001.3132.040.50.2455.099.99.520.030.5275.300.04 CURRICULUM DEVELOPMENT - 9 06 0001.3133.005.10.2357.099.99.520.030.5710.300.06 GENERAL SUPPLIES, SERVICES		1,809	1,809	1,808	1,808		1,808		1		-	1
05 0001.3133.005.10.2430.099.99.520.030.5510.300.05 GEN SUP/SVC/EQUIP EDUCATIO		36,600	_	13,752	21,972	25,620	(3,648)	60.0%	70.0%		16,996	(2,367)
04 0001.3133.005.10.2440.099.99.520.030.5311.300.04 GEN SUP/SVC/EQUIP ADVERT	15,000	15,000	-	643	7,856	10,500	(2,644)	52.4%	70.0%		3,845	3,299
04 0001.3133.005.10.2440.099.99.520.030.5345.300.04 GEN SUP/SVC/EQUIP PRINTING		1,000	-	-	470	700	(230)	47.0%	70.0%		-	530
04 0001.3133.005.10.2440.099.99.520.030.5380.300.04 GEN SUP/SVC/EQUIP OTHER PU		43,700	-	2,360	5,851	30,590	(24,739)	13.4%	70.0% \		1,331	36,518
06 0001.3133.005.10.2440.099.99.520.030.5710.300.06 GEN SUP/SVC/EQUIP IN-STATE 06 0001.3133.005.10.2440.099.99.520.030.5720.300.06 GEN SUP/SVC/EQUIP OUT-OF-S		8,500	-	200	528	5,950	(5,422)	6.2%	70.0% \	rES	5,000	2,972
06 0001.3133.005.10.2440.099.99.520.030.5720.300.06 GEN SUP/SVC/EQUIP DUES & M		54,216	_	_	19,350	37,951	(18,601)	35.7%	70.0% \	/FS	_	34,866
06 0001.3133.005.10.2440.099.99.520.030.5780.300.06 GEN SUP/SVC/EQUIP OTHER EX			-	-	-	-	-	-	-		-	-
05 0001.3133.005.10.2451.099.99.520.030.5525.300.05 GEN SUP/SVC/EQUIP	-	22,179	-	-	-	15,525	(15,525)	0.0%	70.0% \	/ES	-	22,179
04 0001.3133.005.10.3300.099.99.520.030.5330.300.99 GEN SUP/SVC/EQUP PUPIL TRAI		-	-	-	-	-	-	-	-		-	- (4 070)
04 0001.3133.005.21.2420.099.99.520.030.5247.300.04 GEN SUP/SVC/EQUIP R&M OFFI 05 0001.3133.005.21.2430.099.99.520.030.5510.300.05 GEN SUP/SVC/EQUIP EDUCATIO		2,000 6,000	-	898 1,369	1,227 3,008	1,400 4,200	(173) (1,192)	61.4% 50.1%	70.0% 70.0%		2,046 907	(1,273) 2,085
04 0001.3133.005.21.2440.090.99.520.030.5380.300.04 GENERAL SUPPLIES, SERVICES		-	-	1,309	3,006	4,200	(1,192)	30.1%	70.0%		-	2,063
04 0001.3133.005.21.2440.099.99.520.030.5345.300.04 GEN SUP/SVC/EQUIP PRINTING		900	-	-	-	630	(630)	0.0%	70.0%		-	900
06 0001.3133.005.21.2440.099.99.520.030.5710.300.06 GEN SUP/SVC/EQUIP IN-STATE		900	-	282	684	630	` 54 <sup>°</sup>	76.0%	70.0%		-	216
06 0001.3133.005.21.2440.099.99.520.030.5720.300.06 GEN SUP/SVC/EQUIP OUT-OF-S		-	-	-	-	-	-	-	-		-	-
05 0001.3133.005.21.2451.090.99.520.030.5525.300.05 GEN SUP/SVC/EQUP ED SUPPLI		-	-	-	-	-	-	-	-		-	-
05 0001.3133.005.21.2451.099.99.520.030.5525.300.05 GEN SUP/SVC/EQUIP ED SUPPLI 04 0001.3133.005.22.2420.099.99.520.030.5247.300.04 GEN SUP/SVC/EQUIP R&M OFFI		1,500	-	291	304	1,050	(746)	20.3%	70.0%		1,109	- 87
05 0001.3133.005.22.2430.099.99.520.030.5510.300.05 GEN SUP/SVC/EQUIP EDUCATIO		4,800	_	385	2,628	3,360	(732)	54.8%	70.0%		2,672	(500)
04 0001.3133.005.22.2440.090.99.520.030.5380.300.04 GENERAL SUPPLIES, SERVICES		-	-	-	-	-	-	-	-			-
04 0001.3133.005.22.2440.099.99.520.030.5345.300.04 GEN SUP/SVC/EQUIP PRINTING		600	-	-	-	420	(420)	0.0%	70.0%		-	600
06 0001.3133.005.22.2440.099.99.520.030.5710.300.06 GEN SUP/SVC/EQUIP IN-STATE		200	-	260	610	140	470	304.9%	70.0%		-	(410)
06 0001.3133.005.22.2440.099.99.520.030.5720.300.06 GEN SUP/SVC/EQUIP OUT-OF-S 05 0001.3133.005.22.2451.090.99.520.030.5525.300.05 GEN SUP/SVC/EQUIP ED SUPPLII	TATE IKAV -	-	-	-	- 959	-	- 959	100.0%	70.0%		-	(959)
06 0001.3133.005.23.2357.099.99.520.030.5720.300.06 GEN SUP/SVC/EQUIP OUT-OF-S		-	-					-				(939)
05 0001.3133.005.23.2410.099.99.520.030.5517.300.05 GEN SUP/SVC/EQUIP EDUCATIO		-	-	-	-	-	-	-	-		-	-
04 0001.3133.005.23.2420.099.99.520.030.5247.300.04 GEN SUP/SVC/EQUIP R&M OFFI	CE EQUIP 1,500	1,500	-	904	1,301	1,050	251	86.7%	70.0%		1,657	(1,458)
05 0001.3133.005.23.2430.099.99.520.030.5510.300.05 GEN SUP/SVC/EQUIP EDUCATION	ON SUPPL 6,300	6,300	-	1,064	2,569	4,410	(1,841)	40.8%	70.0%		2,131	1,600

				I	 				Significant	I	
Account Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target & Variance % > 20%	Encumbrance	Budget Balance
04 0001.3133.005.23.2440.090.99.520.030.5309.300.04 PROF & TECH - LICENSED I		-	-	-	-	-	-	-	-	-	-
04 0001.3133.005.23.2440.090.99.520.030.5380.300.04 GENERAL SUPPLIES, SERVI 04 0001.3133.005.23.2440.099.99.520.030.5311.300.04 GEN SUP/SVC/EQUIP ADVE		-	-	-	676	-	676	100.0%	70.0%	-	(676)
04 0001.3133.005.23.2440.099.99.520.030.5311.300.04 GEN SUP/SVC/EQUIP PRIN'		900			263	630	(368)	29.2%	70.0%		638
04 0001.3133.005.23.2440.099.99.520.030.5380.300.04 GEN SUP/SVC/EQUIP OTHE		-	-	-	-	-	-	-	-	-	-
06 0001.3133.005.23.2440.099.99.520.030.5710.300.06 GEN SUP/SVC/EQUIP IN-ST		600	-	254	621	420	201	103.4%	70.0%	-	(21)
06 0001.3133.005.23.2440.099.99.520.030.5720.300.06 GEN SUP/SVC/EQUIP OUT-		-	-	-	-	-	-	-	-	-	-
06 0001.3133.005.23.2440.099.99.520.030.5730.300.06 GEN SUP/SVC/EQUIP DUES 05 0001.3133.005.23.2451.090.99.520.030.5525.300.05 GEN SUP/SVC/EQUIP ED SU		-	-		-						-
05 0001.3133.005.23.2451.099.99.520.030.5525.300.05 GEN SUP/SVC/EQUIP ED SI		-	-	-	-	-	-	-	-	-	-
04 0001.3133.005.23.9400.099.99.520.030.5320.300.99 GEN SUP/SVC/EQUIP TUITI		-	-	-	-	-	-	-	-	-	-
04 0001.3133.005.24.2420.099.99.520.030.5247.300.04 GEN SUP/SVC/EQUIP R&M			-	691	1,002	1,470	(468)	47.7%	70.0%	3,812	(2,714)
05 0001.3133.005.24.2430.099.99.520.030.5510.300.05 GEN SUP/SVC/EQUIP EDUC 04 0001.3133.005.24.2440.090.99.520.030.5309.300.04 PROF & TECH - LICENSED		5,900	-	1,381	3,288	4,130	(842)	55.7% -	70.0%	412	2,200
04 0001.3133.005.24.2440.090.99.520.030.5380.300.04 GENERAL SUPPLIES, SERVI		-	-	-	1,250	-	1,250	100.0%	70.0%	-	(1,250)
04 0001.3133.005.24.2440.099.99.520.030.5345.300.04 GEN SUP/SVC/EQUIP PRIN			-	-	-	630	(630)	0.0%	70.0%	-	900
06 0001.3133.005.24.2440.099.99.520.030.5710.300.06 GEN SUP/SVC/EQUIP IN-ST 06 0001.3133.005.24.2440.099.99.520.030.5720.300.06 GEN SUP/SVC/EQUIP OUT-		500	-	252	604	350	254	120.7%	70.0%	-	(104)
05 0001.3133.005.24.2451.090.99.520.030.5525.300.05 GEN SUP/SVC/EQUP ED SU		-			5,685	1	5,685	100.0%	70.0% YES		(5,685)
04 0001.3133.005.25.2420.099.99.520.030.5247.300.04 GEN SUP/SVC/EQUIP R&M	OFFICE EQUIP 3,000	3,000	-	526	546	2,100	(1,554)	18.2%	70.0%	1,951	503
05 0001.3133.005.25.2430.099.99.520.030.5510.300.05 GEN SUP/SVC/EQUIP EDUC	CATION SUPPL 9,003	9,003	-	4,230	12,036	6,302	5,734	133.7%	70.0% YES	3,155	(6,188)
04 0001.3133.005.25.2440.090.99.520.030.5380.300.04 GENERAL SUPPLIES, SERVI 04 0001.3133.005.25.2440.099.99.520.030.5345.300.04 GEN SUP/SVC/EQUIP PRIN		1,347	-	-	-	- 943	(943)	0.0%	- 70.0%	-	- 1,347
04 0001.3133.005.25.2440.099.99.520.030.5380.300.04 GENERAL SUPPLIES, SERVI		1,347			-	-	(943)	-	70.076		- 1,347
06 0001.3133.005.25.2440.099.99.520.030.5710.300.06 GEN SUP/SVC/EQUIP IN-ST		450	-	305	740	315	425	164.5%	70.0%	-	(290)
06 0001.3133.005.25.2440.099.99.520.030.5720.300.06 GEN SUP/SVC/EQUIP OUT-		-	-	-	-	-	-	-	-	-	- '-
05 0001.3133.005.25.2451.090.99.520.030.5525.300.05 GEN SUP/SVC/EQUP ED SU 04 0001.3133.005.26.2420.099.99.520.030.5247.300.04 GEN SUP/SVC/EQUIP R&M		1,900	-	415	5,013 622	1,330	5,013 (708)	100.0% 32.8%	70.0% YES 70.0%	- 809	(5,013) 468
05 0001.3133.005.26.2430.099.99.520.030.5510.300.05 GENERAL SUPPLIES, SERVI			-	1,441	2,735	2,761	(26)	69.3%	70.0%	2,415	(1,206)
04 0001.3133.005.26.2440.099.99.520.030.5345.300.04 GENERAL SUPPLIES, SERVI		-	-		-	-	-	-	-	-	-
04 0001.3133.005.26.2440.099.99.520.030.5380.300.04 GENERAL SUPPLIES, SERVI		-	-	-	-	-	-	-	-	-	-
06 0001.3133.005.26.2440.099.99.520.030.5710.300.06 GENERAL SUPPLIES, SERVI		250	-	211	507	175	332	202.9%	70.0%	-	(257)
06 0001.3133.005.26.2440.099.99.520.030.5720.300.06 GEN SUP/SVC/EQUIP OUT- 05 0001.3133.005.26.2451.090.99.520.030.5525.300.05 GEN SUP/SVC/EQUP ED SU		-	-		-						-
05 0001.3133.005.26.2451.099.99.520.030.5525.300.05 GEN SUP/SVC/EQUIP ED SI		-	-	-	-	-	-	-	-	-	-
05 0001.3133.005.30.2410.099.99.520.030.5517.300.05 GEN SUP/SVC/EQUIP EDUC	CATION SUPPL -	-	-	-	-	-	-	-	-	-	-
04 0001.3133.005.30.2420.099.99.520.030.5247.300.04 GEN SUP/SVC/EQUIP R&M			-	1,475	2,948	3,150	(202)	65.5%	70.0%	3,058	(1,507)
05 0001.3133.005.30.2430.099.99.520.030.5510.300.05 GEN SUP/SVC/EQUIP EDUC 04 0001.3133.005.30.2440.099.99.520.030.5345.300.04 GEN SUP/SVC/EQUIP PRIN'			-	1,895	3,738	8,400 560	(4,662) (560)	31.2% 0.0%	70.0% 70.0%	6,112	2,150 800
04 0001.3133.005.30.2440.099.99.520.030.5380.300.04 GENERAL SUPPLIES, SERVI		-	-	-	-	-	-	-	-	-	-
06 0001.3133.005.30.2440.099.99.520.030.5710.300.06 GEN SUP/SVC/EQUIP IN-ST		550	-	211	545	385	160	99.0%	70.0%	-	5
06 0001.3133.005.30.2440.099.99.520.030.5720.300.06 GEN SUP/SVC/EQUIP OUT-		-	-	-	-	-	-	-	-	-	-
05 0001.3133.005.30.2451.090.99.520.030.5525.300.05 GEN SUP/SVC/EQUP ED SU 05 0001.3133.005.30.2451.099.99.520.030.5525.300.05 GEN SUP/SVC/EQUIP ED SU		-	-		-						-
06 0001.3133.005.40.2357.099.99.520.030.5720.300.06 GEN SUP/SVC/EQUIP OUT-		-	-	-	-	-	-	-	-	-	-
04 0001.3133.005.40.2420.099.99.520.030.5247.300.04 GEN SUP/SVC/EQUIP R&M			-	1,491	2,481	5,600	(3,119)	31.0%	70.0%	2,906	2,614
05 0001.3133.005.40.2430.099.99.520.030.5510.300.05 GEN SUP/SVC/EQUIP EDUC		19,700	-	5,111	11,394	13,790	(2,396)	57.8%	70.0%	6,656	1,650
04 0001.3133.005.40.2440.099.99.520.030.5345.300.04 GEN SUP/SVC/EQUIP PRIN' 04 0001.3133.005.40.2440.099.99.520.030.5380.300.04 GENERAL SUPPLIES, SERVI		-	-		-					-	-
05 0001.3133.005.40.2440.099.99.520.030.5510.300.05 GEN SUP/SVC/EQUIP ED SI		-	-	-	-	-	-	-	-	-	-
06 0001.3133.005.40.2440.099.99.520.030.5710.300.06 GEN SUP/SVC/EQUIP IN-ST		-	-	205	529	-	529	100.0%	70.0%	-	(529)
06 0001.3133.005.40.2440.099.99.520.030.5720.300.06 GEN SUP/SVC/EQUIP OUT- 06 0001.3133.005.40.2440.099.99.520.030.5780.300.06 GEN SUP/SVC/EQUIP OTHE		-	-	4,000	- 4,244	-	- 4,244	100.0%	- 70.0%	- 455	(4,699)
05 0001.3133.005.40.2451.090.99.520.030.5780.300.06 GEN SUP/SVC/EQUP ED SU		-	-	4,000	4,244		4,244	100.0%	70.0%	455	(4,699)
05 0001.3133.005.40.2451.099.99.520.030.5525.300.05 GEN SUP/SVC/EQUIP ED SI		30,207	30,207	-	2,877	21,145	(18,268)	9.5%	70.0% YES	-	27,330
05 0001.3133.005.40.2452.099.99.520.030.5525.300.05 GEN SUP/SVC - NHS - INST		-	-	-	716	-	716	100.0%	70.0%	-	(716)
05 0001.3133.005.40.2454.099.99.520.030.5525.300.05 GEN SUP/SVC - NHS- INST 04 0001.3133.005.99.9400.099.99.520.030.5320.300.99 GEN SUP/SVC/EQUIP TUITI		21,178	21,178	21,178	21,178	-	21,178	-	-	-	(0)
05 0001.3133.040.99.1450.099.99.520.030.5525.300.05 GEN SUP/SVC/EQUIP - CO		-	-	6,800	6,800		6,800			-	(6,800)
05 0001.3133.040.99.1451.099.99.520.030.5525.300.05 GEN SUP/SVC/EQUIP - SCH		1,429	1,429	1,429	1,429	-	1,429	-	-	23,408	(23,407)
04 0001.3133.040.25.4220.099.99.520.030.5241.300.04 GEN SUP/SVC/EQUIP R&M		-	-	-	-	-	-	-	-	-	-
04 0001.3133.040.99.4210.099.99.520.030.5241.300.04 GEN SUP/SVC/EQUIP R & N		-	-	-	-	-	-	-	-	-	-
05 0001.3133.040.99.4210.099.99.520.030.5460.300.05 GEN SUP/SVC/EQUIP GRNE 06 0001.3133.040.99.4210.099.99.520.030.5780.300.06 GEN SUP/SVC/EQUIP OTHE		-	-								-
04 0001.3133.040.99.4220.099.99.520.030.5241.300.04 GEN SUP/SVC/EQUIP R & M		-	-	-	-	-	-	-	-	-	-
05 0001.3133.040.99.4220.099.99.520.030.5430.300.05 GEN SUP/SVC/EQUIP B & M		-	-	-	-	-	-	-	-	-	-
06 0001.3133.040.99.4220.099.99.520.030.5780.300.06 GEN SUP/SVC/EQUIP OTHE 04 0001.3133.040.99.4230.099.99.520.030.5241.300.04 GEN SUP/SVC/EQUIP R & M		-	-		-					1,099	(1,099)
05 0001.3133.040.99.4230.099.99.520.030.5430.300.05 GEN SUP/SVC/EQUIP B & N		-	-		-					- 1,099	(1,099)
06 0001.3133.040.99.4230.099.99.520.030.5780.300.06 GEN SUP/SVC/EQUIP OTHE	ER EXPENSES -	-	-	-	-	-	-	-	-	-	-
04 0001.3133.040.99.4300.099.99.520.030.5240.300.04 GEN SUP/SVC/EQUIP REPA		48.455	-	-	-	-	-	-	-	-	-
05 0001.3133.040.99.4450.099.99.520.030.5525.300.05 GEN SUP/SVC - NETWORK 04 0001.3141.005.10.2420.099.99.520.030.5247.300.04 PROD CTR R & P - OFFICE		17,186 3,500	17,186	17,186 4,235	17,186 6,420	- 2,450	17,186 3,970	- 183.4%	- 70.0%	10,620	0 (13,540)
1. 11111111111111111111111111111111111		3,300		1 7,233	0,420	2,750	3,570	105.470	, 0.0 ,0	10,020	(15,540)

										Significant	1	
Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target & Variance % > 20%	Encumbrance	Budget Balance
04 0001.3141.005.10.2440.099.99.520.030.5341.300.04		55,660	55,660	-	(15,314)	10,168	38,962	(28,794)	18.3%	70.0% YES	15,513	29,979
04 0001.3141.040.99.1230.099.99.520.030.5380.300.04		2,706	2,706	-	10	61	1,894	(1,833)	2.3%	70.0%	1,189	1,456
05 0001.3141.040.99.1230.099.99.520.030.5420.300.05	PROD CTR OFFICE SUPPLIES	3,880	3,880	-	4,053	11,375	2,716	8,659	293.2%	70.0% YES	3,154	(10,649)
06 0001.3141.040.99.1230.099.99.520.030.5780.300.06 04 0001.3141.040.99.5300.099.99.520.030.5276.300.99	PROD CTR OTHER EXPENSES PROD CTR R & L - COPIER LEASE	1,500	1,500	-	259	259	1,050	(791)	17.2%	70.0%	_	1,241
	ADMIN TECH R & P - TECHNOLOGY EQUIP	45,057	45,057	-	-	-	31,540	(31,540)	0.0%	70.0% YES	-	45,057
	ADMIN TECH - CO SUPPT - P&T SERVICES	-	221	(77)	-	-	155	(155)	0.0%	70.0%	149	72
	ADMIN TECH - CO SUPPT - P&T SOFTWARE ADMINISTRATIVE TECHNOLOGY OTHER PU	12 500	198 6,746	(E EE6)	198	198	139	59 (E1E)	100.0% 62.4%	70.0% 70.0%	- 876	1 662
	ADMINISTRATIVE TECHNOLOGY OTHER PU	12,500	-	(5,556) -	1,290	4,207	4,722 -	(515)	- 02.470	70.070		1,662
05 0001.3150.040.99.1450.099.99.520.030.5523.300.05	ADMIN TECH ED SUPPLIES/INST H	-	-	-	-	-	-	-	-	-	-	-
04 0001.3150.040.99.1450.099.99.520.030.5524.300.04		96,659	34,785	(61,874)	-	31,980	24,350	7,631	91.9%	70.0% YES	2,805	(0)
05 0001.3150.040.99.1450.099.99.520.030.5524.300.05 05 0001.3150.040.99.1450.099.99.520.030.5525.300.05	ADMIN TECH ED SUPPLIES/INST SUPPLI ADMIN TECH EDUCATIONAL SUPPLIES	27,725 7,700	27,725 7,700	-	3,031	4,430	19,408 5,390	(19,408) (960)	0.0% 57.5%	70.0% YES 70.0%	- 586	27,725 2,684
	ADMIN TECH TONER	8,700	8,700	_	3,031	-,430	6,090	(6,090)	0.0%	70.0% YES	-	8,700
06 0001.3150.040.99.1450.099.99.520.030.5710.300.06	ADMIN TECH IN-STATE TRAVEL	-	4	4	-	4	3	1	100.0%	70.0%	-	-
	ADMIN TECH OUT-OF-STATE TRAVEL	-	-	-	-	-	-	-	-	-	-	-
06 0001.3150.040.99.1450.099.99.520.030.5780.300.06 04 0001.3150.040.99.1451.099.99.520.030.5255.300.04	ADMIN TECH - CO SUPPT - ALL OTHER EXF ADMIN TECH - SCHL SUPPT - R&M TECH E	-	2,879 893	2,879 893	2,999 893	2,999 893	1	2,999 893			_	(120)
05 0001.3150.040.99.1451.099.99.520.030.5523.300.05	ADMIN TECH - SCHL SUPPT - ED SUPPLIES	-	77	77	-	-	-	-	_		77	-
05 0001.3150.040.99.1451.099.99.520.030.5524.300.05	ADMIN TECH - SCHL SUPPT - ED SUPPLIES	-	-	-	-	-	-	-	-	-	1,257	(1,257)
05 0001.3150.040.99.1451.099.99.520.030.5525.300.05	ADMIN TECH - SCHL SUPPT - ED SUPPLIES	-	605 19	605 19	444	605 19	423 13	181	100.0%	70.0%		- (526)
06 0001.3150.040.99.1451.099.99.520.030.5780.300.06 04 0001.3150.040.99.4400.099.99.520.030.5255.300.04	ADMIN TECH - SCHL SUPPT - ALL OTHER E ADMIN TECH R & P - TECHNOLOGY EQUIP	9,069	7,940	(985)	1,821	4,933	5,558	(625)	100.0% 62.1%	70.0% 70.0%	526 -	(526) 3,007
04 0001.3150.040.99.4400.099.99.520.030.5305.300.04	ADMIN TECH - INFR SUPPT - P&T SOFTWA	-	5,700	5,556	5,556	5,700	3,990	1,710	100.0%	70.0%	-	-
04 0001.3150.040.99.4400.099.99.520.030.5340.300.04	ADMINISTRATIVE TECHN-UNASSIGNED-CO	29,000	29,000	-	-	-	20,300	(20,300)	0.0%	70.0% YES	-	29,000
	ADMIN TECH OTHER PURCHASED SERV	140,026	183,133	43,107	25,818	136,111	128,193	7,918	74.3%	70.0%	47,022	- 7 120
05 0001.3150.040.99.4400.099.99.520.030.5510.300.05 06 0001.3150.040.99.4400.099.99.520.030.5710.300.06	ADMIN TECH EDUCATIONAL SUPPLIES ADMIN TECH IN-STATE TRAVEL	26,648	19,096	(7,552)	-	11,958	13,368	(1,410)	62.6%	70.0%	_	7,139
	ADMIN TECH OUT-OF-STATE TRAVEL	-	-	-	-	-	-	-	-	-	-	-
	ADMIN TECH OTHER EXPENSES	-	-	-	-	-	-	-	-	-	-	-
04 0001.3150.040.99.4450.099.99.520.030.5255.300.04 04 0001.3150.040.99.4450.099.99.520.030.5305.300.04		500	500	-	-	-	350	(350)	0.0%	70.0%	2,403	(1,903)
	ADMIN TECH - NETWORK - PAT SOFTWAR ADMIN TECH EDUCATIONAL SUPPLIES	-	-	-	-	-					47,595 -	(47,595) -
04 0001.3150.040.99.4450.099.99.520.030.5524.300.04		-	5,658	5,658	-	173	3,960	(3,788)	3.1%	70.0%	5,485	-
	ADMIN TECH ED SUPPLIES - INST TECH	-	-	-	699	699	-	699	-	-	-	(699)
	ADMIN TECH IN-STATE TRAVEL ADMIN TECH OUT-OF-STATE TRAVEL	3,384	3,082	(4)	6	6	2,157	(2,152)	0.2%	70.0%	8	3,068
06 0001.3150.040.99.4450.099.99.520.030.5780.300.06	ADMIN TECH OTHER EXPENSES	10,000	32,263	22,263	181	181	22,584	(22,403)	0.6%	70.0% YES	23,885	8,197
04 0001.3160.005.99.3300.099.99.520.030.5330.300.04	TRANS PUPIL TRANSPORTATION	584,160	584,160	-	88,322	123,056	408,912	(285,856)	21.1%	70.0% YES	100,568	360,536
04 0001.3160.005.99.3300.099.99.520.030.5340.300.99	TRANS COMMUNICATION	-	- 24.072	-	-	- 2 1 4 6	-	- (24 225)	-	-	-	-
04 0001.3160.005.99.3300.099.99.520.030.5380.300.04 05 0001.3160.005.99.3300.099.99.520.030.5510.300.05	TRANS OTHER PURCHASED SERVICES TRANS EDUCATIONAL SUPPLIES	34,972	34,972	-	893	3,146	24,480	(21,335)	9.0%	70.0% YES	236	31,591
06 0001.3160.005.99.3300.099.99.520.030.5710.300.06	TRANS IN-STATE TRAVEL	5,752	5,752	-	38	133	4,026	(3,894)	2.3%	70.0%	-	5,619
06 0001.3160.005.99.3300.099.99.520.030.5720.300.06	TRANS OUT-OF-STATE TRAVEL	-	-	-	-	-	-	- 1	-	-	-	-
06 0001.3160.005.99.3300.099.99.520.030.5730.300.06 06 0001.3160.005.99.3300.099.99.520.030.5780.300.06	TRANS DUES & MEMBERSHIPS TRANS OTHER EXPENSES	36 2,455	36 2,455	-	9 260	35 17,652	25 1,719	10 15,933	98.3% 719.0%	70.0% 70.0% YES	- 227	1 (15,423)
04 0001.3160.005.99.6900.099.99.520.030.5300.00	TRANS PUPIL TRANSPORTATION	- 2,433	2,433		8,260	17,032	1,719	13,933	719.070	70.0% TES	-	(13,423)
04 0001.3160.005.99.6900.099.99.520.030.5380.300.04	TRANS OTHER PURCHASED SERVICES	-	-	-	-	-	-	-	-	-	-	-
05 0001.3160.005.99.6900.099.99.520.030.5510.300.05	TRANS EDUCATIONAL SUPPLIES	-	-	-	-	-	-	-	-	-	-	-
06 0001.3160.005.99.6900.099.99.520.030.5710.300.06 06 0001.3160.005.99.6900.099.99.520.030.5720.300.06	TRANS IN-STATE TRAVEL TRANS OUT-OF-STATE TRAVEL	-	-	-	-	-		1	-		-	-
06 0001.3160.005.99.6900.099.99.520.030.5720.300.06	TRANS DUES & MEMBERSHIPS	-	-	-	_	-	_	_	1		_	-
06 0001.3160.005.99.6900.099.99.520.030.5780.300.06	TRANS OTHER EXPENSES	-	-	-	-	-	-	-	-	-	-	-
04 0001.3160.010.99.3300.099.99.520.030.5335.300.04	TRANS PUPIL TRANSPORTATION - SPED	1,352,264	1,352,264	-	441,676	866,588	946,585	(79,996)	64.1%	70.0%	493,619	(7,943)
04 0001.3160.010.99.3300.099.99.520.030.5380.300.04 05 0001.3160.010.99.3300.099.99.520.030.5510.300.05	TRANS OTHER PURCHASED SERVICES TRANS EDUCATIONAL SUPPLIES	20,247	20,247	-	2,567	8,274	14,173	(5,899)	40.9%	70.0% YES	3,006	8,967
06 0001.3160.010.99.3300.099.99.520.030.5710.300.06	TRANS IN-STATE TRAVEL	-	-	-	9	60	-	60	100.0%	70.0%	75	(135)
06 0001.3160.010.99.3300.099.99.520.030.5720.300.06	TRANS OUT-OF-STATE TRAVEL	-	-	-	-	-	-	-	-	-	-	- '-
06 0001.3160.010.99.3300.099.99.520.030.5730.300.06	TRANS DUES & MEMBERSHIPS	-	- 11 770	-	- 72	-	- 0.220	(0.115)	- 1.10/	- 70.0% YES	- 01	-
06 0001.3160.010.99.3300.099.99.520.030.5780.300.06 04 0001.3160.035.99.3300.099.99.520.030.5331.300.04	TRANS OTHER EXPENSES TRANS PUPIL TRANSPORTATION - OTHER	11,770	11,770	-	72	124	8,239	(8,115)	1.1%	70.0% TES	91	11,555
06 0001.3160.055.99.3300.099.99.520.030.5710.300.06	TRANS IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-	-	-
06 0001.3160.055.99.3300.099.99.520.030.5730.300.06	TRANS DUES & MEMBERSHIPS	-	-	-	-	-	-	-	-	-	-	-
04 0001.3160.099.99.3300.099.99.520.030.5340.300.04 04 0001.3160.099.99.3300.099.99.520.030.5341.300.04	TRANS COMMUNICATION TRANSPORTATION COMMUNICATION POST	-	-	-		-			-		]	-
04 0001.3160.099.99.3300.099.99.520.030.5341.300.04	TRANS OTHER PURCHASED SERVICES	-	-	-		893	_	893	100.0%	70.0%		(893)
05 0001.3160.099.99.3300.099.99.520.030.5510.300.05	TRANS EDUCATIONAL SUPPLIES	-	-	-	-	-	-	-	-	-	-	-
06 0001.3160.099.99.3300.099.99.520.030.5710.300.06	TRANS IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-	-	-
06 0001.3160.099.99.3300.099.99.520.030.5730.300.06 06 0001.3160.099.99.3300.099.99.520.030.5780.300.06	TRANS DUES & MEMBERSHIPS TRANS OTHER EXPENSES	-	-	-	- 47	- 848		- 848	100.0%	70.0%	- 152	(1,000)
06 0001.3100.099.99.3300.099.99.520.030.5780.300.06		400	400	-		-	280	(280)	0.0%	70.0%	-	400
06 0001.3210.005.21.2356.090.99.520.030.5730.300.06		200	200	-	-	-	140	(140)	0.0%	70.0%	l -	200

Part					ĺ	1					Significant		
Column   Property	Account											Encumbrance	
Concess   Conc				-	-	-					//	-	
See 2002 - 1970-1970-1970-1970-1970-1970-1970-1970-		-	-	-	-	-	-	- 1	-	-		-	-
6. 0013   2112-001   2		-	-	-	-	-	-	-	-	-		-	-
8 BBILL 1912-00-12 1-13 1-10 00 BBILL 1912-00-12 1-10 00 BBILL 1912-00-			-	-	-	-							-
10   200.000			-	-	-	-	-	-	-	-		-	-
5 0001.3720.006.27.1440.06.09.05.00.01.573.006.05   5.00.05.73.0		-	-	-	-	-	-	-	-	-		-	-
5   001   123			- 2.100	-	285		- 2 170		47.00/	70.00/		-	
\$ 500_1310.065.1_0410.085.5_030.005.012.200.05			3,100	-		1,482	2,170	(688)	47.8%	70.0%		-	1,618
Se COLU-131-0-0-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1			6,300	-	122	796	4,410	(3,614)	12.6%	70.0%		165	5,339
Company   Comp		AT -	-	-	-	-	-	- 1	-	-		-	-
Control   Cont			15 501	-	-	14 450	10.051	2 607	- 02.20/	70.00/		-	- 170
Column   C			15,501	-	- 601	14,456	10,651	3,607	93.3%	70.0%		- 803	-
6 001.322.00.05.22.355.00.09.370.00.00.00.00.00.00.00.00.00.00.00.00.0			4,800	-	133	1,699	3,360	(1,661)	35.4%	70.0%		148	2,953
6 001, 1220, 005, 122, 135, 006, 009, 120, 000		-	-	-	-	427	-	427				183	
69 0001;2220 0005 222 3075 000;922 0005 223 3075 000;922 0005 223 0005 000 220 0005 000 000 000 000 000 0				-	-	-						-	
66 0001.1202.00.09.2.7387.00.09.5.2.00.00.09.70.00.00.00.00.00.00.00.00.00.00.00.00.		KSII. 1,000	1,000	-	-	-	700	(700)	0.0%	70.0%		-	1,000
Second   1,12,20,005,22,223,230,009,95,20,203,551,200.551,20		-	-	-	-	-	-	-	-	-		-	-
50 001.3220.005.92.2441.00.09.92.003.8317.00.05   ELIT CD SUPPLIES - WINNESS/TRINGS		-	-	-	-	-	-	-	-	-		-	-
0. 0001,3220.005,2224.005,099.306,005.512,305.06   LIOT ES SUPPLES WISKS/TYTRISS		<del>-</del>	-	-	39	228	-	228	100.0%	70.0%		-	(228)
50 0001,3220,005,22,245,000,999,320,005,521,2300,527,2000,45 0			-	-		-						-	-
6 0001.3220.005.22.340.00.99.52.00.52.340.00.69.60.00.52.340.00.99.52.00.99.52			6,500	-	-	4,785	4,550	235	73.6%	70.0%		27	1,689
Section   Continue	04 0001.3220.005.22.2420.090.99.520.030.5247.300.04 ELIOT R & M OFFICE EQUIPMENT	· -	· -	-	-	-	-	-	-	-		-	-
6   001,1220,005,1224,2455,009,932,003,2533,000,000,000,000,000,000,000,000,000,		-	-	-	- 1 270		7 002	- (4 502)	-	- 70.00/		-	- 226
5 0001.1220.005.1224.05.00.96.95.10.00.05.127.05.00.		11,261	11,261	-	1,3/8	6,380	7,883	(1,503)	56.7%	70.0%		1,656	3,226
5 00013220.009.99.520.039.95.20.03		-	-	-	-	-	-	-	-	-		-	-
66 00013230.005.323.2100.09.09.520.03.05.710.300.6 HILLISDE IN-STATE TRAVEL  67 00013230.005.223.250.005.003.005.003.005.003.005.0005.0	05 0001.3220.040.22.2210.090.99.520.030.5420.300.05 ELIOT OFFICE SUPPLIES	550	550	-	916	988	385	603	179.7%	70.0%		2,789	(3,227)
66 0001.3230.005.23.2356.090.95.22.00.03.5730.006 MILLISIDE ELEM-HILLISIDE-LINES AND MOME 20 200 140 (140) 0.0% 70.0% - 200 140 (140) 0.0% 70.0% - 200 140 (140) 0.0% 70.0% - 200 140 (140) 0.0% 70.0% - 200 140 (140) 0.0% 70.0% - 200 140 (140) 0.0% 70.0% - 200 140 (140) 0.0% 70.0% - 200 140 (140) 0.0% 70.0% - 200 140 (140) 0.0% 70.0% - 200 140 (140) 0.0% 70.0% 140 (140) 0.0% 70.0%		-	-	-	-	-	-	-	-	- 70.00/		-	- (052)
60 00113230.005 22132570.099   520.03.05521230.00   HILLSIDE ELEM-HILLSIDE FLORE AND MEM   20		- 'RΔ\/I 800	- 800	-		953	- 560					-	
05 00113230.005, 22, 2357, 090, 95, 220, 330, 720, 300.05   HILLSDE   1.5 TATE TRAVE				-	-	-						-	
10.00   1.230   1.005   1.2375   1.090   99.520   1.090   1.		-	-	-	-	-	-	- 1	-	-		-	-
66 0001.3230.005.2323757.09.09.\$20.003.5373.00.06   HILISIDE DUES & MEMBERSHIPS         -   -   -		-	-	-	-	-	-	-	-	-		-	-
04 001.3230.005.223288.099.95.220.035.51230.05 HILLSIDE ELEM-HILLSIDE ELEM-FIRST ATTOR S		-	-	-		-						-	-
05 0001,3230,005.23,23410,099,95.20,030,55173.00.05 HILLSIDE ELBM-HILLSIDE-INST MAT/CLSR  07 0001,3230,005.23,2415,099,95.20,030,55173.00.05 HILLSIDE ED SUPPLES 1,600 1,600 513 420 93 85.5% 70.0% - 87.00 1,200 1,		P&T -	-	-	1,617	2,551	-	2,551	100.0%	70.0%		269	(2,820)
05 0001.3230.005.23 24415.009.99 520.030.5512.300.05 0001.3230.005.23 2440.090.99 520.030.5510.300.05 0001.3230.005.23 2440.090.99 520.030.5510.300.05 0001.3230.005.23 2440.090.99 520.030.5510.300.05 0001.3230.005.23 2440.090.99 520.030.5510.300.05 0001.3230.005.23 2440.090.99 520.030.5510.300.05 0001.3230.005.23 2440.090.99 520.030.5510.300.05 0001.3230.005.23 2440.090.99 520.030.5510.300.05 0001.3230.005.23 2440.090.99 520.030.5510.300.05 0001.3230.005.23 2440.090.99 520.030.5510.300.05 0001.3230.005.23 2440.090.99 520.030.5510.300.05 0001.3230.005.23 2440.090.99 520.030.5510.300.05 0001.3230.005.23 2440.090.99 520.030.5510.300.05 0001.3230.005.23 2451.090.99 520.030.5510.300.05 0001.3230.005.23 2451.090.99 520.030.5510.300.05 0001.3230.005.23 2451.090.99 520.030.5510.300.05 0001.3230.005.23 2451.090.99 520.030.5510.300.05 0001.3230.005.23 2451.090.99 520.030.5510.300.05 0001.3230.005.23 2451.090.99 520.030.5510.300.05 0001.3240.005.24 2355.090.99 520.030.5510.300.05 0001.3240.005.24 2355.090.99 520.030.5730.300.06 0001.3240.005.24 2355.090.99 520.030.5730.300.06 0001.3240.005.24 2355.090.99 520.030.5730.300.06 0001.3240.005.24 2355.090.99 520.030.5730.300.06 0001.3240.005.24 2355.090.99 520.030.5730.300.06 0001.3240.005.24 2357.090.99 520.030.5730.300.06 0001.3240.005.24 2357.090.99 520.030.5730.300.06 0001.3240.005.24 2357.090.99 520.030.5730.300.06 0001.3240.005.24 2357.090.99 520.030.5730.300.06 0001.3240.005.24 2357.090.99 520.030.5730.300.06 0001.3240.005.24 2357.090.99 520.030.5730.300.06 0001.3240.005.24 2357.090.99 520.030.5730.300.06 0001.3240.005.24 2357.090.99 520.030.5730.300.06 0001.3240.005.24 2357.090.99 520.030.5730.300.06 0001.3240.005.24 2357.090.99 520.030.5730.300.06 0001.3240.005.24 2357.090.99 520.030.5730.300.06 0001.3240.005.24 2357.090.99 520.030.5730.300.06 0001.3240.005.24 2357.090.99 520.030.5730.300.06 0001.3240.005.24 2357.090.99 520.030.5730.300.06 0001.3240.005.24 2357.090.99 520.030.5730.300.06 0001.3240.005.24 2357.090.99 520.030.5730.300.06 0001.3240.005.24 2357.090.99 520.	05 0001.3230.005.23.2358.090.99.520.030.5512.300.05 HILLSIDE ELEM-HILLSIDE-INST MAT/C	CLSR -	-	-	-		-					-	
04 0001.3230.005; 23;2420.009.99.520.030.5513.000.05   HILISIDE EDUCATIONAL SUPPLIES   14,153   14,153   1,544   1,752   9,907   875   76,2%   70,0%   595   2,776   60 0001.3230.005; 23;2440.009.99.520.030.5510.300.05   HILISIDE EDUCATIONAL SUPPLIES   1,154   1,153   1,154   1,155   1,155   1,				-	-							-	
05 0001.3230.005.23.2430.099.99.520.030.5510.300.05 HILISIDE EDUCATIONAL SUPPLIES 14,153 14,153 - 1,544 10,782 9,907 875 76.2% 70.0% 595 2,776 0001.3230.005.23.2430.099.99.520.030.5510.300.06 HILISIDE EDUCATIONAL SUPPLIES		-	-	-	-	513	420		65.5%	70.0%			- 67
04 0001.3230.005.23.2440.090.99.520.030.5348.300.04   HILLSIDE PRINTING & MAILING 100 100 -	05 0001.3230.005.23.2430.090.99.520.030.5510.300.05 HILLSIDE EDUCATIONAL SUPPLIES	14,153	14,153	-	1,544	10,782	9,907	875	76.2%	70.0%		595	2,776
04 0001.3230.005.23.2440.090.99.520.030.5380.00.00.4 HILLSIDE OTHER PURCHASED SVCS		-	-	-	-	-		ī				-	-
06 0001.3230.005.22.4240.090.99.520.030.5710.300.6 HILLSIDE IN-STATE TRAVEL		100	100	-	-	-	70	(70)	0.0%	70.0%		-	100
05 0001.3230.040.5.23.451.090.99, \$20.030.5523.300.5 HILLISIDE ELEMENTARY ED SUP/INST TEC  5 0001.3230.040.23.210.090.99, \$52.00.30.5780.300.6 HILLISIDE OFFICE SUPPLIES  5 0001.3230.040.23.210.090.99, \$52.00.30.5780.300.6 HILLISIDE OFFICE SUPPLIES  5 0001.3240.005.24.2356.090.99, \$52.00.30.5780.300.6 HILLISIDE OFFICE SUPPLIES  6 0001.3240.005.24.2357.099.99, \$52.00.30.5780.300.6 HILLISIDE OFFICE SUPPLIES OFFICE							_	1		1		_	
05 0001.3240.005.24.2350.099.95.20.030.5780.300.06   ILLISIDE OTHER EXPENSES   -   -   -   60   00.00.00   1.00.00	05 0001.3230.005.23.2451.090.99.520.030.5525.300.05 HILLSIDE ELEMENTARY ED SUP/INST		-	-	-	-	-	-	-	-		-	-
05 0001.3240.005.24.2305.090.9.520.030.57580.300.01 MITCHELL ELEM-MITCHELL-IN-STATE TRAN 2,000 1,375 - 88 116 963 (847) 8.4% 70.0% - 1,259 1001.3240.005.24.2356.090.99.520.030.5710.300.06 MITCHELL ELEM-MITCHELL-IN-STATE TRAN 2,000 1,375 - 88 116 963 (847) 8.4% 70.0% - 1,000 1001.3240.005.24.2357.090.99.520.030.5730.300.06 MITCHELL ELEM-MITCHELL-IN-STATE TRAN 2,000 1,375 - 88 116 963 (847) 8.4% 70.0% 70.0% - 1,000 1001.3240.005.24.2357.090.99.520.030.5730.300.06 MITCHELL ELEM-MITCHELL-IN-STATE TRAN 2,000 1,375 - 88 116 963 (847) 8.4% 70.0% 70.0% - 1,000 1001.3240.005.24.2357.090.99.520.030.5730.300.06 MITCHELL ELEM-MITCHELL-DUES AND ME! 100 100 100		3,000	3,000	-	358		2,100					32	
06 0001.3240.005.24.2356.090.99.520.030.5710.300.06 MITCHELL ELEM-MITCHELL-IDUES AND MEP 100 100 100		-	-	-	-	60	-	60	100.0%	70.0%		-	(60)
06 0001.3240.005.24.2357.099.9 520.030.5730.300.06 MITCHELL ELLOCATIONAL SUPPLIES		TRA\ 2,000	1.375	_	88	116	963	(847)	8.4%	70.0%		_	1,259
06 0001.3240.005.24.2357.090.99.520.030.5710.300.06 MITCHELL IN-STATE TRAVEL	06 0001.3240.005.24.2356.090.99.520.030.5730.300.06 MITCHELL ELEM-MITCHELL-DUES AND			-	-	-						-	
06 0001.3240.005.24.2357.090.99.520.030.5720.300.06 MITCHELL OUT-OF-STATE TRAVEL		-	-	-		-	-					-	-
06 0001.3240.005.24.2358.090.99.520.030.5730.300.06 MITCHELL DUES & MEMBERSHIPS		-	-	-	24	40	-	40	100.0%	70.0%		460	(500)
04 0001,3240,005,24,2358,090,99,520,030,5303,300,04 MITCHELL ELEM - OUTSIDE PD PROV - PRI 563 560 563 720 (1,283) 0001,3240,005,24,2358,090,99,520,030,5510,300,05 MITCHELL ELEM - OUTSIDE PD PROV - OTI 563 588 563 588 563 588 563 588 563 588 592) 0001,3240,005,24,2358,090,99,520,030,5517,300,05 MITCHELL ELEM - OUTSIDE PD PROV - OTI 358 358 358 - 358 358 592) 0001,3240,005,24,2415,099,95,20,030,5517,300,05 MITCHELL ED SUPPLIES - WKBK/TXTBK 500 500							_	1		1		_	
06 0001.3240.005.24.2358.090.99.520.030.5780.300.06 MITCHELL ELEM - OUTSIDE PP PROV - OTH 358 358 - 358 233 (592) 05 0001.3240.005.24.2410.090.99.520.030.5512.300.05 MITCHELL ED SUPPLIES - WKBK/TXTBK 500 500 350 (350) 0.0% 70.0% 500 001.3240.005.24.2415.045.99.520.030.5512.300.05 MITCHELL ED SUPPL INSTR MAT	04 0001.3240.005.24.2358.090.99.520.030.5303.300.04 MITCHELL ELEM - OUTSIDE PD PROV -		-	-	563	563	-		-	-		720	
05 0001.3240.005.24.2410.090.99.520.030.5517.300.05 MITCHELL ED SUPPLIES - WKBK/TXTBK 500 500			600	-	-		420		10.7%	70.0%			
05 0001.3240.005.24.2415.045.99.520.030.5512.300.05 MITCHELL ED SUPPL - INSTR MAT			- 500	-	358	358	- 350		0.00/-	70.0%		233	
05 0001.3240.005.24.2415.090.99.520.030.5512.300.05 MITCHELL ED SUPPL - INSTR MAT 2,200 2,200 - 56 56 1,540 (1,484) 2.5% 70.0% 564 1,581 0001.3240.005.24.2420.090.99.520.030.5512.300.05 MITCHELL R & M OFFICE EQUIPMENT		- 500	-	-	-	-	-	(330)	-				-
05 0001.3240.005.24.2420.090.99.520.030.5522.300.05 MITCHELL ELEMENTARY	05 0001.3240.005.24.2415.090.99.520.030.5512.300.05 MITCHELL ED SUPPL - INSTR MAT	2,200	2,200	-	56	56	1,540	(1,484)	2.5%	70.0%		564	1,581
05 0001.3240.005.24.2430.090.99.520.030.5510.300.05 MITCHELL EDUCATIONAL SUPPLIES 14,675 14,675 - 786 11,920 10,273 1,648 81.2% 70.0% 2,587 168 0001.3240.005.24.2440.090.99.520.030.5380.300.04 MITCHELL OTHER PURCHASED SERVICES		-	-	-	-	-	-	-	-	-		-	-
04 0001.3240.005.24.2440.090.99.520.030.5380.300.04 MITCHELL OTHER PURCHASED SERVICES		- 14 675	- 14 675	-	786	11 920	10 273	1 648	81 2%	70.0%		- 2 587	- 168
05 0001.3240.005.24.2440.090.99.520.030.5580.300.05 MITCHELL OTHER SUPPLIES			14,075	-	-	11,920	10,2/3	-	- 01.270			- 2,367	-
	05 0001.3240.005.24.2440.090.99.520.030.5580.300.05 MITCHELL OTHER SUPPLIES	-	-	-	-	-	-	-	-	-		-	-
US 1001.3240.040.24.2210.090.99.520.030.5420.300.05 MITCHELL OFFICE SUPPLIES 5,200 5,200 - 516 3,389 3,640 (251) 65.2% 70.0% 147 1,663			-	-	-		-					-	
	US 0001.3240.040.24.2210.090.99.520.030.5420.300.05 MITCHELL OFFICE SUPPLIES	5,200	5,200	-	1 516	3,389	3,640	(251)	65.2%	70.0%		14/	1,003

23 of 42 Q319 Detail

					l i	 				Significa	nt	
Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target & Varian > 20%		Budget Balance
05 0001.3240.040.24.2210.090.99.520.030.5580.300.01	MITCHELL OTHER SUPPLIES			-	-	-	- 1			-	-	-
06 0001.3240.040.24.2210.090.99.520.030.5710.300.06		-	-	-	73	226	-	226	100.0%	70.0%	-	(226)
06 0001.3240.040.24.2210.090.99.520.030.5780.300.06		-	-	-	30	30	-	30	-	-	-	(30)
04 0001.3250.005.24.2358.090.99.520.030.5303.300.04 05 0001.3250.005.25.2210.090.99.520.030.5420.300.05	NEWMAN OFFICE SUPPLIES	-	-	-	-	100	-	100	100.0%	70.0%	-	(100)
	NEWMAN ELEM-NEWMAN-IN-STATE TRAVE	1.000	375		99	481	263	218	128.2%	70.0%	94	(200)
	NEWMAN ELEM-NEWMAN-OOS TRAVEL/ CC	1,500	1,500	-	-	-	1,050	(1,050)	0.0%	70.0%	-	1,500
06 0001.3250.005.25.2356.090.99.520.030.5730.300.06		200	200	-	-	400	140	260	200.0%	70.0%	-	(200)
06 0001.3250.005.25.2356.099.99.520.030.5780.300.06		2,600	2,600	-	-	-	1,820	(1,820)	0.0%	70.0%	-	2,600
04 0001.3250.005.25.2357.090.99.520.030.5320.300.04		-	-	-	-	-	-	-	-	-	-	- (0)
06 0001.3250.005.25.2357.090.99.520.030.5710.300.06 06 0001.3250.005.25.2357.090.99.520.030.5720.300.06		-	-	-	8	8	-	8	-	-	-	(8)
06 0001.3250.005.25.2357.090.99.520.030.5720.300.06		-		-								-
06 0001.3250.005.25.2357.090.99.520.030.5780.300.06		-	-	-	-	-	-	-	-	-	-	-
06 0001.3250.005.25.2357.099.99.520.030.5780.300.06		-	-	-	-	-	-	-	-	-	-	-
	NEWMAN ED SUPPLIES - WKBKS/TXTBKS	1,700	1,700	-	-	1,108	1,190	(82)	65.2%	70.0%	-	592
	NEWMAN ED SUPPL - INSTR MAT	3,500	3,500	-	(495)	3,730	2,450	1,280	106.6%	70.0%	18	(248)
	NEWMAN R & M OFFICE EQUIPMENT NEWMAN EDUCATIONAL SUPPLIES	19,284	19,284	-	(1.161)	- 21,255	13,499	- 7,756	110.2%	70.0% YES	479	(2.450)
	NEWMAN OTHER PURCHASED SERVICES	200	200	-	(1,161)	118	13,499	(22)	59.0%	70.0% 1ES	4/9	(2,450) 82
04 0001.3250.040.10.3200.099.99.520.030.5524.300.04		-	-	-	_	-	-	-	-	-	_	-
04 0001.3250.040.25.2210.090.99.520.030.5380.300.04		-	-	-	-	1,275	-	1,275	100.0%	70.0%	-	(1,275)
	NEWMAN OFFICE SUPPLIES	6,000	6,000	-	739	2,040	4,200	(2,160)	34.0%	70.0%	571	3,389
	NEWMAN DUES & MEMBERSHIPS	-	-	-		178	-	178	100.0%	70.0%	<u>-</u>	(178)
	NEWMAN CHER EXPENSES	-	-	-	137	482	-	482	100.0%	70.0%	750	(1,232)
04 0001.3250.005.25.2358.090.99.520.030.5303.300.04 06 0001.3250.005.25.2358.090.99.520.030.5780.300.06		-		-	995	995		995			270	(270) (995)
06 0001.3260.005.25.2356.099.99.520.030.5760.300.06		3,500	2,300	(1,200)	-	-	1,610	(1,610)	0.0%	70.0%	_	2,300
06 0001.3260.005.26.2356.099.99.520.030.5730.300.06		4,500	2,200	(2,300)	-	79	1,540	(1,461)	3.6%	70.0%	-	2,121
04 0001.3260.005.26.2357.099.99.520.030.5320.300.04	HIGH ROCK TUITION	-	-		-	-		-	-	-	-	-
04 0001.3260.005.26.2357.099.99.520.030.5380.300.04		-	-	-	-	-	-	-	-	-	-	-
06 0001.3260.005.26.2357.099.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-	-	-
06 0001.3260.005.26.2357.099.99.520.030.5720.300.06 06 0001.3260.005.26.2357.099.99.520.030.5730.300.06		-	-	-	-	-	-	-	-	•	-	-
06 0001.3260.005.26.2357.099.99.520.030.5780.300.06		_	-			-	1	1	1			
04 0001.3260.005.26.2358.099.99.520.030.5303.300.04		-	1,000	1,000	-	-	-	-	-	-	400	600
04 0001.3260.005.26.2358.099.99.520.030.5380.300.04		-	· -	-	-	1,285	-	1,285	100.0%	70.0%	-	(1,285)
06 0001.3260.005.26.2358.099.99.520.030.5730.300.06		-	-	-	(120)	-	-	-	0.0%	70.0%	-	-
05 0001.3260.005.26.2410.099.99.520.030.5517.300.05		-	-	-	- (4.260)	-	-	-	-	-	-	-
05 0001.3260.005.26.2415.045.99.520.030.5512.300.05 05 0001.3260.005.26.2415.099.99.520.030.5512.300.05		7,000	7,000	_	(1,269) 1,468	1,492	4,900	(3,408)	0.0% 21.3%	70.0% 70.0%	742	4,766
04 0001.3260.005.26.2420.099.99.520.030.5312.300.03		7,000	7,000		1,400	1,492	4,900	(3,406)	21.370	70.070	742	4,700
05 0001.3260.005.26.2430.099.99.520.030.5510.300.05		20,010	20,010	-	1,721	14,347	14,007	340	71.7%	70.0%	12,297	(6,633)
04 0001.3260.005.26.2440.099.99.520.030.5270.300.04		-	-	-	, -	-	-	-	- 1	-	-	-
04 0001.3260.005.26.2440.099.99.520.030.5345.300.04		446	446	-	75	75	312	(237)	16.8%	70.0%	-	371
04 0001.3260.005.26.2440.099.99.520.030.5380.300.04		1,200	1,200	-	120	229	840	(611)	19.1%	70.0%	-	971
04 0001.3260.040.26.2210.090.99.520.030.5710.300.04 06 0001.3260.040.26.2210.090.99.520.030.5730.300.06			200 1,000	200 1,000	659	101 659	140	(39) 659	50.7%	70.0%		99 341
05 0001.3260.040.26.2210.099.99.520.030.5420.300.05		2,300	2,300	1,000	220	414	1,610	(1,196)	18.0%	70.0%	64	1,822
06 0001.3260.040.26.2210.099.99.520.030.5780.300.06		_,	1,300	1,300	(659)	1,219	910	309	93.8%	70.0%		81
06 0001.3300.005.30.2356.099.99.520.030.5710.300.06		5,000	5,000	-	-	50	3,500	(3,450)	1.0%	70.0%	-	4,950
06 0001.3300.005.30.2356.099.99.520.030.5730.300.06		2,332	2,332	-	-	198	1,632	(1,434)	8.5%	70.0%	-	2,134
06 0001.3300.005.30.2356.099.99.520.030.5780.300.06		200	200	-	-	-	140	(140)	0.0%	70.0%	-	200
04 0001.3300.005.30.2357.099.99.520.030.5320.300.04 06 0001.3300.005.30.2357.099.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	•	-	-
06 0001.3300.005.30.2357.099.99.520.030.5710.300.06		_	-			-	1	1	1			
06 0001.3300.005.30.2357.099.99.520.030.5730.300.06		-	-	-	-	-	-	-	-	-	-	-
06 0001.3300.005.30.2357.099.99.520.030.5780.300.06	POLLARD MIDDLE SCHOOL	-	-	-	-	160	-	160	100.0%	70.0%	-	(160)
	POLLARD - OUTSIDE PD PROV - P&T SEMII	-	-	-	1,200	1,200	-	1,200	-	-	-	(1,200)
	POLLARD MIDDLE SCH - DUES & MBRSHPS	-	-	-	-	760	-	760	100.0%	70.0%	-	(760)
	POLLARD ED SUPPLIES - WKBKS/TXTBKS POLLARD ED SUPPL - INSTR MAT	13,000	13,000	-	-	1 250	0.100	(7.742)	10.4%	- 70.0% YES	106	11 526
04 0001.3300.005.30.2415.099.99.520.030.5512.300.05		13,000	13,000	-		1,358	9,100	(7,742)	10.4%	70.0% TES	106	11,536
	POLLARD EDUCATIONAL SUPPLIES	51,205	51,205	-	2,213	50,347	35,844	14,503	98.3%	70.0% YES	8,307	(7,449)
	POLLARD RENTALS AND LEASES	,	,	-	-,	,,	-	-	-	-	-,,	
04 0001.3300.005.30.2440.099.99.520.030.5345.300.04	POLLARD PRINTING & MAILING	500	500	-	-	1,943	350	1,593	388.5%	70.0%	-	(1,443)
04 0001.3300.005.30.2440.099.99.520.030.5380.300.04		25,431	25,431	-	4,638	4,638	17,802	(13,164)	18.2%	70.0% YES	200	20,593
	POLLARD IN-STATE TRAVEL	-	-	-	-	203	-	203	100.0%	70.0%	-	(203)
06 0001.3300.040.30.2210.090.99.520.030.5730.300.06 05 0001.3300.040.30.2210.099.99.520.030.5420.300.05		1,500	1 500	-	606	1,432 1,267	1,050	1,432 217	100.0% 84.5%	70.0% 70.0%	301	(1,432) (68)
05 0001.3300.040.30.2210.099.99.520.030.5420.300.05 06 0001.3300.040.30.2210.099.99.520.030.5780.300.06		1,500	1,500	-	-	1,020	1,050	1,020	100.0%	70.0%	265	(1,285)
05 0001.3300.040.30.2440.099.99.520.030.5380.300.05		-	-	-	-		-	-	-	-	-	-
04 0001.3300.040.30.2455.099.99.520.030.5305.300.04		-	-	-	-	1,140	-	1,140	100.0%	70.0%	-	(1,140)

04 0001.3300.040.30.5300.099.99.520.030.5276.300.99 POLLARD R & L PHOTOCOPIER LEASE	Budget Balance
04 0001.3300.040.30.5300.099.95.20.030.5276.300.99 POLLARD R & L PHOTOCOPIER LEASE	
04 0001.3400.005.10.2357.099.99.520.030.5320.300.04 NEEDHAM HIGH SCHOOL	- 1,100 - 781 - (547) - 1,100 - 5,106 - 320
06 0001.3400.005.40.2210.099.99.520.030.5710.300.06 NEEDHAM HIGH SCHOOL IN-STATE TRAVE	- 1,100 - 781 - (547) - 1,100 - 5,106 - 320
01 0001.3400.005.40.2352.099.99.520.010.5110.300.01 NEEDHAM HIGH SCH-NHS-SALARIES PERM 7,797 18,194 - 18,194 100.0% 0.0% YES 0.001.3400.005.40.2356.010.99.520.030.5780.300.06 NEEDHAM HIGH SCH-NHS-ALL OTHER EXP 1,100 1,100 770 (770) 0.0% 70.0%	- 1,100 - 781 - (547) - 1,100 - 5,106 - 320
06 0001.3400.005.40.2356.010.99.520.030.5780.300.06 NEEDHAM HIGH SCH-NHS-ALL OTHER EXP 1,100 1,100 770 (770) 0.0% 70.0%	- 1,100 - 781 - (547) - 1,100 - 5,106 - 320
	- 781 - (547) - 1,100 - 5,106 - 320
06 0001.3400.005.40.2356.020.99.520.030.5780.300.06 NEEDHAM HIGH SCH-NHS-ALL OTHER EXP 1,100 1,100 - 319 770 (451) 29.0% 70.0%	- 1,100 - 5,106 - 320
06 0001.3400.005.40.2356.030.99.520.030.5780.300.06 NEEDHAM HIGH SCH-NHS-ALL OTHER EXP 1,100 1,100 - 1,647 770 877 149.7% 70.0%	- 5,106 - 320
06 0001.3400.005.40.2356.035.99.520.030.5780.300.06 NEEDHAM HIGH SCH-NHS-ALL OTHER EXP 1,100 1,100 770 (770) 0.0% 70.0%	- 320
06 0001.3400.005.40.2356.099.99.520.030.5710.300.06 NEEDHAM HIGH SCH-NHS-IN-STATE TRAV 6,500 5,250 - 145 3,675 (3,531) 2.8% 70.0% 06 0001.3400.005.40.2356.099.99.520.030.5720.300.06 NEEDHAM HIGH SCH-NHS-OUT-OF-STATE 1,149 1,149 - 829 804 25 72.2% 70.0%	
06 0001.3400.005.40.2356.099.99.520.030.5730.300.06 NEEDHAM HIGH SCH-NIIS-OUES AND MEM 8,200 5,740 (5,740) 0.0% 70.0% YES	- 8,200
06 0001.3400.005.40.2356.099.99.520.030.5780.300.06 NEEDHAM HIGH SCH-NHS-ALL OTHER EXP 2,200 2,200 - 691 2,465 1,540 925 112.0% 70.0%	- (265)
04 0001.3400.005.40.2357.010.99.520.030.5320.300.04 NEEDHAM HIGH SCHOOL	-
06 0001.3400.005.40.2357.010.99.520.030.5780.300.06 NEEDHAM HIGH SCHOOL	
06 0001.3400.005.40.2357.020.99.520.030.5780.300.06 NEEDHAM HIGH SCHOOL	
04 0001.3400.005.40.2357.030.99.520.030.5320.300.04 NEEDHAM HIGH SCHOOL	
06 0001.3400.005.40.2357.030.99.520.030.5780.300.06 NEEDHAM HIGH SCHOOL	
04 0001.3400.005.40.2357.035.99.520.030.5320.300.04 NEEDHAM HIGH SCHOOL	-
00 0001.3400.005.40.2357.099.99.520.030.5320.300.00 NEEDHAM HIGH SCHOOL	
06 0001.3400.005.40.2357.099.99.520.030.5710.300.06 H S IN-STATE TRAVEL	-
06 0001.3400.005.40.2357.099.99.520.030.5720.300.06 H S OUT-OF-STATE TRAVEL	
06 0001.3400.005.40.2357.099.99.520.030.5730.300.06 H S DUES & MEMBERSHIPS	
06 0001.3400.005.40.2357.099.99.520.030.5780.300.06 NEEDHAM HIGH SCHOOL	500 (250)
04 0001.3400.005.40.2358.030.99.520.030.5303.300.04 H S - OUTSIDE PD PROV - P&T SEMINAR & 295 - 295 100.0% 70.0%	75 (370)
04 0001.3400.005.40.2358.035.99.520.030.5303.300.04 H S - OUTSIDE PD PROV - P&T SEMINAR & 20 218 - 218 100.0% 70.0%	- (218)
06 0001.3400.005.40.2358.020.99.520.030.5730.300.06 H S - OUTSIDE PD PROV - DUES & MEMBEI 375 - 375 100.0% 70.0%	- (375)
06 0001.3400.005.40.2358.030.99.520.030.5780.300.06 H S - OUTSIDE PD PROV - OTHER EXPENSI 89 89 - 89 80 89 80 89 80 89 80 89 80 89 80 89 80 89 80 89 80 89 89 - 80 89 89 - 80 89 89 - 80 89 89 89 89 89 89 89 89 89 89 89 89 89	111 (200) - (150)
05 0001.3400.005.40.2410.010.99.520.030.5517.300.05 H S ED SUPPLIES - WRSK/TXTBKS 8,000 8,000 5,600 (5,600) 0.0% 70.0% YES	- 8,000
05 0001.3400.005.40.2410.020.99.520.030.5517.300.05 H S ED SUPPLIES - WKBKS/TXTBKS 8,000 5,600 (5,600) 0.0% 70.0% YES	- 8,000
05 0001.3400.005.40.2410.030.99.520.030.5517.300.05 H S ED SUPPLIES - WKBKS/TXTBKS 23,000 - 679 945 16,100 (15,155) 4.1% 70.0% YES	- 22,055
05 0001.3400.005.40.2410.035.99.520.030.5517.300.05 H S ED SUPPLIES - WKBKS/TXTBKS 24,000 24,000 16,800 (16,800) 0.0% 70.0% YES 0001.3400.005.40.2410.099.99.520.030.5517.300.05 H S ED SUPPLIES - WKBKS/TXTBKS	- 24,000
05 0001.3400.005.40.2415.010.995.99.520.030.5512.300.05	- (7,380)
06 0001.3400.005.40.2415.010.99.520.030.5512.300.06 ED SUPPLIES - TEACHING AIDS	
05 0001.3400.005.40.2415.020.99.520.030.5512.300.05 H S ED SUPPL - INSTR MAT 1,050 1,050 3,692 735 2,957 351.7% 70.0%	- (2,642)
05 0001.3400.005.40.2415.030.99.520.030.5512.300.05 H S ED SUPPL - INSTR MAT 32 915 - 915 100.0% 70.0% 05 0001.3400.005.40.2415.035.99.520.030.5512.300.05 H S ED SUPPL - INSTR MAT 599 - 599 100.0% 70.0%	- (915) 16 (614)
05 0001.3400.005.40.2415.035.99.520.030.5512.300.05 H S ED SUPPL - INSTR MAT 599 - 599 100.0% 70.0% 05 0001.3400.005.40.2415.099.99.520.030.5512.300.05 H S ED SUPPL - INSTR MAT	16 (614)
05 0001.3400.005.40.2420.030.99.520.030.5522.300.05 H S ED SUPPL - INST EQUIP 1,264 1,264 - 1,264	- (1,264)
04 0001.3400.005.40.2420.035.99.520.030.5257.300.04 H S R & M EQUIPMENT	- ' - '
05 0001.3400.005.40.2420.035.99.520.030.5522.300.05 H S ED SUPPLIES - INST EQUIP	
04 0001.3400.005.40.2420.099.99.520.030.5341.300.04 H S CM DIFFICE EQUIPMENT 4 100.0% 70.0% 040.013.400.005.40.2420.099.99.520.030.5341.300.04 H S COMMUNICATION POSTAGE 4 100.0% 70.0%	- (4)
05 001.3400.005.40.2420.099.99.520.030.5522.300.05 H S ED SUPPLIES - INST EQUIP 273 - 273 100.0% 70.0%	- (273)
05 0001.3400.005.40.2430.010.99.520.030.5510.300.05 H S EDUCATIONAL SUPPLIES 2,500 2,500 - 75 1,722 1,750 (29) 68.9% 70.0%	63 716
05 0001.3400.005.40.2430.020.99.520.030.5510.300.05 H S EDUCATIONAL SUPPLIES 4,300 4,300 - 552 2,027 3,010 (983) 47.1% 70.0% 05 0001.3400.005.40.2430.030.99.520.030.5510.300.05 H S EDUCATIONAL SUPPLIES 6,500 6,500 - 1,785 4,776 4,550 226 73.5% 70.0%	1,571 702 - 1,724
	3,074 8,952
05 0001.3400.005.40.2430.099.99.520.030.5510.300.05 H S EDUCATIONAL SUPPLIES	
04 0001.3400.005.40.2440.010.99.520.030.5380.300.04 H S OTHER PURCHASED SERVICES 401 - 401 100.0% 70.0%	- (401)
06 0001.3400.005.40.2440.010.99.520.030.5780.300.06 H S OTHER EXPENSES 119 119 - 119 119 04 0001.3400.005.40.2440.020.99.520.030.5380.300.04 H S OTHER PURCHASED SERVICES 92 502 - 502 100.0% 70.0%	185 (304) 939 (1.441)
04 0001.3400.005.40.2440.020.99.520.030.5380.300.04 H S OTHER PURCHASED SERVICES 92 502 - 502 100.0% 70.0% 06 0001.3400.005.40.2440.020.99.520.030.5780.300.06 H S OTHER EXPENSES 43 43 - 43 43	939 (1,441) 900 (943)
04 0001.3400.005.40.2440.030.99.520.030.5380.300.04 H S OTHER PURCHASED SERVICES 5,300 5,300 8,030 3,710 4,320 151.5% 70.0%	- (2,730)
06 0001.3400.005.40.2440.030.99.520.030.5780.300.06 H S OTHER EXPENSES 340 448 - 448 100.0% 70.0%	67 (515)
04 0001.3400.005.40.2440.035.99.520.030.5330.300.04 H S PUPIL TRANSPORATION	
04 0001.3400.005.40.2440.035.99.520.030.5380.300.04 H S OTHER PURCHASED SERVICES 86 1,354 - 1,354 100.0% 70.0% 06 0001.3400.005.40.2440.035.99.520.030.5780.300.06 H S OTHER EXPENSES 8 30 100.0% 70.0%	1,817 (3,171) 70 (100)
00 0001.3400.005.40.2440.099.99.520.030.5341.300.00 II S OTHER ENFICINGS	(100)
04 0001.3400.005.40.2440.099.99.520.030.5345.300.04 H S PRINTING & MAILING 60 - 60 100.0% 70.0%	- (60)
	18,213 (8,832)
05 0001.3400.005.40.2440.099.99.520.030.5580.300.05 H S OTHER SUPPLIES	
06 0001.3400.005.40.2440.099.99.520.030.5780.300.06 H S DUES & MEMBERSHIPS	1,086 8,703
04 0001.3400.005.40.3300.099.99.520.030.5330.300.04 H S PUPIL TRANSPORATION	
05 0001.3400.040.40.2110.010.99.520.030.5420.300.05 NEEDHAM HIGH SCH-NHS-OFFICE SUPPLII 130 130 - 130	- (130)
05 0001.3400.040.40.2110.020.99.520.030.5420.300.05 NEEDHAM HIGH SCH-NHS-OFFICE SUPPLIE 59 59 - 59 - 50 0001.3400.040.40.2110.030.99.520.030.5780.300.06 NEEDHAM HIGH SCH-NHS-OTHER EXPENS 52 - 52 100.0% 70.0%	118 (177)
00 000213400.040.470.2120.030.3700.300.00 NEEDINAH HIGH SCHNINS-OTHER EAFENS   -   52   - 32 100.09% 70.09%	- (52)

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Account Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target & Variance > 20%	Encumbrance	Budget Balance
04 0001.3400.040.40.2210.090.99.520.030.5380.300.04 NHS OTHER PURCHASEI		reviseu buuget	-	-	695	-	695	100.0%	70.0%	-	(695)
06 0001.3400.040.40.2210.090.99.520.030.5730.300.06 NHS DUES & MEMBERSH		-	-	425	1,540	-	1,540	100.0%	70.0%	-	(1,540)
05 0001.3400.040.40.2210.099.99.520.030.5420.300.05 H S OFFICE SUPPLIES	5,500	5,500	-	230	3,474	3,850	(376)	63.2%	70.0%	889	1,137
05 0001.3400.040.40.2210.099.99.520.030.5510.300.05 H S EDUCATIONAL SUPF 06 0001.3400.040.40.2210.099.99.520.030.5710.300.06 H S IN-STATE TRAVEL	PLIES -	-	-	-	81 242		81 242	100.0% 100.0%	70.0% 70.0%	48	(81) (290)
06 0001.3400.040.40.2210.099.99.520.030.5780.300.06 HS ALL OTHER EXPENES	1,100	1,100	-	-	5,619	770	4,849	510.8%	70.0%	504	(5,023)
05 0001.3400.040.40.2220.010.99.520.030.5420.300.05 H S OFFICE SUPPLIES	· -	-	-	-	-	-	· -	-	-	-	
05 0001.3400.040.40.2220.020.99.520.030.5420.300.05 H S OFFICE SUPPLIES	-	-	-	-	-	-	-	-	-	-	-
05 0001.3400.040.40.2220.030.99.520.030.5420.300.05 H S OFFICE SUPPLIES 05 0001.3400.040.40.2220.035.99.520.030.5420.300.05 H S OFFICE SUPPLIES	-	-	-	-	-						-
04 0001.3400.040.40.2455.010.99.520.030.5305.300.04 NHS - INSTR SOFTWAR	E & LICENSES - P& -	-	-	210	210	-	210	-	-	-	(210)
04 0001.3400.040.40.2455.020.99.520.030.5305.300.04 NHS - INSTR SOFTWAR	E & LICENSES - P& -	-	-	211	211	-	211	-	-	-	(211)
04 0001.3400.040.40.2455.030.99.520.030.5305.300.04 NHS - INSTR SOFTWARI		-	-	400	700	-	700	100.0%	70.0%	-	(700)
04 0001.3400.040.40.2455.035.99.520.030.5305.300.04 NHS - INSTR SOFTWARI 04 0001.3400.040.40.3520.099.99.520.030.5380.300.04 SALARIES REGULAR	E & LICENSES - P& -	-	-	1,049	1,049		1,049				(1,049)
06 0001.3400.040.40.3520.099.99.520.030.5780.300.06 H S OTHER EXPENSES	22,455	22,455	-	1,151	1,813	15,719	(13,905)	8.1%	70.0% YES	13,792	6,850
04 0001.3400.055.40.2440.099.99.520.030.5380.300.04 H S OTHER PURCHASED	SERVICES -	´-	-	-	-	· -	` - ′	-	-	· -	-
04 0001.3410.040.40.2357.099.99.520.030.5320.300.04 NEEDHAM HIGH SCHOO		-	-	-	-	-	-	-	-	-	-
04 0001.3410.040.40.3510.099.99.520.030.5270.300.04 H S ATHLETICS RENTAL 04 0001.3410.040.40.3510.099.99.520.030.5380.300.04 H S ATHLETICS OTHER		-	_		-		1			_	-
05 0001.3410.040.40.3510.099.99.520.030.5510.300.05 H S ATHLETICS EDUCAT		1,100	_	(8,970)	_	770	(770)	0.0%	70.0%	_	1,100
06 0001.3410.040.40.3510.099.99.520.030.5730.300.06 H S ATHLETICS DUES &		-	-	-	-	- 1	`- '	-	-	-	-
06 0001.3410.040.40.3510.099.99.520.030.5780.300.06 NEEDHAM HIGH SCHOO		1,100	-	-	-	770	(770)	0.0%	70.0%	-	1,100
04 0001.3410.040.99.3510.099.99.520.030.5330.300.99 H S ATHLETICS PUPIL T		1,500	-	-	-	1,050	(1,050)	0.0%	70.0%	-	1,500 1,000
04 0001.3510.099.10.2110.099.99.520.030.5300.300.04 GUIDANCE PROFESSION 04 0001.3510.099.10.2110.099.99.520.030.5303.300.04 GUIDANCE - DIST - P&T		1,000	-	200	200	700 -	(700) 200	0.0%	70.0%		(200)
05 0001.3510.099.10.2110.099.99.520.030.5420.300.05 GUIDANCE OFFICE SUPI		300	-	120	120	210	(90)	40.0%	70.0%	-	180
06 0001.3510.099.10.2110.099.99.520.030.5710.300.06 GUIDANCE IN-STATE TR		-	-	-	-	-		-	-	-	-
06 0001.3510.099.10.2110.099.99.520.030.5720.300.06 GUIDANCE OUT-OF-STA		-	-	-	-	-	-	-	-	- 276	- (400)
05 0001.3510.099.10.2110.099.99.520.030.5780.300.05 GUIDANCE OTHER EXPE 06 0001.3510.099.10.2356.030.99.520.030.5780.300.06 GUIDANCE -DISTRICT-A		335 1,100	-	86	456 -	235 770	222 (770)	136.2% 0.0%	70.0% 70.0%	376	(498) 1,100
06 0001.3510.099.10.2357.030.99.520.030.5780.300.06 GUIDANCE	-	-	-	-	-	-	-	-	-	-	-
04 0001.3510.099.10.2357.099.99.520.030.5320.300.04 GUIDANCE	-	-	-	-	-	-	-	-	-	-	-
04 0001.3510.099.10.2358.099.99.520.030.5303.300.04 GUIDANCE - DIST - OUT		-	-	-	-	-	-	-	-	350	(350)
04 0001.3510.099.21.2358.099.99.520.030.5303.300.04 GUIDANCE - BRM - OUT 04 0001.3510.099.21.2710.099.99.520.030.5303.300.04 GUIDANCE - BRM - P&T		-	-	-	347		347	100.0%	70.0%	100	(100) (347)
05 0001.3510.099.21.2710.099.99.520.030.5510.300.05 GUIDANCE EDUCATION		500	-	_	-	350	(350)	0.0%	70.0%	_	500
06 0001.3510.099.21.2710.099.99.520.030.5710.300.06 GUIDANCE IN-STATE TR		500	-	-	-	350	(350)	0.0%	70.0%	-	500
06 0001.3510.099.21.2710.099.99.520.030.5720.300.06 GUIDANCE OUT-OF-STA		-	-	-	-	-	-	-	-	-	-
05 0001.3510.099.22.2710.099.99.520.030.5510.300.05 GUIDANCE SUPPLIES & 06 0001.3510.099.22.2710.099.99.520.030.5710.300.06 GUIDANCE OTHER EXPE		250 200	_		-	175 140	(175) (140)	0.0% 0.0%	70.0% 70.0%	_	250 200
06 0001.3510.099.22.2710.099.99.520.030.5710.300.00 GUIDANCE OTHER EXPE		-	-	_	-	-	(140)	-	-	_	-
04 0001.3510.099.23.2710.099.99.520.030.5303.300.04 GUIDANCE - HILL - P&T	SEMINAR & TRAIN -	-	-	259	259	-	259	-	-	-	(259)
05 0001.3510.099.23.2710.099.99.520.030.5510.300.05 GUIDANCE EDUCATION		-	-	-	-	-	-	-	-	-	-
06 0001.3510.099.23.2710.099.99.520.030.5710.300.06 GUIDANCE IN-STATE TR 06 0001.3510.099.23.2710.099.99.520.030.5720.300.06 GUIDANCE OUT-OF-STA		340	_		-	238	(238)	0.0%	70.0%	_	340
04 0001.3510.099.24.2358.099.99.520.030.5303.300.04 GUIDANCE - MIT - OUTS		_	_	_	_		1		-	175	(175)
05 0001.3510.099.24.2710.099.99.520.030.5420.300.01 GUIDANCE OFFICE SUPP		-	-	-	-	-	-	-	-	-	- '-
05 0001.3510.099.24.2710.099.99.520.030.5510.300.05 GUIDANCE EDUCATION		500	-	-	-	350	(350)	0.0%	70.0%	-	500
06 0001.3510.099.24.2710.099.99.520.030.5710.300.06 GUIDANCE IN-STATE TR 06 0001.3510.099.24.2710.099.99.520.030.5720.300.06 GUIDANCE OUT-OF-STA		100	-		-	70	(70)	0.0%	70.0%		100
06 0001.3510.099.25.2110.099.99.520.030.5710.300.06 GUIDANCE IN-STATE TR		200	-	-	-	140	(140)	0.0%	70.0%	-	200
04 0001.3510.099.25.2358.099.99.520.030.5303.300.04 GUIDANCE - NEW - OUT		-	-	-	-	-	- 1	-	-	400	(400)
04 0001.3510.099.25.2710.099.99.520.030.5303.300.04 GUIDANCE - NEW - P&T		-	-	200	200	-	200	-	-	-	(200)
05 0001.3510.099.25.2710.099.99.520.030.5510.300.05 GUIDANCE EDUCATION/ 06 0001.3510.099.25.2710.099.99.520.030.5710.300.06 GUIDANCE IN-STATE TR		-	_		-		1			_	-
06 0001.3510.099.25.2710.099.99.520.030.5710.300.06 GUIDANCE IN-STATE TN		_	_	_	_				_	_	-
04 0001.3510.099.26.2710.099.99.520.030.5303.300.04 GUIDANCE - HIGH ROCK		-	-	-	-	-	-	-	-	300	(300)
05 0001.3510.099.26.2710.099.99.520.030.5510.300.05 GUIDANCE EDUCATION		199	-	-	-	139	(139)	0.0%	70.0%	-	199
06 0001.3510.099.26.2710.099.99.520.030.5710.300.06 GUIDANCE IN-STATE TR 06 0001.3510.099.26.2710.099.99.520.030.5720.300.06 GUIDANCE OUT-OF-STA		343	-	-	-	240	(240)	0.0%	70.0%	-	343
04 0001.3510.099.20.2710.099.39.320.030.3720.300.00 GUIDANCE OUT-OF-STA				-		1	1			100	(100)
04 0001.3510.099.30.2710.099.99.520.030.5303.300.04 GUIDANCE - POLL - P&T		-	-	365	1,227	-	1,227	100.0%	70.0%	-	(1,227)
05 0001.3510.099.30.2710.099.99.520.030.5510.300.05 GUIDANCE EDUCATION		201	-	- 1	-	141	(141)	0.0%	70.0%	-	201
06 0001.3510.099.30.2710.099.99.520.030.5710.300.06 GUIDANCE IN-STATE TR		267	-	- 1	-	187	(187)	0.0%	70.0%	-	267
06 0001.3510.099.30.2710.099.99.520.030.5720.300.06 GUIDANCE OUT-OF-STA 05 0001.3510.099.40.2110.099.99.520.030.5420.300.05 GUIDANCE OFFICE SUPI		-	-	42	- 73		- 73	100.0%	70.0%	]	- (73)
04 0001.3510.099.40.2358.099.99.520.030.5303.300.04 GUIDANCE - NHS - OUT		-	-	1,500	1,500	-	1,500	-	-	875	(2,375)
05 0001.3510.099.40.2420.099.99.520.030.5522.300.05 GUIDANCE ED SUPPLIES	S - INST EQUIP -	-	-	-	-	-	-	-	-	-	-
04 0001.3510.099.40.2710.099.99.520.030.5303.300.04 GUIDANCE - NHS - P&T		-	-	560	560	-	560	-	-	609	(1,169)
04 0001.3510.099.40.2710.030.99.520.030.5305.300.04 GUIDANCE - NHS - INST 05 0001.3510.099.40.2710.099.99.520.030.5510.300.05 GUIDANCE EDUCATION		3,900	-	- 258	483	2,730	(2,247)	12.4%	70.0%	6,529	(6,529) 3,417
05 0001.3510.099.40.2710.099.99.520.030.3510.300.05 GUIDANCE EDOCATION		-	-	-	-	-	(2,247)	-	-	-	-
	-				. '					-	

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	escription	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target %	& Variance > 20%	Encumbrance	Budget Balance
	UIDANCE IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
	UIDANCE IN-STATE TRAVEL	1,750	1,750	-	-	-	1,225	(1,225)	0.0%	70.0%		-	1,750
	UIDANCE OUT-OF-STATE TRAVEL	- 200	- 200	-	-	-	4 410	(4.410)	- 00/	70.00/		-	- 200
	UIDANCE DUES & MEMBERSHIPS UIDANCE OTHER EXPENSES	6,300 600	6,300 600	-	351	- 582	4,410 420	(4,410) 162	0.0% 97.1%	70.0% 70.0%		90	6,300 (72)
04 0001.3511.010.10.2800.099.99.520.030.5780.300.00 G0		-	-		- 331	340	-	340	100.0%	70.0%		-	(340)
05 0001.3511.010.10.2800.099.99.520.030.5511.300.05 PS		13,000	13,000	_	_	10,787	9,100	1,687	83.0%	70.0%		_	2,213
05 0001.3511.010.21.2800.099.99.520.030.5511.300.05 PS		,		-	-	311	-	311	100.0%	70.0%		-	(311)
06 0001.3511.010.21.2800.099.99.520.030.5710.300.06 PS		-	-	-	-	-	-	-	-	-		-	`- ´
06 0001.3511.010.21.2800.099.99.520.030.5720.300.06 PS		-	-	-	-	-	-	-	-	-		-	-
05 0001.3511.010.22.2800.099.99.520.030.5511.300.05 PS		-	-	-	-	311	-	311	100.0%	70.0%		-	(311)
06 0001.3511.010.22.2800.099.99.520.030.5710.300.06 PS		-	-	-	-	-	-	-	-	-		-	-
06 0001.3511.010.22.2800.099.99.520.030.5720.300.06 PS 05 0001.3511.010.23.2800.099.99.520.030.5511.300.05 PS		-	-	-	-	311	-	311	100.0%	70.0%		-	(311)
06 0001.3511.010.23.2800.099.99.520.030.5710.300.06 PS		_	-	_	_	-		-	-	70.070		_	(311)
06 0001.3511.010.23.2800.099.99.520.030.5720.300.06 PS		_	_	_	_	_	_	_	_	_		_	_
05 0001.3511.010.24.2800.099.99.520.030.5511.300.05 PS		-	-	-	-	311	-	311	100.0%	70.0%		-	(311)
05 0001.3511.010.24.2800.099.99.520.030.5510.300.05 PS	SYCH EDUCATIONAL SUPPLIES	-	-	-	-	-	-	-	-	-		-	- '-
06 0001.3511.010.24.2800.099.99.520.030.5710.300.06 PS		-	-	-	-	-	-	-	-	-		-	-
06 0001.3511.010.24.2800.099.99.520.030.5720.300.06 PS		-	-	-	-	Ī.,	-					-	-
05 0001.3511.010.25.2800.099.99.520.030.5511.300.05 PS		-	-	-	-	311	-	311	100.0%	70.0%		-	(311)
06 0001.3511.010.25.2800.099.99.520.030.5710.300.06 PS 06 0001.3511.010.25.2800.099.99.520.030.5720.300.06 PS		-	-	-	-	-	-	-	-	-		-	-
05 0001.3511.010.25.2800.099.99.520.030.5720.300.06 PS		-				311		311	100.0%	70.0%			(311)
06 0001.3511.010.26.2800.099.99.520.030.5710.300.06 PS		_	-	_	_	-		-	-	70.070		_	(311)
06 0001.3511.010.26.2800.099.99.520.030.5720.300.06 PS		-	-	-	_	_		_	_	_		-	_
06 0001.3511.010.30.2800.099.99.520.030.5710.300.06 PS		-	-	-	-	-	-	-	-	-		-	-
06 0001.3511.010.30.2800.099.99.520.030.5720.300.06 PS	SYCH OUT-OF-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
05 0001.3511.010.30.2800.099.99.520.030.5511.300.05 PS		-	-	-	-	311	-	311	100.0%	70.0%		-	(311)
05 0001.3511.010.40.2800.099.99.520.030.5511.300.05 PS		500	500	-	-	311	350	(39)	62.2%	70.0%		-	189
06 0001.3511.010.40.2800.099.99.520.030.5710.300.06 PS		-	-	-	-	-	-	-	-	-		-	-
06 0001.3511.010.40.2800.099.99.520.030.5720.300.06 PS 06 0001.3520.040.10.2356.099.99.520.030.5710.300.06 HE		_				72		- 72	100.0%	70.0%		_	(72)
06 0001.3520.040.10.2356.099.99.520.030.5710.300.06 HE		913	913			- 12	639	(639)	0.0%	70.0%			913
04 0001.3520.040.10.2357.099.99.520.030.5320.300.04 HE		-	-	_	_	-	-	-	-	-		-	-
	UITION	-	-	-	-	-	-	-	-	-		-	-
	EALTH/NURSING	-	-	-	-	90	-	90	100.0%	70.0%		-	(90)
	EALTH/NURSING	-	-	-	-	-	-	-	-	-		-	-
	EALTH/NURSING: SCH HLTH SERV-DISTF	250	250	-	-	-	175	(175)	0.0%	70.0%		-	250
	EALTH/NURSE R & M EQUI9P EALTH/NURSE PROF & TECH	300 8,000	300 8,000	-	4,000	4,180	210	(210) (1,420)	0.0% 52.3%	70.0% 70.0%		4 000	300 (180)
	EALTH/NURSE PROF & TECH EALTH/NURSE OTHER PURC SVCS	11,282	11,282		4,000	11,265	5,600 7,897	3,368	99.8%	70.0%		4,000	17
	EALTH/NURSE OFFICE SUPPLIES	192	192	_	281	316	134	182	164.6%	70.0%		_	(124)
	EALTH/NURSING ED SUPPLIES - INST SO	2,740	2,740	-	-	-	1,918	(1,918)	0.0%	70.0%		-	2,740
	EALTH/NURSE IN-STATE TRAVEL	-	· -	-	38	110	· -	110	100.0%	70.0%		-	(110)
	EALTH/NURSE R & M EQUIP	-	-	-	-	-	-	-	-	-		-	-
	EALTH/NURSING PROF/TECH	-	-	-	-	-	-	-		70.00/		-	-
04 0001.3520.040.21.3200.099.99.520.030.5380.300.04 HE   05 0001.3520.040.21.3200.099.99.520.030.5500.300.05 HE		823 651	823 651	-	69	519 170	576 456	(57) (285)	63.1% 26.2%	70.0% 70.0%		109 127	195 354
06 0001.3520.040.21.3200.099.99.520.030.5300.300.05 HE		- 031	031		- 09	-	430	(263)	20.276	70.0%		127	-
06 0001.3520.040.21.3200.099.99.520.030.5720.300.06 HE		_	-	_	_	-	_	_	_	_		-	_
04 0001.3520.040.22.3200.099.99.520.030.5257.300.04 HE		-	-	-	-	-	-	-	-	-		-	-
04 0001.3520.040.22.3200.099.99.520.030.5380.300.04 HE		472	472	-	109	383	330	53	81.2%	70.0%		-	89
05 0001.3520.040.22.3200.099.99.520.030.5500.300.05 HE		640	640	-	28	329	448	(119)	51.4%	70.0%		339	(28)
06 0001.3520.040.22.3200.099.99.520.030.5710.300.06 HE		-	-	-	-	-	-	-	-	-		-	-
06 0001.3520.040.22.3200.099.99.520.030.5720.300.06 HE		-	-	-	-	-	-	-	-	-		-	-
04 0001.3520.040.23.3200.099.99.520.030.5257.300.04 HE   04 0001.3520.040.23.3200.099.99.520.030.5380.300.04 HE	EALTH/NURSE R & M EQUIP EALTH/NURSE OTHER PURCHASED SVCS	487	487			365	341	24	75.0%	70.0%		_	122
	EALTH/NURSE MED & SURGICAL SUPPLIE	699	699	_	139	353	489	(136)	50.5%	70.0%		368	(22)
	EALTH/NURSE IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
	EALTH/NURSE OUT-OF-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
04 0001.3520.040.24.3200.099.99.520.030.5257.300.04 HE	EALTH/NURSE R & M EQUIP	-	-	-	-	-	-	-	-	-		-	-
	EALTH/NURSE OTHER PURCHASED SVCS	488	488	-	-	274	342	(67)	56.2%	70.0%		109	105
	EALTH/NURSE MED & SURGICAL SUPPLIE	600	600	-	94	94	420	(326)	15.6%	70.0%		506	1
	EALTH/NURSE IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
06 0001.3520.040.24.3200.099.99.520.030.5720.300.06 HE   04 0001.3520.040.25.3200.099.99.520.030.5257.300.04 HE	EALTH/NURSE OUT-OF-STATE TRAVEL FALTH/NURSE R & M FOLITE	-	-	-								I	-
	EALTH/NURSE OTHER PURCHASED SVCS	1,098	1,098	-	109	213	769	(556)	19.4%	70.0%		109	776
	THER PURCHASED SERVICES	-,-50	-,-50	-	-	735	-	735	100.0%	70.0%		-	(735)
05 0001.3520.040.25.3200.099.99.520.030.5500.300.05 HE		1,500	1,500	-	755	871	1,050	(179)	58.1%	70.0%		124	504
06 0001.3520.040.25.3200.099.99.520.030.5710.300.06 HE	EALTH/NURSE IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
06 0001.3520.040.25.3200.099.99.520.030.5720.300.06 HE		-	-	-	-	-	-	-	-	-		-	-
04 0001.3520.040.26.3200.099.99.520.030.5257.300.04 HE	EALTH/NURSE K & M EQUIP	-	-	-	- 1	- 1	-	-	-	-		I -	-

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Account Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget		ariance 20%	Encumbrance	Budget Balance
04 0001.3520.040.26.3200.099.99.520.030.5380.300.04 HEALTH/NURSE OTHER PUR	CHASED SVCS 229	229	-	-	274	160	114	119.8%	70.0%		-	(45)
05 0001.3520.040.26.3200.099.99.520.030.5500.300.05 HEALTH/NURSE MED & SUR		634	-	28	159	444	(285)	25.1%	70.0%		-	475
06 0001.3520.040.26.3200.099.99.520.030.5710.300.06 HEALTH/NURSE IN-STATE T   06 0001.3520.040.26.3200.099.99.520.030.5720.300.06 HEALTH/NURSE OUT-OF-ST/		-	-	-	-		-		-			-
04 0001.3520.040.30.3200.099.99.520.030.5257.300.04 HEALTH/NURSE R & M EQUI		-	-	-	-	-	_	_	-		-	-
04 0001.3520.040.30.3200.099.99.520.030.5380.300.04 HEALTH/NURSE OTHER PUR	CHASED SVCS 265	265	-	-	519	186	334	196.0%	70.0%		218	(472)
05 0001.3520.040.30.3200.099.99.520.030.5500.300.05 HEALTH/NURSE MED & SUR		1,100	-	62	741	770	(29)	67.4%	70.0%		300	59
06 0001.3520.040.30.3200.099.99.520.030.5710.300.06 HEALTH/NURSE IN-STATE T   06 0001.3520.040.30.3200.099.99.520.030.5720.300.06 HEALTH/NURSE OUT-OF-STA		-	_		-	1					_	-
04 0001.3520.040.30.0200.099.99.520.030.5257.300.04 HEALTH/NURSE R & M EQUI		_	_	_	_	1			_		_	-
04 0001.3520.040.40.3200.099.99.520.030.5380.300.04 HEALTH/NURSE OTHER PUR	CHASED SVCS 327	327	-	-	1,363	229	1,134	416.9%	70.0%		218	(1,254)
05 0001.3520.040.40.3200.099.99.520.030.5500.300.05 HEALTH/NURSE MED & SUR		1,825	-	460	543	1,278	(735)	29.7%	70.0%		316	966
06 0001.3520.040.40.3200.099.99.520.030.5710.300.06 HEALTH/NURSE IN-STATE T 06 0001.3520.040.40.3200.099.99.520.030.5720.300.06 HEALTH/NURSE OUT-OF-ST/		-	-	-	-	-	-	-	-		-	-
04 0001.3530.010.10.2110.099.99.520.030.5303.300.04 SPEC ED - DIST - P&T SEMI		_	_	170	670	1	670	100.0%	70.0%		245	(915)
04 0001.3530.010.10.2110.099.99.520.030.5380.300.04 SPEC ED OTHER PURCHASE	D SERVICES 46,800	21,800	-	-	18,050	15,260	2,790	82.8%	70.0%		-	3,750
05 0001.3530.010.10.2110.099.99.520.030.5420.300.05 SPEC ED OFFICE SUPPLIES	1,000	1,000	-	259	1,092	700	392	109.2%	70.0%		-	(92)
06 0001.3530.010.10.2110.099.99.520.030.5710.300.06 SPECIAL EDUCATION IN-ST/ 06 0001.3530.010.10.2110.099.99.520.030.5780.300.06 SPEC ED OTHER EXPENSES	ATE TRAVEL -	-	-	566	1,236 1,600	-	1,236 1,600	100.0% 100.0%	70.0% 70.0%		-	(1,236) (1,600)
06 0001.3530.010.10.2110.099.99.520.030.3760.300.00 SPECIAL EDUCATION IN-ST	ATF TRAVEL -	-	-	-	1,000	1	- 1,000	-	70.0%		_	(1,000)
04 0001.3530.010.10.2320.099.99.520.030.5300.300.04 SPEC ED PROFESSIONAL & **		-	-	-	-	-	-	-	-		-	-
06 0001.3530.010.10.2356.035.99.520.030.5780.300.06 SPECIAL ED-DISTRICT-ALL		-	-	-	-	-	-	-	-		-	-
06 0001.3530.010.10.2356.099.99.520.030.5710.300.06 SPECIAL ED-DISTRICT-IN-S		1,300	-	-	6	910	(904)	0.5%	70.0%		-	1,294
06 0001.3530.010.10.2356.099.99.520.030.5720.300.06 SPECIAL ED-DISTRICT-OUT- 06 0001.3530.010.10.2356.099.99.520.030.5780.300.06 SPECIAL ED-DISTRICT-ALL (		3,000 4,850	-		-	2,100 3,395	(2,100) (3,395)	0.0% 0.0%	70.0% 70.0%			3,000 4,850
06 0001.3530.010.10.2357.035.99.520.030.5780.300.06 SPEC ED OTHER EXPENSES		-,050	-	-	-	-	(3,333)	-	-		-	-,050
04 0001.3530.010.10.2357.099.99.520.030.5320.300.04 SPECIAL EDUCATION	-	-	-	-	-	-	-	-	-		-	-
05 0001.3530.010.10.2357.099.99.520.030.5420.300.05 SPEC ED OFFICE SUPPLIES	-	-	-	-	-	-	-	-	-		-	-
05 0001.3530.010.10.2357.099.99.520.030.5522.300.05 SPEC ED ED SUPPLIES - INS 06 0001.3530.010.10.2357.099.99.520.030.5710.300.06 SPEC ED IN-STATE TRAVEL	ST EQUIP -	-	-	-	-		-		-		-	-
06 0001.3530.010.10.2357.099.99.520.030.5710.300.00 SPEC ED IN-STATE TRAVEE	AVEL -	_	_	_	_	1			_		_	-
06 0001.3530.010.10.2357.099.99.520.030.5780.300.06 SPECIAL EDUCATION	-	-	-	-	-	-	-	-	-		-	-
04 0001.3530.010.10.2358.099.99.520.030.5380.300.04 SPECIAL ED-DISTRICT-OTH			-	-	2,100	_ 5	2,100	100.0%	70.0%		-	(2,100)
05 0001.3530.010.10.2420.099.99.520.030.5522.300.05 SPEC ED ED SUPPLIES - INS 05 0001.3530.010.10.2430.099.99.520.030.5510.300.05 SPECIAL ED EDUCATIONAL		8,367 15,500	-	-	183	5,857 10,850	(5,857) (10,667)	0.0% 1.2%	70.0% YES 70.0% YES		-	8,367 15,317
06 0001.3530.010.10.2440.099.99.520.030.5710.300.05 SPECIAL ED EDUCATIONAL	700	700	-	-	-	490	(490)	0.0%	70.0% 123		_	700
06 0001.3530.010.10.2440.099.99.520.030.5720.300.06 SPEC ED OUT-OF-STATE TRA		-	-	-	-	-	-	-	-		-	-
06 0001.3530.010.10.2440.099.99.520.030.5780.300.06 SPEC ED OTHER EXPENSES	1,611	1,611	-	58	333	1,128	(795)	20.7%	70.0%		-	1,278
05 0001.3530.010.10.2451.099.99.520.030.5522.300.05 SPEC ED ED SUPPLIES - INS 05 0001.3530.010.10.2452.099.99.520.030.5525.300.05 SPEC ED - DIST - INSTR HD		4,563	-	465	- 465	3,194	(3,194) 465	0.0%	70.0%		-	4,563 (465)
05 0001.3530.010.10.2452.099.99.520.030.5524.300.05 SPEC ED - DIST - INSTRIBUTION OF SPEC ED - DIST		304	-	465	465	213	252	153.0%	70.0%		-	(161)
04 0001.3530.010.21.2110.099.99.520.030.5303.300.04 SPECIAL ED-BROADMEADON		-	-	-	-	-	-	-	-		85	(85)
04 0001.3530.010.21.2320.090.99.520.030.5300.300.04 SPEC ED PROFESSIONAL & 3		-	-	-	-	-	-	-	-		-	
04 0001.3530.010.21.2330.099.99.520.030.5380.300.04 SPEC ED OTHER PURCHASEI 04 0001.3530.010.21.2358.099.99.520.030.5303.300.04 SPEC ED - BRM - OUTSIDE F		-	-	-	-	-	-	-	-		-	-
05 0001.3530.010.21.2415.099.99.520.030.5512.300.05 SPEC ED - BRM - 0015IDE F		1,051	-	-	-	736	(736)	0.0%	70.0%			1,051
04 0001.3530.010.21.2420.099.99.520.030.5257.300.04 SPEC ED R & M EQUIPMENT	· -	-	-	-	-	-	-	-	-		-	-
05 0001.3530.010.21.2420.099.99.520.030.5522.300.05 SPEC ED ED SUPPLIES - INS			-	12	2,748		2,748	100.0%	70.0%		-	(2,748)
05 0001.3530.010.21.2430.099.99.520.030.5510.300.05 SPEC ED EDUCATIONAL SUF		1,700	-	64	64	1,190	(1,126) 200	3.8%	70.0%		- 600	1,636
04 0001.3530.010.21.2440.099.99.520.030.5380.300.04 SPEC ED OTHER PURCHASEI 06 0001.3530.010.21.2440.099.99.520.030.5710.300.06 SPEC ED IN-STATE TRAVEL	D SERVICES -	-	-	103	200 103		103	100.0%	70.0%		-	(800) (103)
06 0001.3530.010.21.2440.099.99.520.030.5780.300.06 SPEC ED OTHER EXPENSES	-	-	-	-	-	-	-	-	-		-	-
05 0001.3530.010.21.2451.040.99.520.030.5525.300.05 SPEC ED ED SUPPLIES - INS		-	-	-	-	-	-	-	-		-	-
05 0001.3530.010.21.2452.099.99.520.030.5525.300.05 SPEC ED - BRM - INSTR HDV		-	-	55	55	-	55	-	-		-	(55)
04 0001.3530.010.21.2455.099.99.520.030.5305.300.04 SPECIAL ED-BRDMDOW - SC 05 0001.3530.010.21.2720.099.99.520.030.5511.300.05 SPEC ED ED SUPPLIES - TES		1,000	-	209	209 2,299	700	209 1,599	229.9%	70.0%		224	(209) (1,523)
04 0001.3530.010.22.2110.099.99.520.030.5303.300.04 SPECIAL ED-ELIOT-SEMINAL		-	-	427	557	-	557	100.0%	70.0%		85	(642)
04 0001.3530.010.22.2320.090.99.520.030.5300.300.04 SPEC ED PROFESSIONAL & 7	TECHNICAL -	-	-	-	-	-	-	-	-		-	`- ′
04 0001.3530.010.22.2330.099.99.520.030.5380.300.04 SPEC ED OTHER PURCHASE		-	-	-	-	-	-	-	-		-	-
04 0001.3530.010.22.2358.099.99.520.030.5303.300.04 SPEC ED - ELI - OUTSIDE PI 05 0001.3530.010.22.2415.099.99.520.030.5512.300.05 SPEC ED ED SUPPLIES - TEA		- 927	_	722	722	649	- 73	- 77.9%	- 70.0%		_	- 205
04 0001.3530.010.22.2420.099.99.520.030.5257.300.04 SPEC ED R & M EQUIPMENT		-	_	-	-	-	-	-	-		_	-
05 0001.3530.010.22.2420.099.99.520.030.5522.300.05 SPEC ED ED SUPPLIES - INS	ST EQUIP -	-	-	-	2,594	-	2,594	100.0%	70.0%		-	(2,594)
05 0001.3530.010.22.2430.099.99.520.030.5510.300.05 SPEC ED EDUCATIONAL SUP		376	-	-	-	263	(263)	0.0%	70.0%		<u>-</u> .	376
04 0001.3530.010.22.2440.099.99.520.030.5380.300.04 SPEC ED OTHER PURCHASE	D SERVICES -	-	-	10	210	-	210	100.0%	70.0%		590	(800)
06 0001.3530.010.22.2440.099.99.520.030.5780.300.06 SPEC ED OTHER EXPENSES 05 0001.3530.010.22.2451.040.99.520.030.5525.300.05 SPEC ED ED SUPPLIES - INS	ST TECHNOLOG -	-	-		-				_			-
04 0001.3530.010.22.2455.099.99.520.030.5305.300.04 SPECIAL ED-ELIOT SOFTWR	RE LICENSE -	-	-	9	39	-	39	100.0%	70.0%		-	(39)
05 0001.3530.010.22.2720.099.99.520.030.5511.300.05 SPED ED ED SUPPLIES - TES		559	-	-	574	391	183	102.7%	70.0%		131	(146)
04 0001.3530.010.23.2110.099.99.520.030.5303.300.04 SPECIAL ED-HILLSIDE-SEMI		-	-	285	500	-	500	100.0%	70.0%		354	(854)
06 0001.3530.010.23.2110.099.99.520.030.5780.300.06 SPECIAL EDUCATION - HILL 04 0001.3530.010.23.2320.090.99.520.030.5300.300.04 SPEC ED PROFESSIONAL & **		-	-		-				-		79 -	(79) -
04 0001.3530.010.23.2320.090.99.520.030.5380.300.04 SPEC ED OTHER PURCHASEI		=	-	- 1	-	-	-	-	-		-	-
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Account Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget		& Variance > 20%	Encumbrance	Budget Balance
06 0001.3530.010.23.2356.099.99.520.030.5710.300.06 SPECIAL ED-HILLSIDE-IN STATE TRAVEL	-	-	-	14	14	• • • • •	14	-	-		-	(14)
06 0001.3530.010.23.2357.099.99.520.030.5710.300.06 SPEC ED IN-STATE TRAVEL	-	-	-	-	4	-	4	100.0%	70.0%		-	(4)
04 0001.3530.010.23.2358.099.99.520.030.5303.300.04 SPEC ED - HILL - OUTSIDE PD PROV - P&		-	-	-	-	-	-	-	-		-	-
05 0001.3530.010.23.2415.099.99.520.030.5512.300.05 SPEC ED ED SUPPLIES - TEACHING AIDS	2,223	2,223	-	-	207	1,556	(1,349)	9.3%	70.0%		-	2,016
04 0001.3530.010.23.2420.099.99.520.030.5257.300.04 SPEC ED R & M EQUIPMENT 05 0001.3530.010.23.2420.099.99.520.030.5522.300.05 SPED ED ED SUPPLIES - INST EQUIP			-									-
05 0001.3530.010.23.2430.099.99.520.030.5510.300.05 SPEC ED EDUCATIONAL SUPPLIES	1,258	1,258	_	_	35	881	(846)	2.8%	70.0%		_	1,223
04 0001.3530.010.23.2440.099.99.520.030.5380.300.04 SPEC ED OTHER PURCHASED SERVICES	-,	-,	-	176	553	-	553	100.0%	70.0%		424	(977)
06 0001.3530.010.23.2440.099.99.520.030.5710.300.06 SPEC ED IN-STATE TRAVEL	-	-	-	-	45	-	45	100.0%	70.0%		-	(45)
06 0001.3530.010.23.2440.099.99.520.030.5780.300.06 SPEC ED OTHER EXPENSES	-	-	-	-	-	-	-	-	-		-	-
05 0001.3530.010.23.2451.040.99.520.030.5525.300.05 SPEC ED ED SUPPLIES - INST TECHNOLO	G -	-	-	-	-	-	-	-	-		-	- (100)
04 0001.3530.010.23.2455.099.99.520.030.5305.300.04 SPECIAL ED-HILLSDE SOFTWRE LICENSE 05 0001.3530.010.23.2720.099.99.520.030.5511.300.05 SPEC ED ED SUPPLIES - TESTING SUPP	700	700	_	108 458	108 880	490	108 390	125.7%	70.0%		_	(108) (180)
04 0001.3530.010.24.2110.099.99.520.030.5303.300.04 SPECIAL ED-MITCHELL-SEMINAR&TRAINI		-	-	-	-	-	-	-	-		170	(170)
04 0001.3530.010.24.2320.090.99.520.030.5300.300.04 SPEC ED PROFESSIONAL & TECHNICAL	-	-	-	-	-	-	-	-	-		-	-
04 0001.3530.010.24.2330.099.99.520.030.5380.300.04 SPEC ED OTHER PURCHASED SERVICES	-	-	-	-	-	-	-	-	-		-	-
04 0001.3530.010.24.2358.099.99.520.030.5303.300.04 SPEC ED - MIT - OUTSIDE PD PROV - P&T	: -	-	-	-	-	-	-	-	-		-	-
05 0001.3530.010.24.2415.099.99.520.030.5512.300.05 SPEC ED ED SUPPLIES - TEACHING AIDS	875	875	-	106	106	613	(506)	12.2%	70.0%		-	769
04 0001.3530.010.24.2420.099.99.520.030.5257.300.04 SPEC ED R & M EQUIPMENT 05 0001.3530.010.24.2420.099.99.520.030.5522.300.05 SPEC ED ED SUPPLIES - INST EQUIP	-	-	-	12	1,447	-	- 1,447	100.0%	70.0%		-	(1,447)
05 0001.3530.010.24.2420.099.99.520.030.3522.300.03 SPEC ED ED SOPPLIES INST EQUIP	1,317	1,317		- 12	1,447	922	(922)	0.0%	70.0%			1,317
04 0001.3530.010.24.2440.099.99.520.030.5380.300.04 SPEC ED OTHER PURCHASED SERVICES	-	-	-	97	297	-	297	100.0%	70.0%		503	(800)
06 0001.3530.010.24.2440.099.99.520.030.5710.300.06 SPED IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
06 0001.3530.010.24.2440.099.99.520.030.5780.300.06 SPEC ED OTHER EXPENSES	-	-	-	-	-	-	-	-	-		-	-
05 0001.3530.010.24.2451.040.99.520.030.5525.300.05 SPEC ED ED SUPPLIES - INST TECHNOLO	G -	-	-			-		-	-		-	-
04 0001.3530.010.24.2455.099.99.520.030.5305.300.04 SPECIAL ED-MITCHL SOFTWRE LICENSE 05 0001.3530.010.24.2720.099.99.520.030.5511.300.05 SPEC ED ED SUPPLIES - TESTING SUPP	900	900	-	1,009 372	1,009 372	-	1,009 (258)	41.20/	70.00/		- 855	(1,009) (327)
05 0001.3530.010.24.2720.099.99.520.030.5511.300.05 SPEC ED ED SUPPLIES - TESTING SUPP 04 0001.3530.010.25.2110.099.99.520.030.5303.300.04 SPECIAL ED-NEWMAN-SEMINAR&TRAINII		900	-	85	85	630	(258) 85	41.3%	70.0%		85	(170)
04 0001.3530.010.25.2320.090.99.520.030.5300.300.04 SPEC ED PROFESSIONAL & TECHNICAL	-	_	_	-	-		-		1		-	(170)
04 0001.3530.010.25.2330.099.99.520.030.5380.300.04 SPEC ED OTHER PURCHASED SERVICES	-	-	-	-	-	-	-	-	-		-	-
04 0001.3530.010.25.2357.099.99.520.030.5320.300.04 SPECIAL EDUCATION	-	-	-	-	-	-	-	-	-		-	-
04 0001.3530.010.25.2358.099.99.520.030.5303.300.04 SPEC ED - NEW - OUTSIDE PD PROV - P8		-	-	-	-	-	-	-	-		-	-
05 0001.3530.010.25.2415.099.99.520.030.5512.300.05 SPEC ED ED SUPPLIES - TEACHING AIDS	1,556	1,556	-	-	-	1,089	(1,089)	0.0%	70.0%		-	1,556
04 0001.3530.010.25.2420.099.99.520.030.5257.300.04 SPEC ED R & M EQUIPMENT 05 0001.3530.010.25.2420.099.99.520.030.5522.300.05 SPEC ED ED SUPPLIES - INST EQUIP			_		1,435		1,435	100.0%	70.0%		_	(1,435)
05 0001.3530.010.25.2420.099.99.520.030.5510.300.05 SPEC ED ED SOFFELES NIST EQUIP	3,088	3,088	_	_	1,475	2,162	(687)	47.8%	70.0%		903	710
04 0001.3530.010.25.2440.099.99.520.030.5380.300.04 SPEC ED OTHER PURCHASED SERVICES	-	-	-	228	428	-	428	100.0%	70.0%		600	(1,028)
06 0001.3530.010.25.2440.099.99.520.030.5780.300.06 SPEC ED OTHER EXPENSES	-	-	-	-	286	-	286	100.0%	70.0%		-	(286)
05 0001.3530.010.25.2451.040.99.520.030.5525.300.05 SPEC ED ED SUPPLIES - INST TECHNOLO		-	-	-	-	-	-	-	-		-	-
05 0001.3530.010.25.2452.099.99.520.030.5525.300.05 SPEC ED - NEW - INSTR HDWRE STAFF D	E -	-	-	-	-	-	-	-	-		540	(540)
04 0001.3530.010.25.2455.099.99.520.030.5305.300.04 SPECIAL ED-NEWMN SOFTWRE LICENSE 05 0001.3530.010.25.2720.099.99.520.030.5511.300.05 SPEC ED ED SUPPLIES - TESTING SUPP	1,000	1,000	_	9	699 1,034	700	699 334	100.0% 103.4%	70.0% 70.0%		50	(749) (34)
04 0001.3530.010.26.2110.099.99.520.030.5303.300.04 SPECIAL ED-HIGH ROCK-SEMINAR&TRAI		-	_	85	170	-	170	100.0%	70.0%		85	(255)
04 0001.3530.010.26.2320.099.99.520.030.5300.300.04 SPEC ED PROFESSIONAL & TECHNICAL	-	-	-	-	-	-	1	-	-		-	-
04 0001.3530.010.26.2330.099.99.520.030.5380.300.04 SPEC ED OTHER PURCHASED SERVICES	-	-	-	-	-	-	-	-	-		-	-
04 0001.3530.010.26.2358.099.99.520.030.5303.300.04 SPEC ED - HIGH ROCK - OUTSIDE PD PRO		-	-	-	-						-	
05 0001.3530.010.26.2410.099.99.520.030.5517.300.05 SPEC ED ED SUPPLIES - WKBKS/TXTBKS	412		-	-	1 004	288	(288)	0.0%	70.0%		-	412
05 0001.3530.010.26.2415.099.99.520.030.5512.300.05 SPEC ED ED SUPPLIES - TEACHING AIDS 04 0001.3530.010.26.2420.099.99.520.030.5257.300.04 SPEC ED R & M EQUIPMENT	1,621	1,621	-		1,004	1,135	(131)	61.9%	70.0%			617
05 0001.3530.010.26.2420.099.99.520.030.5522.300.05 SPEC ED ED SUPPLIES - INST EQUIP	_	_	_	1,733	1,733		1,733		1		_	(1,733)
05 0001.3530.010.26.2430.099.99.520.030.5510.300.05 SPEC ED EDUCATIONAL SUPPLIES	1,084	1,084	-	71	235	759	(524)	21.7%	70.0%		35	814
04 0001.3530.010.26.2440.099.99.520.030.5380.300.04 SPEC ED OTHER PURCHASED SERVICES	-	-	-	206	774	-	774	100.0%	70.0%		1,116	(1,890)
06 0001.3530.010.26.2440.099.99.520.030.5710.300.06 SPED IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
06 0001.3530.010.26.2440.099.99.520.030.5780.300.06 SPEC ED OTHER EXPENSES	-	-	-	-	-	-	-	-	-		-	- (440)
05 0001.3530.010.26.2451.099.99.520.030.5525.300.05 SPEC ED - HIGH ROCK - INSTR HDWRE S 04 0001.3530.010.26.2455.099.99.520.030.5305.300.04 SPECIAL ED-NHS - SOFTWRE LICENSE	-		_	418 289	418 1,618		418 1,618	100.0%	70.0%		_	(418) (1,618)
05 0001.3530.010.26.2720.099.99.520.030.5503.00.04 SPECIAL ED-NITS - SOFTWIKE EIGENSE	846	846	_	472	1,771	592	1,179	209.4%	70.0%		_	(925)
04 0001.3530.010.30.2110.099.99.520.030.5303.300.04 SPECIAL ED-POLLARD-SEMINAR&TRAINII		-	-	85	220		220	100.0%	70.0%		85	(305)
04 0001.3530.010.30.2320.099.99.520.030.5300.300.04 SPEC ED PROFESSIONAL & TECHNICAL	-	-	-	-	-	-	-	-	-		-	-
04 0001.3530.010.30.2330.099.99.520.030.5380.300.04 SPEC ED OTHER PURCHASED SERVICES	-	-	-	-	-	-	-	-	-		-	-
04 0001.3530.010.30.2358.099.99.520.030.5303.300.04 SPEC ED - POLL - OUTSIDE PD PROV - P8		-	-	-	-	-	- (510)	-	-		-	-
05 0001.3530.010.30.2410.099.99.520.030.5517.300.05 SPEC ED ED SUPPLIES - WKBKS/TXTBKS 05 0001.3530.010.30.2415.099.99.520.030.5512.300.05 SPEC ED ED SUPPLIES - TEACHING AIDS	728 2,072	728 2,072	-	-	-	510 1,450	(510) (1,450)	0.0% 0.0%	70.0% 70.0%		-	728 2,072
04 0001.3530.010.30.2413.099.99.520.030.5312.300.03 SPEC ED ED SUPPLIES - TEACHING AIDS	2,072	2,072	-		_ [	1,430	(1,450)	- 0.0%	70.0%		]	
05 0001.3530.010.30.2420.099.99.520.030.5522.300.05 SPEC ED ED SUPPLIES - INST EQUIP	-	-	-	1,034	5,624	-	5,624	100.0%	70.0%	YES	-	(5,624)
05 0001.3530.010.30.2430.099.99.520.030.5510.300.05 SPEC ED EDUCATIONAL SUPPLIES	1,518	1,518	-	-	-	1,063	(1,063)	0.0%	70.0%		18	1,500
04 0001.3530.010.30.2440.099.99.520.030.5380.300.04 SPEC ED OTHER PURCHASED SERVICES	-	-	-	1,602	3,483	-	3,483	100.0%	70.0%		44	(3,526)
06 0001.3530.010.30.2440.099.99.520.030.5780.300.06 SPEC ED OTHER EXPENSES	-	-	-	-	1,677	-	1,677	100.0%	70.0%		-	(1,677)
05 0001.3530.010.30.2451.040.99.520.030.5525.300.05 SPEC ED ED SUPPLIES - INST TECHNOLO		-	-	1 043	1 043	-	1.042	-	-		-	(1,942)
04 0001.3530.010.30.2455.099.99.520.030.5305.300.04 SPECIAL ED-POLLARD SOFTWRE LICENSE 05 0001.3530.010.30.2720.099.99.520.030.5511.300.05 SPEC ED ED SUPPLIES - TESTING SUPP	1,600	1,600	-	1,942	1,942 1,164	1,120	1,942 44	72.8%	70.0%			(1,942) 436
04 0001.3530.010.40.2110.099.99.520.030.5301.300.04 SPECIAL ED-NHS-SEMINAR&TRAINING		-	-	_	85	-	85	100.0%	70.0%		245	(330)
04 0001.3530.010.40.2320.099.99.520.030.5300.300.04 SPEC ED PROFESSIONAL & TECHNICAL	-	-	-	-		-	-	-	-			-

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Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target & Variance	Encumbrance	Budget Balance
04 0001.3530.010.40.2330.099.99.520.030.5380.300.04		-	-	-	-	-	-	-	-	-	-	-
04 0001.3530.010.40.2358.099.99.520.030.5303.300.04		-	-	-	-	-	-	-	-	-	390	(390)
	SPECIAL ED-NHS OTR PURCH SERV	-	-	-	-	790	-	790	100.0%	70.0%	-	(790)
05 0001.3530.010.40.2410.099.99.520.030.5517.300.05		1,000	1,000	-	-	- 204	700	(700)	0.0%	70.0%	-	1,000
05 0001.3530.010.40.2415.099.99.520.030.5512.300.05 04 0001.3530.010.40.2420.099.99.520.030.5257.300.04	SPEC ED ED SUPPLIES - TEACHING AIDS	1,000	1,000	-	-	384	700	(316)	38.4%	70.0%		616
05 0001.3530.010.40.2420.099.99.520.030.5522.300.05		_	_	_	_	_		1			I -	_
	SPECIAL EDUCATION	-	-	-	-	-	-	-	-	-	-	-
05 0001.3530.010.40.2430.099.99.520.030.5510.300.05		8,253	8,253	-	243	3,206	5,777	(2,571)	38.8%	70.0%	-	5,047
04 0001.3530.010.40.2440.099.99.520.030.5335.300.04		-	-	-	-	-	-	-	-	-	-	-
04 0001.3530.010.40.2440.099.99.520.030.5380.300.04		-	-	-	1,077	5,216	-	5,216	100.0%	70.0% YES	3,023	(8,239)
06 0001.3530.010.40.2440.099.99.520.030.5780.300.06 05 0001.3530.010.40.2451.040.99.520.030.5525.300.03				_	209	1,277		1,277	100.0%	70.0%	336	(1,613)
05 0001.3530.010.40.2451.040.99.520.030.5525.300.05		6,000	6,000	_	_		4,200	(4,200)	0.0%	70.0%		6,000
04 0001.3530.010.40.2455.099.99.520.030.5305.300.04		-	-	-	9	3,159	-	3,159	100.0%	70.0%	-	(3,159)
05 0001.3530.010.40.2720.099.99.520.030.5511.300.05	SPEC ED ED SUPPLIES - TESTING SUPP	2,000	2,000	-	311	1,571	1,400	171	78.6%	70.0%	-	429
04 0001.3530.010.50.2110.099.99.520.030.5303.300.04		-	-	-	-	85	-	85	100.0%	70.0%	170	(255)
	SPEC ED PROFESSIONAL & TECHNICAL	-	-	-	-	-	-	-	-	-	-	-
	SPEC ED OTHER PURCHASED SERVICES SPECIAL ED - PRESCHOOL - ALL OTHER EX	-	-	-	259	- 259	-	- 259		-	· ·	(259)
	SPECIAL ED - PRESCHOOL - ALL OTHER EX		-	-	- 239	-		-	Ī			(239)
04 0001.3530.010.50.2358.099.99.520.030.5303.300.04		-	-	-	538	1,278	_	1,278	100.0%	70.0%	_	(1,278)
05 0001.3530.010.50.2415.099.99.520.030.5512.300.05	SPEC ED ED SUPPLIES - TEACHING AIDS	-	-	-	-	394	-	394	100.0%	70.0%	-	(394)
	SPEC ED ED SUPPLIES - INST EQUIP	-	-	-	100	1,678	-	1,678	100.0%	70.0%	-	(1,678)
	SPEC ED EDUCATIONAL SUPPLIES	6,453	6,453	-	1,496	2,136	4,517	(2,381)	33.1%	70.0%	1,011	3,306
04 0001.3530.010.50.2440.099.99.520.030.5380.300.04 06 0001.3530.010.50.2440.099.99.520.030.5780.300.06		-	-	-	460	460	-	- 460	-	-	-	(460)
	SPEC ED OTHER EXPENSES SPEC ED ED SUPP/INST TECH	1,550	1,550	-	460	460	1,085	(1,085)	0.0%	70.0%		1,550
05 0001.3530.010.50.2451.040.99.520.030.5525.300.05		-	-	_	798	1,373	-	1,373	100.0%	70.0%	I -	(1,373)
05 0001.3530.010.50.2452.099.99.520.030.5523.300.05		-	-	-	-	353	-	353	100.0%	70.0%	-	(353)
04 0001.3530.010.50.2455.099.99.520.030.5305.300.04		-	-	-	110	110	-	110	-	-	-	(110)
05 0001.3530.010.50.2720.099.99.520.030.5511.300.05		1,700	1,700	-	-	373	1,190	(817)	21.9%	70.0%	-	1,327
04 0001.3531.010.99.9100.099.99.520.030.5320.300.99		4,126	4,126	-	-	2,715	2,888	(173)	65.8%	70.0%	-	1,411
04 0001.3531.010.99.9120.099.99.520.030.5320.300.99 04 0001.3531.010.99.9200.099.99.520.030.5320.300.99		68,789	68,789	_	36,194	84,618	48,152	36,466	123.0%	70.0% YES	82,089	(97,918)
04 0001.3531.010.99.9300.099.99.520.030.5320.300.99		3,562,617	3,033,458	(21,134)	896,831	1,461,056	2,123,421	(662,365)	48.2%	70.0% YES	1,589,880	(17,478)
	SPEC ED OUT-OF-DIST TUITION	464,362	464,362	(21/151)	380,213	515,019	325,053	189,966	110.9%	70.0% YES	314,597	(365,254)
	SPED SUM MED THERAP CONTRACT	-	-	-	-	-	-		-	-	-	
	SPED SUM OTHER INSTRUCT CONTRACT	-	-	-	-	-	-	-	-	-	-	-
	SPECIAL ED PROF SERV-DISTRICT-PROF A	514,088	464,927	(10,000)	10 205	8,650	325,449	(316,799)	1.9%	70.0% YES		456,277
	SPECIAL ED PROF SERV-BROADMEADOW-F SPECIAL ED PROF SERV-BROADMEADOW-F			_	10,365	10,365 10,173		10,365 10,173	100.0%	70.0% YES	8,505 777	(18,870) (10,950)
	SPECIAL ED PROF SERV-BROADMEADOW-(	_	_	_	1,623	2,019		2,019	100.0%	70.0%	3,686	(5,705)
	SPECIAL ED PROF SERV-ELIIOT-PROF AND	-	-	-	1,128	1,128	-	1,128	-	-	373	(1,500)
	SPECIAL ED PROF SERV-ELIOT-OTHER PUF	-	-	-	50	50	-	50	-	-	920	(970)
	SPECIAL ED PROF SERV-ELIOT-OTHER PUF	-	-	-	802	802	-	802			1,267	(2,069)
	SPECIAL ED PROF SERV-HILLSIDE-PROF A	-	-	-	17,291	23,495	-	23,495	100.0% 100.0%	70.0% YES	20,051	(43,545)
	SPECIAL ED PROF SERV-HILLSIDE-OTHER SPECIAL ED PROF SERV-HILLSIDE-OTHER		-	-	7,598	14,288 900		14,288 900	100.0%	70.0% YES 70.0%	9,396 7,898	(23,684) (8,798)
	SPECIAL ED PROF SERV-MITCHELL-PROF A	_	_	_	56	56		56	-	-	594	(650)
04 0001.3534.010.24.2330.099.99.520.030.5380.300.04		-	-	-	-	-	-	-	-	-	1,004	(1,004)
04 0001.3534.010.24.2440.099.99.520.030.5380.300.04		-	-	-	2,035	2,728	-	2,728	100.0%	70.0%	2,500	(5,227)
04 0001.3534.010.25.2320.090.99.520.030.5300.300.04		-	-	-	48,922	72,393	-	72,393	100.0%	70.0% YES	59,445	(131,838)
04 0001.3534.010.25.2330.099.99.520.030.5380.300.04		-	-	-	(675)	186	-	186	100.0%	70.0%	568	(754)
04 0001.3534.010.25.2440.099.99.520.030.5380.300.04 04 0001.3534.010.26.2320.099.99.520.030.5300.300.04				_	3,685 33,570	8,016 56,333		8,016 56,333	100.0% 100.0%	70.0% YES 70.0% YES	9,016 49,210	(17,032) (105,543)
04 0001.3534.010.26.2330.099.99.520.030.5380.300.04		_	_	_	442	442		442	-	70.070 123	1,884	(2,326)
	SPECIAL ED PROF SERV-HIGH ROCK-OTHE	-	-	-	915	1,590	-	1,590	100.0%	70.0%	1,259	(2,849)
04 0001.3534.010.30.2320.099.99.520.030.5300.300.04	SPECIAL ED PROF SERV-POLLARD-PROF AI	-	-	-	31,369	36,844	-	36,844	100.0%	70.0% YES	52,978	(89,822)
	SPECIAL ED PROF SERV-POLLARD-OTHER	-	-	-	547	547	-	547	-	-	2,228	(2,775)
	SPECIAL ED PROF SERV-POLLARD-OTHER	-	-	-	7,558	9,076	-	9,076	100.0%	70.0% YES	10,149	(19,224)
	SPECIAL ED PROF SERV-NHS-PROF AND TI SPECIAL ED PROF SERV-NHS-OTHER PURC	-	-	-	63,622 4,071	91,203 9,926		91,203 9,926	100.0% 100.0%	70.0% YES 70.0% YES	113,603 8,742	(204,807) (18,668)
	SPECIAL ED PROF SERV-NHS-OTHER PURC	-	-	-	6,187	9,926 8,995		9,926 8,995	100.0%	70.0% YES	27,398	(36,393)
	SPECIAL ED PROF SERV-PRESCH-PROF AN	-	-	-	11,478	23,080	-	23,080	100.0%	70.0% YES	16,787	(39,867)
04 0001.3534.010.50.2440.099.99.520.030.5380.300.04	SPECIAL ED PROF SERV-PRESCH-OTHER P	-	-	-	652	784	-	784	100.0%	70.0%	4,018	(4,802)
04 0001.3540.005.99.9100.065.99.520.030.5320.300.99	VOC ED TUITION	-	-	-	-	-	-	-	-	-	-	-
	TUITION TO MASS SCHOOLS	17,471	17,471	-	7,433	15,681	12,230	3,451	89.8%	70.0%	9,418	(7,628)
04 0001.3542.005.99.9200.099.99.520.030.5320.300.99		-	- 21 124	- 21 124	-	-	-	-	-	1	· ·	21,134
04 0001.3542.005.99.9300.099.99.520.030.5320.300.99 04 0001.3542.005.99.9400.099.99.520.030.5320.300.99		-	21,134	21,134	-	-					[	21,134
06 0001.3550.005.21.2356.081.99.520.030.5710.300.06		250	250	-	-	-	175	(175)	0.0%	70.0%	-	250
06 0001.3550.005.21.2357.081.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-	-	-
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Account Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target %	& Variance > 20%	Encumbrance	Budget Balance
06 0001.3550.005.21.2357.081.99.520.030.5720.300.06 ELL OUT-OF-ST		-	-	-	-	-	-	-	-		-	-
05 0001.3550.005.21.2410.081.99.520.030.5517.300.05 ELL ED SUPPLIE		500	-	-	-	350	(350)	0.0%	70.0%		-	500
05 0001.3550.005.21.2415.081.99.520.030.5512.300.05 ELL ED SUPPLIE 05 0001.3550.005.21.2430.081.99.520.030.5510.300.05 ELL EDUCATION		300	-	-	-	210	(210)	0.0%	70.0%		-	300
06 0001.3550.005.22.2357.081.99.520.030.5710.300.06 ELL IN-STATE T		-				210	(210)	0.0%	70.0%			-
06 0001.3550.005.22.2357.081.99.520.030.5720.300.06 ELL OUT-OF-ST		_	-	-	-	-	-	-	-		-	-
05 0001.3550.005.22.2410.081.99.520.030.5517.300.05 ELL ED SUPPLIE		500	-	-	-	350	(350)	0.0%	70.0%		-	500
05 0001.3550.005.22.2415.081.99.520.030.5512.300.05 ELL ED SUPPLIE		-	-	-	-	-	-	-	-		-	-
05 0001.3550.005.22.2430.081.99.520.030.5510.300.05 ELL EDUCATION		300	-	-	-	210	(210)	0.0%	70.0%		-	300
06 0001.3550.005.22.2430.081.99.520.030.5710.300.06 ELL IN-STATE T 06 0001.3550.005.23.2356.081.99.520.030.5710.300.06 ELL-HILLSIDE-I		100	_	_		- 70	(70)	0.0%	70.0%			100
06 0001.3550.005.23.2357.081.99.520.030.5710.300.06 ELL IN-STATE T		-	_	_	_	-	-	-	-		_	-
06 0001.3550.005.23.2357.081.99.520.030.5720.300.06 ELL OUT-OF-ST		-	-	-	-	-	-	-	-		-	-
04 0001.3550.005.23.2358.081.99.520.030.5303.300.04 ELL - HILL - OU		-	-	-	-	-	-	-	-		360	(360)
06 0001.3550.005.23.2358.081.99.520.030.5730.300.06 ELL - HILL - OU		-	-	-	340	-	340	100.0%	70.0%		-	(340)
05 0001.3550.005.23.2410.081.99.520.030.5517.300.05 ELL ED SUPPLIE 05 0001.3550.005.23.2415.081.99.520.030.5512.300.05 ELL ED SUPPLIE			_	_			1					-
05 0001.3550.005.23.2413.061.99.520.030.5510.300.05 ELL EDUCATION		800				560	(560)	0.0%	70.0%		_	800
06 0001.3550.005.24.2357.081.99.520.030.5710.300.06 ELL IN-STATE T		-	-	-	-		-	-	-		-	-
06 0001.3550.005.24.2357.081.99.520.030.5720.300.06 ELL OUT-OF-ST		-	-	-	-	-	-	-	-		-	-
05 0001.3550.005.24.2410.081.99.520.030.5517.300.05 ELL ED SUPPLIE		-	-	-	-	-	-	-	-		-	-
05 0001.3550.005.24.2415.081.99.520.030.5512.300.05 ELL ED SUPPLIE		300	-	-	-	-	(210)	- 0.00/	70.00/		-	300
05 0001.3550.005.24.2430.081.99.520.030.5510.300.05 ELL EDUCATION 06 0001.3550.005.25.2356.081.99.520.030.5710.300.06 ELL-NEWMAN-II			-			210 35	(210) (35)	0.0% 0.0%	70.0% 70.0%			50
06 0001.3550.005.25.2350.001.99.520.030.5710.300.00 ELL IN-STATE T		-	_	_	_	-	-	-	-		_	-
06 0001.3550.005.25.2357.081.99.520.030.5720.300.06 ELL OUT-OF-ST		-	-	-	-	-	-	-	-		-	-
05 0001.3550.005.25.2410.081.99.520.030.5517.300.05 ELL ED SUPPLIE	ES - WKBKS/TXTBKS 557	557	-	-	-	390	(390)	0.0%	70.0%		-	557
05 0001.3550.005.25.2415.081.99.520.030.5512.300.05 ELL ED SUPPLIE		-	-	-	-	Ī					-	-
05 0001.3550.005.25.2430.081.99.520.030.5510.300.05 ELL EDUCATION			-	-	-	210	(210)	0.0%	70.0%		-	300
06 0001.3550.005.26.2356.081.99.520.030.5710.300.06 ELL-HIGH ROCK 06 0001.3550.005.26.2357.081.99.520.030.5710.300.06 ELL IN-STATE T		50	-	-	-	35 -	(35)	0.0%	70.0%		-	50
05 0001.3550.005.26.2410.081.99.520.030.5517.300.05 ELL ED SUPPLIE	ES - WKBKS/TXTBKS -	_	-	_	-	_	_	_	_		-	_
05 0001.3550.005.26.2415.081.99.520.030.5512.300.05 ELL ED SUPPLIE	ES - TEACHING AIDS -	-	-	-	-	-	-	-	-		-	-
05 0001.3550.005.26.2430.081.99.520.030.5510.300.05 ELL EDUCATION		83	-	-	-	58	(58)	0.0%	70.0%		-	83
06 0001.3550.005.30.2356.081.99.520.030.5710.300.06 ELL-POLLARD-II		200	-	-	-	140	(140)	0.0%	70.0%		-	200
06 0001.3550.005.30.2357.081.99.520.030.5710.300.06 ELL IN-STATE T 06 0001.3550.005.30.2357.081.99.520.030.5720.300.06 ELL OUT-OF-ST.			_	_			1					-
04 0001.3550.005.30.2358.081.99.520.030.5303.300.04 ELL - POLL - OU		-	_	_	_	1	_	-	_		360	(360)
05 0001.3550.005.30.2410.081.99.520.030.5517.300.05 ELL ED SUPPLIE		-	-	-	-	-	-	-	-		-	-
05 0001.3550.005.30.2415.081.99.520.030.5512.300.05 ELL ED SUPPLIE		-	-	51	51	-	51	-	-		-	(51)
05 0001.3550.005.30.2430.081.99.520.030.5510.300.05 ELL EDUCATION		167	-	-	-	117	(117)	0.0%	70.0%		-	167
06 0001.3550.005.40.2357.081.99.520.030.5710.300.06 ELL IN-STATE T 06 0001.3550.005.40.2357.081.99.520.030.5720.300.06 ELL OUT-OF-ST.		-	-	-	-	-	-	-	-		-	-
06 0001.3550.005.40.2357.001.99.520.030.3720.300.00 ELL OUT-OF-ST				46	46		46	1	1			(46)
05 0001.3550.005.40.2410.081.99.520.030.5517.300.05 ELL ED SUPPLIE		_	-	-	-	-	-	-	-		-	-
05 0001.3550.005.40.2415.081.99.520.030.5512.300.05 ELL ED SUPPLIE		-	-	-	-	-	-	-	-		-	-
05 0001.3550.005.40.2430.081.99.520.030.5510.300.05 ELL EDUCATION		450	-	-	14	315	(301)	3.1%	70.0%	··=0	-	436
04 0001.3551.005.10.2330.081.99.520.030.5380.300.04 INTERPRET & TI 04 0001.3551.005.10.2440.081.99.520.030.5380.300.04 INTERPRET & TI		-	-	7,910	10,411	-	10,411	100.0%	70.0%	YES	14,389	(24,800)
04 0001.3551.005.10.2440.081.99.520.030.5380.300.04 INTERPRET & II		-	-									-
04 0001.3551.005.22.2330.081.99.520.030.5380.300.04 INTERPRET & TI		-	-	-	-	-	-	-	-		-	-
04 0001.3551.005.23.2330.081.99.520.030.5380.300.04 INTERPRET & TI		-	-	-	-	-	-	-	-		-	-
04 0001.3551.005.24.2330.081.99.520.030.5380.300.04 INTERPRET & TI		-	-	-	-	-	-	-	-		-	-
04 0001.3551.005.25.2330.081.99.520.030.5380.300.04 INTERPRET & TI		-	-	-	-	-	-	-	-		-	-
04 0001.3551.005.26.2330.081.99.520.030.5380.300.04 INTERPRET & TI 04 0001.3551.005.30.2330.081.99.520.030.5380.300.04 INTERPRET & TI			_	_			1					-
04 0001.3551.005.40.2330.081.99.520.030.5380.300.04 INTERPRET & TI		232	_	_	_	162	(162)	0.0%	70.0%		_	232
04 0001.3551.040.99.3100.081.99.520.030.5380.300.04 INTERPRET & TI			-	786	1,018	18,760	(17,742)	3.8%	70.0%	YES	-	25,782
04 0001.3560.005.10.2357.011.99.520.030.5300.300.04 READING PROF	FESSIONAL & TECHNICAL -	-	-	-	-	-	· · · · ·	-	-		-	-
06 0001.3560.005.21.2356.011.99.520.030.5710.300.06 K-8 READING II		-	-	-	-	-	-	-	-		-	-
06 0001.3560.005.21.2357.011.99.520.030.5710.300.06 READING IN-ST 06 0001.3560.005.21.2357.011.99.520.030.5720.300.06 READING OUT-(	OF-STATE TRAVEL -	-	-	-	-	-	-	-	-		-	-
	UPPLIES - WKBKS/TXTBKS -	-	-	1 -								-
	UPPLIES - TEACHING 13,200	12,868	-	237	7,875	9,008	(1,132)	61.2%	70.0%		1,750	3,243
05 0001.3560.005.21.2430.011.99.520.030.5510.300.05 READING EDUC	CATIONAL SUPPLIES 201	-	-	-	-		- 1	-	-		-	-
	ER PURCHASED SERVICES 500	100	-	-	-	70	(70)	0.0%	70.0%		-	100
	INSTR-ELIOT-IN-STATE TRA' 350	-	-	-	-	-	-	-	-		-	-
06 0001.3560.005.22.2357.011.99.520.030.5710.300.06 READING IN-ST 06 0001.3560.005.22.2357.011.99.520.030.5720.300.06 READING OUT-(	TATE TRAVEL - OF-STATE TRAVEL -	-	-		-		-				-	-
05 0001.3560.005.22.2410.011.99.520.030.5720.300.06 READING OUT-		-	-		-							-
05 0001.3560.005.22.2415.011.99.520.030.5512.300.05 READING ED SU		11,553	-	4	11,520	8,087	3,433	99.7%	70.0%		-	33
05 0001.3560.005.22.2430.011.99.520.030.5510.300.05 READING EDUC	CATIONAL SUPPLIES 138	-	-	-	-	-	-	-	-		-	-
04 0001.3560.005.22.2440.011.99.520.030.5380.300.04 READING OTHE	ER PURCHASED SERVICES 500	100	-	-	-	70	(70)	0.0%	70.0%		-	100

			ĺ	1 1	ı ı				Significant	ı	
Account Description	Original Budget	QIII	QIII Txfr	QIII	YTD	Target	Over/(Udr)	YTD %	Target & Variance	F	Budget Balance
06 0001.3560.005.23.2356.011.99.520.030.5710.300.06 K-8 READING INSTR-HILLSIDE-IN-		Revised Budget	-	Transactions -	Transactions -	Expense	Target -	Budget	- 20%	Encumbrance -	
06 0001.3560.005.23.2357.011.99.520.030.5710.300.06 READING IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-	-	-
06 0001.3560.005.23.2357.011.99.520.030.5720.300.06 READING OUT-OF-STATE TRAVEL	-	-	-	-	-	-	-	-	-	-	-
05 0001.3560.005.23.2410.011.99.520.030.5517.300.05 READING ED SUPPLIES - WKBKS/T		-	-	-	-	-	-	-	-	-	-
05 0001.3560.005.23.2415.011.99.520.030.5512.300.05 READING ED SUPPLIES - TEACHING		17,484	-	-	17,484	12,239	5,245	100.0%	70.0% YES	-	0
05 0001.3560.005.23.2430.011.99.520.030.5510.300.05 READING EDUCATIONAL SUPPLIES		100	-	-	-	- 70	- (70)	-	70.00/	-	100
04 0001.3560.005.23.2440.011.99.520.030.5380.300.04 READING OTHER PURCHASED SERV 06 0001.3560.005.24.2356.011.99.520.030.5710.300.06 K-8 READING INSTR-MITCHELL-IN-		100	-	_		70	(70)	0.0%	70.0%		100
06 0001.3560.005.24.2357.011.99.520.030.5710.300.06 READING IN-STATE TRAVEL	51A1E 550	_	_	_	_	_	_	_	_	_	_
06 0001.3560.005.24.2357.011.99.520.030.5720.300.06 READING OUT-OF-STATE TRAVEL	-	-	-	-	-	-	-	-	-	-	-
05 0001.3560.005.24.2410.011.99.520.030.5517.300.05 READING ED SUPPLIES - WKBKS/T		-	-	-	-	-	-	-	-	-	-
05 0001.3560.005.24.2415.011.99.520.030.5512.300.05 READING ED SUPPLIES - TEACHING		17,314	114	67	17,196	12,120	5,076	99.3%	70.0% YES	-	118
05 0001.3560.005.24.2430.011.99.520.030.5510.300.05 READING EDUCATIONAL SUPPLIES		-	-	-	-	-	- (70)	-	- 70.00/	-	-
04 0001.3560.005.24.2440.011.99.520.030.5380.300.04 READING OTHER PURCHASED SERV 06 0001.3560.005.25.2356.011.99.520.030.5710.300.06 K-8 READING INSTR-NEWMAN-IN-5		100	-	-	-	70	(70)	0.0%	70.0%	· ·	100
06 0001.3560.005.25.2350.011.99.520.030.5710.300.06 READING IN-STATE TRAVEL	51AIL1 550	-	-		-		1	1			
06 0001.3560.005.25.2357.011.99.520.030.5720.300.06 READING OUT-OF-STATE TRAVEL	_	_	_	-	-	_	_	_	_	_	_
05 0001.3560.005.25.2410.011.99.520.030.5517.300.05 READING ED SUPPLIES - WKBKS/T	XTBKS -	-	-	-	-	-	-	-	-	-	-
05 0001.3560.005.25.2415.011.99.520.030.5512.300.05 READING ED SUPPLIES - TEACHING	3 16,869	16,850	-	141	16,849	11,795	5,054	100.0%	70.0% YES	-	1
05 0001.3560.005.25.2430.011.99.520.030.5510.300.05 READING EDUCATIONAL SUPPLIES		-	-	-	-	-	-	-	-	-	-
04 0001.3560.005.25.2440.011.99.520.030.5380.300.04 READING OTHER PURCHASED SERV		100	-	-	-	70	(70)	0.0%	70.0%	-	100
05 0001.3560.005.26.2415.011.99.520.030.5512.300.05 READING ED SUPPLIES - TEACHING		935	-	-	935	655	281	100.0%	70.0%	-	100
04 0001.3560.005.26.2440.011.99.520.030.5380.300.04 READING OTHER PURCHASED SERV 04 0001.3560.005.26.2455.011.99.520.030.5524.300.04 FINE ARTS ED SUPPLIES-INST SFTV		100	-			70	(70)	0.0%	70.0%		100
05 0001.3560.005.30.2430.011.99.520.030.5510.300.05 READING EDUCATIONAL SUPPLIES		_	_	_	_						_
04 0001.3560.005.30.2440.011.99.520.030.5380.300.04 READING OTHER PURCHASED SERV		100	_	-	-	70	(70)	0.0%	70.0%	_	100
04 0001.3560.005.30.2455.011.99.520.030.5524.300.04 FINE ARTS ED SUPPLIES-INST SFTV		-	-	-	-	- 1	- '	-	-	-	-
04 0001.3560.005.40.2440.011.99.520.030.5380.300.04 READING OTHER PURCHASED SERV	VICES -	-	-	-	-	-	-	-	-	-	-
06 0001.3561.005.21.2356.030.99.520.030.5710.300.06 ELEM MATH INSTR-BROADMEADOW		300	-	-	-	210	(210)	0.0%	70.0%	-	300
06 0001.3561.005.21.2357.030.99.520.030.5710.300.06 MATH INSTRUCTION IN-STATE TRA		-	-	-	-	-	-	-	-	-	-
05 0001.3561.005.21.2410.030.99.520.030.5517.300.05 MATH INSTRUCTION	3,200	14,000	-	-	- 2,205	-	(7.505)	-	- 70.0% YES	-	
05 0001.3561.005.21.2430.030.99.520.030.5510.300.05 MATH INSTRUCTION 04 0001.3561.005.21.2440.030.99.520.030.5380.300.04 MATH INSTRUCTION OTHER PURCH	14,000 HASED 5 2,000	14,000 5,780	-	_	2,205 5,780	9,800 4,046	(7,595) 1,734	15.8% 100.0%	70.0% YES 70.0%		11,795 0
06 0001.3561.005.22.2356.030.99.520.030.5710.300.06 ELEM MATH INSTR-ELIOT-IN-STATE		300	_	_	5,700	210	(210)	0.0%	70.0%		300
06 0001.3561.005.22.2357.030.99.520.030.5710.300.06 MATH INSTRUCTION IN-STATE TRA		-	_	_	_	-	-	-	-	_	-
05 0001.3561.005.22.2410.030.99.520.030.5517.300.05 MATH INSTRUCTION	2,000	-	-	-	-	-	-	-	-	-	-
05 0001.3561.005.22.2430.030.99.520.030.5510.300.05 MATH INSTRUCTION	8,021	8,021	-	-	1,582	5,615	(4,033)	19.7%	70.0%	-	6,439
04 0001.3561.005.22.2440.030.99.520.030.5380.300.04 MATH INSTRUCTION OTHER PURCH		5,780	-	-	5,780	4,046	1,734	100.0%	70.0%	-	0
06 0001.3561.005.23.2356.030.99.520.030.5710.300.06 ELEM MATH INSTR-HILLSIDE-IN-ST		300	-	-	-	210	(210)	0.0%	70.0%	-	300
06 0001.3561.005.23.2357.030.99.520.030.5710.300.06 MATH INSTRUCTION IN-STATE TRA 05 0001.3561.005.23.2410.030.99.520.030.5517.300.05 MATH INSTRUCTION	2,000	-	-	-	-	-	-	-	-	-	-
05 0001.3561.005.23.2430.030.99.520.030.5510.300.05 MATH INSTRUCTION	11,000	11,000			2,061	7,700	(5,639)	18.7%	70.0% YES	I :	8,939
04 0001.3561.005.23.2440.030.99.520.030.5380.300.04 MATH INSTRUCTION OTHER PURCH		5,780	_	_	5,780	4,046	1,734	100.0%	70.0%	_	0,555
06 0001.3561.005.24.2356.030.99.520.030.5710.300.06 ELEM MATH INSTR-MITCHELL-IN-S		300	-	-	-	210	(210)	0.0%	70.0%	-	300
06 0001.3561.005.24.2357.030.99.520.030.5710.300.06 MATH INSTRUCTION IN-STATE TRA	VEL -	-	-	-	-	-	`- ´	-	-	-	-
05 0001.3561.005.24.2410.030.99.520.030.5517.300.05 MATH INSTRUCTION	2,500	-	-	-	-	-	-	-	-	-	-
05 0001.3561.005.24.2430.030.99.520.030.5510.300.05 MATH INSTRUCTION	10,000	10,000	-	-	1,318	7,000	(5,682)	13.2%	70.0% YES	-	8,682
04 0001.3561.005.24.2440.030.99.520.030.5380.300.04 MATH INSTRUCTION OTHER PURCH 06 0001.3561.005.25.2356.030.99.520.030.5710.300.06 ELEM MATH INSTR-NEWMAN-IN-ST		5,780 300	-	-	5,780	4,046 210	1,734	100.0% 0.0%	70.0% 70.0%	-	300
06 0001.3561.005.25.2350.030.99.520.030.5710.300.06 ELEM MATH INSTRUCTION IN-STATE TRA		300				210	(210)	0.0%	70.070	I :	300
05 0001.3561.005.25.2410.030.99.520.030.5517.300.05 MATH INSTRUCTION	3,900	_	_	-	-	_	_	_	_	_	_
05 0001.3561.005.25.2430.030.99.520.030.5510.300.05 MATH INSTRUCTION	18,000	18,000	-	-	3,811	12,600	(8,789)	21.2%	70.0% YES	-	14,189
04 0001.3561.005.25.2440.030.99.520.030.5380.300.04 MATH INSTRUCTION OTHER PURCH	HASED 5 2,000	5,780	-	-	5,780	4,046	1,734	100.0%	70.0%	-	0
06 0001.3561.005.26.2356.030.99.520.030.5710.300.06 ELEM MATH INSTR-HIGH ROCK-IN-		1,000	-	-	-	700	(700)	0.0%	70.0%	-	1,000
06 0001.3561.005.26.2357.030.99.520.030.5710.300.06 MATH INSTRUCTION IN-STATE TRA		-	-	-	-	-	-	-	-	-	-
05 0001.3561.005.26.2410.030.99.520.030.5517.300.05 MATH INSTRUCTION ED SUPPLIES 05 0001.3561.005.26.2430.030.99.520.030.5510.300.05 MATH INSTRUCTION		5,328	-	-	-	3,730 18.417	(3,730)	0.0% 0.0%	70.0% 70.0% YES	-	5,328
05 0001.3561.005.26.2430.030.99.520.030.5510.300.05 MATH INSTRUCTION OTHER PURCH	26,310 HASED 5 2,000	26,310 4,940	504	_	4,935	3,458	(18,417) 1,477	99.9%	70.0% YES 70.0%		26,310
06 0001.3561.005.30.2356.030.99.520.030.5710.300.06 ELEM MATH INSTR-POLLARD-IN-ST		1,000	-	_	-,933	700	(700)	0.0%	70.0%		1,000
06 0001.3561.005.30.2357.030.99.520.030.5710.300.06 MATH INSTRUCTION IN-STATE TRA		-	_	_	_	-	-	-	-	_	-
05 0001.3561.005.30.2410.030.99.520.030.5517.300.05 MATH INSTRUCTION ED SUPPLIES		4,996	(504)	-	-	3,497	(3,497)	0.0%	70.0%	-	4,996
05 0001.3561.005.30.2430.030.99.520.030.5510.300.05 MATH INSTRUCTION	20,810	17,810	(3,000)	-	-	12,467	(12,467)	0.0%	70.0% YES	-	17,810
04 0001.3561.005.30.2440.030.99.520.030.5380.300.04 MATH INSTRUCTION OTHER PURCH		4,436	-	-	4,435	3,105	1,330	100.0%	70.0%	-	1
06 0001.3561.005.40.2357.030.99.520.030.5710.300.06 MATH INSTRUCTION IN-STATE TRA		-	-	-	-	-	-	-	-	-	-
04 0001.3561.005.40.2440.030.99.520.030.5380.300.04 MATH INSTRUCTION OTHER PURCH		-	-	- 69	- 69	-	- 69	-		· -	(60)
04 0001.3570.005.10.2420.099.99.520.030.5257.300.04 504 COMPLIANCE R & M EQUIPMEN 05 0001.3570.005.10.2420.099.99.520.030.5522.300.05 504 COMPLIANCE ED SUPP - INST I		12.910	10,000	4,745	4,745	9,037	(4,292)	36.8%	70.0%	119	(69) 8,046
04 0001.3570.005.10.2440.099.99.520.030.5380.300.04 504 COMPLIANCE OTHR PURCH SVI		39,251	-	9,471	9,471	27,476	(18,005)	24.1%	70.0% YES	26,679	3,102
05 0001.3570.005.10.2440.099.99.520.030.5380.300.05 504 COMPLIANCE OTHER PURCHAS		,	-	-, -, -	1,530		1,530	100.0%	70.0%	,-,	(1,530)
06 0001.3570.005.10.2440.099.99.520.030.5780.300.06 504 COMPLIANCE OTHER EXPENSE	S -	-	-	-	-	-	-	-	-	-	-
06 0001.3580.040.99.3100.099.99.520.030.5780.300.06 K-12 ATTEND OTHER EXPENSES	2,000	2,000	-	-	-	1,400	(1,400)	0.0%	70.0%	-	2,000
06 0001.3620.005.10.2356.035.99.520.030.5710.300.06 ELEM SCIENCE CTR-DISTRICT-IN-S		50	-	105	136	35	101	271.4%	70.0%	-	(86)
06 0001.3620.005.10.2356.035.99.520.030.5730.300.06 ELEM SCIENCE CTR-DISTRICT-DUE	S AND I 250	250	-	-	- 1	175	(175)	0.0%	70.0%	I -	250

							 					Significant	İ	
Account		Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target %	& Variance > 20%	Encumbrance	Budget Balance
	030.5780.300.06	ELEM SCIENCE CTR-DISTRICT-ALL OTHER	910	910	-	-	-	637	(637)	0.0%	70.0%	2 20 70	-	910
06 0001.3620.005.10.2357.035.99.520.0 06 0001.3620.005.10.2357.035.99.520.0			-	-	-	-	-	Ī	_	-	-		-	-
06 0001.3620.005.10.2357.035.99.520.				-	-	-	-	1	1				-	-
06 0001.3620.005.10.2357.035.99.520.			-	-	-	-	-	-	-	-	-		-	-
06 0001.3620.005.10.2357.035.99.520.		SCIENCE CTR OTHER EXPENSES ELEM SCIENCE CTR-DISTRICT-EDAL SUPPL	- 50	- 50	-	-	-	- 35	(35)	0.0%	70.0%		-	- 50
04 0001.3620.005.10.2420.035.99.520.	030.5247.300.04	SCIENCE CTR R & M OFFICE EQUIPMENT	600	600	-	-	-	420	(420)	0.0%	70.0%		-	600
05 0001.3620.005.10.2430.035.99.520. 04 0001.3620.005.10.2440.035.99.520.			1,300 140	1,300 140	-	-	-	910 98	(910)	0.0% 0.0%	70.0% 70.0%		-	1,300 140
04 0001.3620.005.10.2440.035.99.520.0			-	140	-	-	-	-	(98)	-	70.0%		-	-
04 0001.3620.005.10.2440.035.99.520.	030.5380.300.04	SCIENCE CTR OTHER PURCH SVCS	850	850	-	-	1,149	595	554	135.2%	70.0%		113	(412)
06 0001.3620.005.10.2440.035.99.520.		SCIENCE CTR OTHER EXPENSES ELEM SCIENCE CTR-BROADMEADOW-ALL (	1,200 225	1,200 225	-	-	55	840 158	(785) (158)	4.6% 0.0%	70.0% 70.0%		-	1,145 225
06 0001.3620.005.21.2357.035.99.520.			-	-	-	-	-	-	- (150)	-	-		-	-
06 0001.3620.005.21.2357.035.99.520.			-	-	-	-	-	-	-	100.00/	70.00/		-	- (00)
06 0001.3620.005.21.2358.035.99.520.		SCI CTR - BRM - OUTSIDE PD PROV - P&T SCI CTR - BRM - OUTSIDE PD PROV - OTH	-	-	-	15	62 30	-	62 30	100.0% 100.0%	70.0% 70.0%		36 45	(98) (75)
05 0001.3620.005.21.2430.035.99.520.	030.5510.300.05	SCIENCE CTR EDUCATIONAL SUPPLIES	3,060	3,060	-	594	2,391	2,142	249	78.1%	70.0%		538	131
06 0001.3620.005.22.2357.035.99.520.0 06 0001.3620.005.22.2357.035.99.520.0			-	-	-	-	-		-	-	-		-	-
		SCI CTR - ELI - OUTSIDE PD PROV - P&T S	-	-	-	-	62	1	62	100.0%	70.0%		36	(98)
		SCI CTR - ELI - OUTSIDE PD PROV - OTHE	-	- 4 200	-	(5)	25	-	25	100.0%	70.0%		50	(75)
05 0001.3620.005.22.2430.035.99.520. 05 0001.3620.005.23.2340.035.99.520.			4,260	4,260	-	594 -	2,375 34	2,982	(607) 34	55.7% 100.0%	70.0% 70.0%		538 -	1,348 (34)
06 0001.3620.005.23.2357.035.99.520.	030.5710.300.06	SCIENCE CENTER IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
06 0001.3620.005.23.2357.035.99.520.		SCIENCE CTR EDUCATIONAL SUPPLIES SCI CTR - HILL - OUTSIDE PD PROV - P&T	-	-	-	-	- 62	-	- 62	100.0%	- 70.0%		- 36	- (98)
06 0001.3620.005.23.2358.035.99.520.				-	-	35	35	-	35	100.0%	70.0%		40	(75)
05 0001.3620.005.23.2430.035.99.520.	030.5510.300.05	SCIENCE CTR EDUCATIONAL SUPPLIES	3,060	3,060	-	594	2,373	2,142	231	77.6%	70.0%		538	149
04 0001.3620.005.24.2357.035.99.520.06 0001.3620.005.24.2357.035.99.520.0			-	-	-	-	-						-	-
06 0001.3620.005.24.2357.035.99.520.			-	-	-	-	-	-	-	-	-		-	-
		SCI CTR - MIT - OUTSIDE PD PROV - P&T S	-	-	-	-	62 30	-	62 30	100.0% 100.0%	70.0%		36 45	(98)
05 0001.3620.005.24.2358.035.99.520.0		SCI CTR - MIT - OUTSIDE PD PROV - OTHE SCIENCE CTR EDUCATIONAL SUPPLIES	4,260	4,260	-	15 594	2,391	2,982	(591)	56.1%	70.0% 70.0%		538	(75) 1,331
06 0001.3620.005.25.2356.035.99.520.	030.5710.300.06	ELEM SCIENCE CTR-NEWMAN-IN-STATE TF	-	-	-	6	6	-	6	-	-		-	(6)
06 0001.3620.005.25.2357.035.99.520.0 06 0001.3620.005.25.2357.035.99.520.0			-	-	-	-	-	-	-	-	-		-	-
		SCI CTR - NEW - OUTSIDE PD PROV - P&T	-	-	-	-	62	1	62	100.0%	70.0%		36	(98)
		SCI CTR - NEW - OUTSIDE PD PROV - OTH	-	-	-	15	30	- 2 402	30	100.0%	70.0%		45	(75)
05 0001.3620.005.25.2430.035.99.520.06 0001.3620.005.25.2440.035.99.520.0			4,560 -	4,560	-	612	2,390	3,192	(802)	52.4%	70.0%		538	1,632
05 0001.3620.005.26.2430.035.99.520.	030.5510.300.05	SCIENCE CTR EDUCATIONAL SUPPLIES	100	100	-	(18)	-	70	(70)	0.0%	70.0%		-	100
05 0001.3620.005.30.2430.035.99.520. 05 0001.3620.005.40.2430.035.99.520.			100	100	-	-	-	70	(70)	0.0%	70.0%		-	100
		SCI CTR - BRM - INSTR SOFTWARE & LICE	-	-	-	124	184	1	184	100.0%	70.0%		-	(184)
		SCI CTR - ELI - INSTR SOFTWARE & LICEN	-	-	-	64	184	-	184	100.0%	70.0%		-	(184)
		SCI CTR - HILL - INSTR SOFTWR & LICENS SCI CTR - MIT - INSTR SOFTWARE & LICEN	-	-	-	184 124	184 184		184 184	100.0%	70.0%		_	(184) (184)
04 0001.3620.040.25.2455.035.99.520.	030.5305.300.04	SCI CTR - NEW - INSTR SOFTWARE & LIC	-	-	-	124	184	-	184	100.0%	70.0%		-	(184)
		ED TECH OTHER PURCHASED SERVICES EDAL TECHNOLOGY-DISTRICT-IN-STATE T	-	- 190	- 190	- 190	- 190	-	- 190	-	-		-	-
06 0001.3630.005.10.2210.099.99.520.			-	-	-	-	-	1	-	-	-		-	-
		EDAL TECHNOLOGY-DISTRICT-IN-STATE T	2,500	2,500	-	152	383	1,750	(1,367)	15.3%	70.0%		200	1,917
04 0001.3630.005.10.2357.040.99.520. 06 0001.3630.005.10.2357.040.99.520.			-	-	-	-	-						_	-
06 0001.3630.005.10.2357.040.99.520.	030.5720.300.06	ED TECH OUT-OF-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
04 0001.3630.005.10.2358.040.99.520.0 06 0001.3630.005.10.2430.099.99.520.0		EDAL TECHNOLOGY-DISTRICT-OTHER PUR	22,125	11,213	(4,821)	-	75	7,849	(7,774)	0.7%	70.0% `	YES	61	11,078
05 0001.3630.005.10.2451.040.99.520.			29,279	6,632	(468)	3,390	4,795	4,642	152	72.3%	70.0%		28	1,810
05 0001.3630.005.10.2451.040.99.520.			-	-	-	-	-	-	-	-	-		-	-
04 0001.3630.005.10.2455.040.99.520.		EDUCATIONAL TECHNOLOGY ED SUPPLIES ED TECH-BROADMEADOW-P&T SEMINAR 8	10,600	6,913 200	(3,687) 200	559 -	6,612 200	4,839 140	1,772 60	95.6% 100.0%	70.0% 70.0%			302
06 0001.3630.005.21.2356.040.99.520.	030.5710.300.06	ED TECH-BROADMEADOW-IN-STATE TRAV	-	20	20	-	20	14	6	100.0%	70.0%		-	-
04 0001.3630.005.21.2358.040.99.520. 05 0001.3630.005.21.2430.040.99.520.		ED TECH - BRM - OUTSIDE PD PROV - P&T	- 594	417 594	-	- 29	- 148	292 416	(292) (268)	0.0% 24.9%	70.0% 70.0%		417 164	- 282
		ED TECH EDUCATIONAL SUPPLIES ED TECH R & M TECHNOLOGY EQUIPMENT	5,053	5,053	-	861	1,456	3,537	(2,081)	24.9%	70.0%		3,291	282 306
05 0001.3630.005.21.2451.040.99.520.	030.5525.300.05	ED TECH ED SUPPLIES - INST TECH	33,002	33,002	-	-	-	23,101	(23,101)	0.0%	70.0% `	YES	-	33,002
05 0001.3630.005.21.2451.040.99.520. 05 0001.3630.005.21.2452.040.99.520.		ED TECH ED SUPPLIES - TONER ED TECH - BRM - INSTR HDWRE STAFF DE	9,000	9,000	-	1,671 116	2,751 116	6,300	(3,549) 116	30.6%	70.0%		2,515	3,734 (116)
05 0001.3630.005.21.2454.040.99.520.	030.5525.300.05	ED TECH - BRM - INSTR HDWRE OTHER - I	-	468	468	468	468	-	468	-	-		603	(603)
04 0001.3630.005.21.2455.090.99.520.	030.5524.300.04	ED TECH INSTRUCTIONAL SOFTWARE	2,132	2,132	-	463	922	1,492	(570)	43.2%	70.0%		-	1,210

March   Marc					i i	ı ı				Significant	1	
Company   Comp	A									Target & Variance		
Control   Cont		Budget			Transactions			Target			Encumbrance	Balance
COULD STATE OF THE PROPERTY OF		5 -		-	_			(145)			278	-
6. Sell-14 Marked Color 2-16 Act Annual Process States of Process States of Process States of Process States of Process States of Process States of Process States of Process States Sta				-	190		416				-	285
5 Bill Action CAS 2-244 (Augus 2016) (Cont.				-	700	4,670	3,327	1,343			-	83
\$ 000_1300000_120000_120000_120000_120000_120000_120000_120000_120000_120000_120000_120000_120000_120000_120000_120000_12000000_1200000_120000_120000_120000_120000_120000_120000_120000_1200000_120000_120000_120000_120000_120000_120000_120000_120000_1200000_1200000_120000_120000_120000_120000_120000_120000_120000_120000_1200000_120000_120000_120000_120000_120000_120000_120000_120000_1200000_120000_120000_120000_120000_120000_120000_120000_120000_1200000_120000_120000_120000_120000_120000_120000_120000_120000_1200000_120000_120000_120000_120000_120000_120000_120000_120000_1200000_120000_120000_120000_120000_120000_120000_120000_120000_1200000_120000_120000_120000_120000_120000_120000_120000_120000_1200000_120000_120000_120000_120000_120000_120000_120000_120000_1200000_1200000_1200000_1200000_1200000_1200000_1200000_1200000_12000000_1200000_1200000000				(32,678)	- 400	- 2.454	-	(2.446)			- 2 000	- 2.046
200   201		-,		(1 337)							2,000	
6 0031.0500.062.23256.080.09.0500.087.03.000.08				(1,337)	-						349	
6   600, 300, 300, 500, 200, 300, 500, 300, 300, 300, 300, 300, 3		-		21	-		15			70.0%		-
\$ 000.000.000.000.000.000.000.000.000.00				-	-						278	-
6 600 135500 65 225 000 95 2500 05 250				-	472	1,067					-	-
60   000   1.000   0				-	1 262	2.019					1 000	
6 600 1350 0550 257 258 050 258 050 058 050 058 050 058 059 059 059 059 059 059 059 059 059 059											- 1,000	
Company   Comp				-	-						712	
60   000   1300   000   0				279	279		-		-	-	-	-
65 001_300_000_524_445_000_9320_000_525_000_555_000_555_000_65_000				-							215	163
5 000.1363 000.524 A351.00 095 22.00 05 232 00.00 E TOTCH ED SUPPLIES TOMES 6.00 0 5.00 E 5.0				-	1/2						-	22.405
64   0001-1360-000-24-245-000-09-32-0-000-1350-00-10-05   FOTE INFERTICATIONAL SUPPLIES   1,452   1,854   -					1 919						577	
66 000.1880.085.27836.0869.52.003.9710.0500				-							-	
5   Str.   13   13   13   13   13   13   13   1	06 0001.3630.005.25.2356.040.99.520.030.5710.300.06 ED TECH-NEWMAN-IN-STATE TRAVEL	-	21	21	-	21	14	6			-	-
64 001.333.00.05.25.24.51.00.95.20.00.525.30.00.55   Title H   MITCHINGLOSY FCUIPMENT   88.3   2,913   2,000   - 1,756   2,009   (28.6)   62.5%   70.9%   - 10.757		Т -	582	-			408				417	-
5 00013330005.25;245104099.2500055253005.59 5 00013350005.25;24510409.95200055253005.59 5 00013350005.25;24510409.95200055253005.59 6 0001330005.25;24510409.952000952300055253005.59 6 0001330005.25;24550099.25000.952300055200.05 6 0001330005.25;2455009.952300055200.05 6 0001330005.25;2455009.952300055200.05 6 0001330005.25;2455009.952300055200.05 6 0001330005.25;2455009.952300055200.05 6 0001330005.25;2455009.05 6 0001330005.25;245009.05 6 0001330005.25;245009.05 6 0001330005.25;245009.05 6 0001330005.25;245009.05 6 0001330005.25;245009.05 6 0001330005.25;245009.05 6 0001330005.25;245009.05 6 0001330005.25;2		- 002	2.012	2 020	117		2.020				150	
5 0001.330.00.0 2: 23-546.00.9 52.00.0 52.52.00.0 5					917						150	
Second   S				(33,332)							784	4,909
6 60013430.005 & 2235 (0.04) 99 520 033 537 (0.04) 93 520 033 523 520 520 520 520 520 520 520 520 520 520			-	-			-		-	-	-	
6 0001.333.00.52.2375.049.95.20.03.573.03.00.6   EDTICH INFORMER PRINCIPATED SERVICES		1,452			463			312			-	(50)
66 0001.3630.005.26.2359.00.99.95.00.03.5237.0		-	22	22	-	22	15	6	100.0%	70.0%	-	-
40 0001.3630.005.26.238.00.09.95.20.003.5330.00.00   EDTECH - HORROX - OUTSIDE PD PROV					_			1				
0.0001_3830_000_5_26_2430_00_00_5_200_00_5_51380_00_00_5_50_00_5_515_00_00_5_50_00_5_515_00_00_5_50_		v -	787	_	-	370	551	(181)	47.0%	70.0%	417	_
04 0001.3630.005. 26.2451.040.99.520.0.03.05.253.0.00.6 ED TECH R DEVIRLES - INTER TECH PS 29.245 29				(5,968)	-	-						32
50 001.3630.005.26.2451.040.99.520.030.5252.300.05   EDETCH DSUPPLIES - INST TICH   293.245   292.832   (413)   878   8.407   204.892   (196.757)   2.75%   7.00%   YES   330   284.095   200.005.26.2451.040.99.520.030.5252.300.05   EDETCH - HIGH ROCK - INSTR HOWRE OTI   - 413   413   117.391   17.391   - 17.391   - 0.5   - 0.5   - 0.0   -				-	-	-						180
50 001]   300.05   26,2451, 040.99   520.030   525.23   0.00   520.00   5				- (442)	- 070	- 0.407						-
05 001 3630 005, 26, 2454, 049 99, 520, 030, 5525, 300.05   ED TECH + HGH ROCK - INSTRUCTIONAL SCHYWARE OT 0.00 1, 303, 005, 26, 2455, 099, 95, 200, 035, 263, 303, 004   ED TECH HGH ROCK - INSTRUCTIONAL SCHYWARE OT 0.00 1, 303, 005, 302, 375, 049, 95, 200, 035, 203, 303, 004   ED TECH HGH ROCK - INSTRUCTIONAL SCHYWARE OT 0.00 1, 303, 005, 302, 375, 049, 95, 200, 035, 203, 005, 302, 375, 049, 95, 200, 035, 203, 005, 302, 375, 049, 95, 200, 035, 203, 005, 302, 300, 040, 050, 000, 303, 303, 000, 000, 302, 300, 300				(413)								
04 0001.3630.005.26.2455.099.99.52.00.0353235.00.045 EDTECH INSTRUCTIONAL SOFTWARE 3,808 3,808 1,760 001.3630.005.36.2357.00.099.52.00.035323.00.045 EDTECH INSTRUCTIONAL TECHNOLOGY IN-STATE IN 1.00 001.3630.005.36.23550.009.52.00.05.003.00.05				413			-		-	-		
60 0013-3630.005.302357.040.99.5220.030.5303.03.00.40   EDUCATIONAL TECHNOLOGY IN-STATE TR				-			2,666		46.2%	70.0%	-	
04 001.3630.005.30.2358.0040.99.520.005.0333.300.006   ED TECH - POLL - OUTSIDE PD PROV - PRI   -   417		-	-	-	-	-	-	-	-	-	-	-
04 001.3630.005.30.2358.00.99.520.30.3558.00.005.30.2355.00.00.05.30.2355.00.005.			-	-	-	-	-	- (202)	-	- 70.00/	-	-
05 0001.3630.005.30.2430.040.99.520.030.55510.300.05 D TECH BOUATIONAL SUPPLIES					_	705					417	5 205
04 0001.3630.005.30.2451.040, 99.520.030.5255.30.006 E D TECH R M TECHNOLOGY EQUIPMENT 5.179 5.179				_	_	-					550	
05 0001.3630.0053.02451.040.99 520.030.5525.300.05 ED TECH POLIFICATIONER 12,000 12,000 - 2,781 4,797 8,400 3,603 40.0% 70.0% 2,222 4,981 0001.3630.0053.02455.099.9520.030.5524.300.05 ED TECH POLIFICATIONER OF THE POLIFICATION PROVED THE POLIFICA	04 0001.3630.005.30.2451.040.99.520.030.5255.300.04 ED TECH R & M TECHNOLOGY EQUIPMEN	T 5,179	5,179	-	-	-	3,625	(3,625)	0.0%	70.0%		-
05 001.3630.005.30.4554.040.99,520.030.5524.300.05   6D TECH - POLL - INSTR HOWRE OTHER				-								
04 0001.3630.005.04.2585.099.99.520.030.5524.300.04			12,000	-	2,781	4,797	8,400	(3,603)	40.0%	70.0%		
04 0001.3630.005.40.2358.040.99.520.030.5303.300.40 ED TECH - NHS - COUTSIDE PD PROV - PRT 05 0001.3630.005.40.2451.040.99.520.030.5525.300.04 ED TECH EDUCATIONAL SUPPLIES 778 5.472 3.798 4.692 4.747 3.831 916 86.7% 70.0% 681 45 45 04 0001.3630.005.40.2451.040.99.520.030.5525.300.04 ED TECH R M TECHNOLOGY EQUIPMENT 6.378 6.378 - 410 410 4.465 (4.055) 6.4% 70.0% 850 5.118 05 0001.3630.005.40.2451.040.99.520.030.5525.300.05 ED TECH ED SUPPLIES - INST TECH 91.000 106.266 (1.920) (21.397) 1.317 74.386 (73.069) 1.2% 70.0% YES 45 104.904 05 0001.3630.005.40.2451.040.99.520.030.5526.300.05 ED TECH ED SUPPLIES - INST SOFTWARE 12.000 12.000 - 1.928 4.103 8.400 (4.297) 34.2% 70.0% 19.15 5.982 10.001.3630.005.40.2451.040.99.520.030.5526.300.05 ED TECH ED SUPPLIES - TONER 12.000 12.000 - 2.775 (2.775) 0.0% 70.0% 947 (1.127) 12.000 1001.3630.005.40.2451.040.99.520.030.5524.300.04 ED TECH INSTRUCTIONAL SOFTWARE 4.546 4.546 - 2.173 2.425 3.182 (757) 53.3% 70.0% 947 (1.127) 12.000 1001.3630.005.40.2455.099.99.520.030.5524.300.04 ED TECH R M TECHNOLOGY EQUIPMENT 18.000 16.009 (1.991) 11.206 (1.206) (1.20			7 230	-		2 300	5.061	(2.761)	31.8%	70.0%	- 607	
05 0001.3630.005.40.2430.040.99.520.030.55510.300.05 ED TECH EDUCATIONAL SUPPLIES 778 5,472 3,798 4,692 4,747 4,446 4,465 (4,045) 6.0001.3630.005.40.2451.040.99.520.030.5552.300.05 ED TECH ED SUPPLIES - INST TECH 91,000 106,266 (1,920) (21,397) 1,317 74,386 (73,069) 1.2% 70.0% VES 45 104,904 (1,920) (20,397) 1,317 74,386 (73,069) 1.2% 70.0% VES 45 104,904 (1,920) (1,920) 1,317 74,386 (73,069) 1.2% 70.0% VES 45 104,904 (1,920) (1,920) 1,317 74,386 (73,069) 1.2% 70.0% VES 45 104,904 (1,920) (1,920) 1,317 74,386 (73,069) 1.2% 70.0% VES 45 104,904 (1,920) 1,317 74,386 (73,069) 1.2% 70.0% VES 45 104,904 (1,920) 1,317 74,386 (73,069) 1.2% 70.0% VES 45 104,904 (1,920) 1,317 74,386 (73,069) 1.2% 70.0% VES 45 104,904 (1,920) 1,317 74,386 (73,069) 1.2% 70.0% VES 45 104,904 (1,920) 1,317 74,386 (73,069) 1.2% 70.0% VES 45 104,904 (1,920) 1,317 74,386 (73,069) 1.2% 70.0% VES 45 104,904 (1,920) 1,317 74,386 (73,069) 1.2% 70.0% VES 45 104,904 (1,920) 1,915 75,982 (1,920) 1,91				-	-						557	-,550
05 0001.3630.0054.02.451.040.99.520.030.5525.300.05 ED TECH ED SUPPLIES - INST TECH 91.000 106.266 (1.920) 12.000 - 1.928 4.103 8.400 (4.297) 34.2% 70.0% 19.5 19.80 19.000 1.3630.0054.02.451.040.99.520.030.5524.300.05 ED TECH ED SUPPLIES - TONER 12.000 12.000 - 1.928 4.103 8.400 (4.297) 34.2% 70.0% 19.5 5.982 19.01.3630.0054.02.453.099.99.520.030.5524.300.04 ED SUPPLIES - INST SOFTWARE 15.000 3.965 (10.139) - 1.928 4.103 8.400 (4.297) 34.2% 70.0% 19.5 5.982 19.01.3630.0054.02.455.049.99.520.030.5524.300.05 ED TECH - INST SUPPLIES - INST SOFTWARE 1.5000 3.965 (10.139) - 1.928 4.103 8.400 (4.297) 34.2% 70.0% 19.5 5.982 19.01.3630.0054.02.455.049.99.520.030.5524.300.05 ED TECH - INST SUPPLIES - INST SOFTWARE 1.5000 3.965 (10.139) - 1.928 19.01.3630.0054.02.455.049.99.520.030.5524.300.05 ED TECH - INST SUPPLIES - INST SOFTWARE 1.5000	05 0001.3630.005.40.2430.040.99.520.030.5510.300.05 ED TECH EDUCATIONAL SUPPLIES	778	5,472	3,798				916				
05 0001.3630.005.40.2451.040.99.520.030.5526.300.05 ED TECH ED SUPPLIES - TONER 12,000 12,000 - 1,928 4,103 8,400 (4,297) 34.2% 70.0% 1,915 5,982 (0001.3630.005.40.2455.049.99.520.030.5524.300.04 ED SUPPLIES - INST SOFTWARE 15,000 3,965 (10,139) 2,775 (6,427) 1,444 885 559 114.2% 70.0% 947 (1,127) (04 0001.3630.005.40.2455.049.99.95.20.030.5524.300.04 ED TECH ED SUPPLIES - INST SOFTWARE 4,546 4,546 - 2,173 2,425 3,182 (757) 53.3% 70.0% 947 (1,127) (04 0001.3630.005.40.2250.040.99.520.030.5524.300.04 ED TECH R STRUCTIONAL SOFTWARE 4,546 4,546 - 2,173 2,425 3,182 (757) 53.3% 70.0% 947 (1,127) (04 0001.3630.040.10.2250.040.99.520.030.05524.300.04 ED TECH R STRUCTIONAL SOFTWARE 4,546 4,546 - 2,173 2,425 3,182 (757) 53.3% 70.0% 947 (1,127) (1,128) (1,129) (1,12												
04 0001.3630.005.40.2453.009.99.520.030.5524.300.04 ED TECH- INST SOFTWARE 15,000 3,965 (10,139) - 2,0001.3630.005.40.2454.040.99.520.030.5525.300.05 ED TECH - NHS - INSTR HOWRE OTHER - 1 - 1,264 1,264 (6,427) 1,444 885 559 114.2% 70.0% 947 (1,127) 1,444 885 559 114.2% 70.0% 947 (1,127) 1,444 885 559 114.2% 70.0% 947 (1,127) 1,444 885 559 114.2% 70.0% 947 (1,127) 1,444 885 559 114.2% 70.0% 947 (1,127) 1,444 885 559 114.2% 70.0% 947 (1,127) 1,444 885 559 114.2% 70.0% 947 (1,127) 1,444 885 1,444 8,4				(1,920)								
05 0001.3630.005.40.2455.040.99.520.030.5525.300.05 ED TECH - NHS - INSTR HDWRE OTHER - 1 - 1,264				(10 139)	1,928	4,103					1,915	
04 0001.3630.005.40.2455.099.99.520.030.5524.300.04 ED TECH INSTRUCTIONAL SOFTWARE 4,546 4,546 - 2,173 2,425 3,182 (757) 53.3% 70.0% - 2,121 1,206 (11,206) 0.0% 70.0% YES - 16,009 (1,991) 04 0001.3630.040.10.2250.040.99.520.030.5524.300.04 ED TECH R & M TECHNOLOGY EQUIPMENT 18,000 16,009 (1,991) 04 0001.3630.040.10.2250.040.99.520.030.5510.300.05 ED TECH COMMUNICATION 3,800 3,807 7 1,186 2,477 2,665 (188) 65.1% 70.0% 1,330 - 16,009 (1,991) 05 0001.3630.040.10.2250.040.99.520.030.5510.300.05 ED TECH COMMUNICATION 3,800 3,807 7 1,186 2,477 2,665 (188) 65.1% 70.0% 1,330 - 16,009 (1,991) 1,212 5,644 7,871 (2,227) 50.2% 70.0% 271 5,329 (1,991) 1,212 5,644 7,871 (2,227) 50.2% 70.0% 70.0% 271 5,329 (1,991) 1,212 5,644 7,871 (2,227) 50.2% 70.0% 70.0% 70.0%					(6,427)	1,444					947	
04 0001.3630.040.10.2250.040.99.520.030.5340.300.04 ED TECH COMMUNICATION 3,800 3,807 7 1,186 2,477 2,665 (188) 65.1% 70.0% 1,330 - 05 0001.3630.040.10.2250.040.99.520.030.5510.300.05 ED TECH EDUCATIONAL SUPPLIES 9,435 11,244 (1,191) 212 5,644 7,871 (2,227) 50.2% 70.0% 271 5,329 (1,000) 1,000 (1	04 0001.3630.005.40.2455.099.99.520.030.5524.300.04 ED TECH INSTRUCTIONAL SOFTWARE	4,546	4,546	· -		2,425	3,182	(757)	53.3%	70.0%	-	
05 0001,3630,040.10.2250,040.99.520.030.5510.300.05 ED TECH EDUCATIONAL SUPPLIES 9,435 11,244 (1,191) 212 5,644 7,871 (2,227) 50.2% 70.0% 271 5,329 0001.3630.040.10.2250.040.99.520.030.5780.300.06 ED TECH OTHER EXPENSES 48 89 - 89 100.0% 70.0% 211 (300) 210 (3				(1,991)	-	-					-	16,009
06 0001,3630,040.10.2250,040.99.520.030.5780.300.06 ED TECH OTHER EXPENSES 48 89 89 100.0% 70.0% 211 (300) 0001.3630.040.21.2455.040.99.520.030.5305.300.04 ED TECH - BRM - INSTR SOFTWARE & LICE - 1,652 1,652 966 676 290 100.0% 70.0% 0001.3630.040.21.2455.040.99.520.030.5305.300.04 ED TECH ED SUPPLIES - INST SOFTWARE & LICE - 2,988 2,988 - 1,651 2,092 (440) 55.3% 70.0% - 1,337 (500) 0001.3630.040.22.2455.040.99.520.030.5305.300.04 ED TECH ED SUPPLIES - INST SOFTWARE & LICE - 2,988 2,988 - 1,651 2,092 (440) 55.3% 70.0% - 1,337 (500) 0001.3630.040.22.2455.040.99.520.030.5305.300.04 ED TECH ED SUPPLIES - INST SOFTWARE & LICE - 1,334 1,394 1				7								- - 220
04 0001.3630.040.21.2455.040.99.520.030.5305.300.04		9,435	11,244	(1,191)			7,871					
05 0001.3630.040.21.2455.040.99.520.030.5524.300.05 ED TECH ED SUPPLIES - INST SOFTWARE 966 966 - 966 960 966 960 966 960 966 9676 290 100.0% 70.0% 96001.3630.040.22.2455.040.99.520.030.55030.004 ED TECH ED SUPPLIES - INST SOFTWARE & LICE 960 966 9676 9676 9670.0% 96001.3630.040.22.2455.040.99.520.030.5504.300.05 ED TECH ED SUPPLIES - INST SOFTWARE & LICE 960 966 9676 9676 9670.0% 96001.3630.040.22.2455.040.99.520.030.5504.300.05 ED TECH ED SUPPLIES - INST SOFTWARE & LICE 960 9670 9670.0%		E -	1,652	1,652	-		1,156					(500)
05 0001.3630.040.22.2455.040.99.520.030.5524.300.05 ED TECH ED SUPPLIES - INST SOFTWARE 260 260 - 1,394 1,394 - 1,394 - 1,394 21				-	-	966					-	-
04 0001.3630.040.23.2455.040.99.520.030.5305.300.04 ED TECH - HILL - INSTR SOFTWARE & LICI - 1,394 1,394 - 1,394 241 103 100.0% 70.0%				2,988	-						-	1,337
05 0001.3630.040.23.2455.040.99.520.030.5524.300.05 ED TECH ED SUPPLIES - INST SOFTWARE 344 344 - 344 344 - 345 344 344 - 345 345 345 345 345 345 345 345 345 345			260	- 1 204	-						-	-
04 0001.3630.040.24.2455.040.99.520.030.5305.300.04 ED TECH - MIT - INSTR SOFTWARE & LICE - 727 727 - 727 727 727 728 729 729 729 729 729 729 729 729 729 729				1,394							[	-
05 0001,3630.040,24.2455.040,99.520.030.5524.300.05 ED TECH ED SUPPLIES - INST SOFTWARE 718 718 718 503 215 100.0% 70.0% 0 0001.3630.040.25.2455.040.99.520.030.5530.300.04 ED TECH ED SUPPLIES - INST SOFTWARE & LICI - 1,080 1,080 - 1,080 756 324 100.0% 70.0% 0 0001.3630.040.25.2455.040.99.520.030.5524.300.05 ED TECH ED SUPPLIES - INST SOFTWARE 1,960 1,960 1,960 1,372 588 100.0% 70.0% 0 0001.3630.040.25.2455.040.99.520.030.5524.300.05 ED TECH ED SUPPLIES - INST SOFTWARE 1,960 1,960 1,960 1,372 588 100.0% 70.0% 0 0001.3630.040.25.2455.040.99.520.030.5524.300.05 ED TECH ED SUPPLIES - INST SOFTWARE 1,960 1,960 1,960 1,372 588 100.0% 70.0% 0 0001.3630.040.25.2455.040.99.520.030.5524.300.05 ED TECH ED SUPPLIES - INST SOFTWARE 1,960 1,960 1,960 1,372 588 100.0% 70.0% 0 0001.3630.040.25.2455.040.99.520.030.5524.300.05 ED TECH ED SUPPLIES - INST SOFTWARE 1,960 1,960 1,960 1,372 588 100.0% 70.0% 0 0001.3630.040.25.2455.040.99.520.030.5524.300.05 ED TECH ED SUPPLIES - INST SOFTWARE 1,960 1,960 1,960 1,372 588 100.0% 70.0% 1,960 1,372 588 100.0% 70.0% 1,960 1,372 588 100.0% 70.0%				727	_						-	-
05 0001.3630.040.25.2455.040.99.520.030.5524.300.05 ED TECH ED SUPPLIES - INST SOFTWARE 1,960 1,960 - 1,960 1,372 588 100.0% 70.0%	05 0001.3630.040.24.2455.040.99.520.030.5524.300.05 ED TECH ED SUPPLIES - INST SOFTWARE	718	718	-	-	718	503	215	100.0%	70.0%	-	-
				1,080	-						-	-
04 0001.3030.040.20.2433.040.393.220.030.3303.300.04 ED IEGII - NOR NOCK - 1NSIK SUPTIWAKE - 210 210 -   210 152 05 100.0% 70.0%				- 216	-						_	-
	0- 0001.5050.040.20.2455.040.33.320.050.3500.04 ED TECH - HOH NOCK - INSTR SUFTWAR	-	210	210	- 1	210	132	- 03	100.070	70.070		-

					Ì	. I				Significant	.I	
		Original	QIII	QIII	QIII	YTD	Target	Over/(Udr)	YTD %	Target & Variance		Budget
Account 05 0001.3630.040.26.2455.040.99.520.030.5524.300.05	<b>Description</b> ED TECH ED SUPPLIES - INST SOFTWARE	Budget 800	Revised Budget 800	Txfr -	Transactions -	Transactions 800	Expense 560	Target 240	Budget 100.0%	% > <b>20%</b> 70.0%	Encumbrance -	Balance -
04 0001.3630.040.30.2455.040.99.520.030.5305.300.04		-	314	314	-	314	220	94	100.0%	70.0%	-	-
05 0001.3630.040.30.2455.040.99.520.030.5524.300.05		6,157	6,157	-	-	3,157	4,310	(1,153)	51.3%	70.0%	-	3,000
05 0001.3630.040.40.2455.040.99.520.030.5524.300.05 04 0001.3631.005.10.2110.045.99.520.030.5303.300.04		4,595	4,595	-	-	-	3,217	(3,217)	0.0% 0.0%	70.0% 70.0%	200	4,595 (200)
05 0001.3631.005.10.2110.045.99.520.030.5420.300.05		-	656	656	_	656	459	197	100.0%	70.0%	-	(200)
06 0001.3631.005.10.2110.045.99.520.030.5710.300.06	MEDIA SERVICES IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-	-	-
04 0001.3631.005.10.2110.099.99.520.030.5257.300.04 05 0001.3631.005.10.2110.099.99.520.030.5420.300.05		- 1,224	1.224	-	133	133	- 857	- (723)	10.9%	- 70.0%	-	1.091
06 0001.3631.005.10.2110.099.99.520.030.5420.300.05		1,750	1,224	-	-	- 133	1,225	(1,225)	0.0%	70.0%		1,750
06 0001.3631.005.10.2356.045.99.520.030.5720.300.06		750	750	-	-	-	525	(525)	0.0%	70.0%	-	750
06 0001.3631.005.10.2356.099.99.520.030.5780.300.06		1,100	1,100	-	-	-	770	(770)	0.0%	70.0%	-	1,100
06 0001.3631.005.10.2357.045.99.520.030.5710.300.06 06 0001.3631.005.10.2357.045.99.520.030.5720.300.06		-	-	-	-	-			1		-	-
04 0001.3631.005.10.2357.099.99.520.030.5320.300.04		-	-	-	-	-	-	-	-	-	-	-
06 0001.3631.005.10.2357.099.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-	-	-
06 0001.3631.005.10.2357.099.99.520.030.5780.300.06 05 0001.3631.005.10.2415.045.99.520.030.5512.300.05		1,570	- 1,570	-	-	-	1,099	(1,099)	0.0%	- 70.0%	-	- 1,570
04 0001.3631.005.10.2413.043.39.320.030.3312.300.03		1,370	-		-	-	1,099	(1,099)	-	-		-
04 0001.3631.005.10.2420.099.99.520.030.5257.300.04	MEDIA SERVICES	-	-	-	-	-	-	-	-	-	-	-
04 0001.3631.005.10.2453.099.99.520.030.5380.300.04		9,500	18,246	8,746	-	18,230	12,772	5,457	99.9%	70.0% YES	-	16
04 0001.3631.005.21.2356.045.99.520.030.5380.300.00 04 0001.3631.005.21.2358.045.99.520.030.5303.300.04		-	-	-	-	108		108	100.0% 0.0%	70.0% 70.0%	335	(108) (335)
06 0001.3631.005.21.2358.045.99.520.030.5710.300.06		-	335	335	-	-	235	(235)	0.0%	70.0%	-	335
06 0001.3631.005.21.2358.045.99.520.030.5730.300.06		-	45	45	45	45	-	45	-	-	-	-
05 0001.3631.005.21.2415.045.99.520.030.5512.300.05		4,151	4,664	-	2,859	4,602	3,265	1,337	98.7%	70.0%	-	62
06 0001.3631.005.21.2415.045.99.520.030.5780.300.06 05 0001.3631.005.21.2415.099.99.520.030.5512.300.05		513		-	-	-						-
04 0001.3631.005.21.2420.045.99.520.030.5257.300.04		-	-	-	-	-	-	-	-	-	-	-
05 0001.3631.005.21.2420.045.99.520.030.5522.300.05	MEDIA SVCS ED SUPPLIES - INST EQUIP	-	-	-	-	-	-	-	-	-	-	-
05 0001.3631.005.21.2430.045.99.520.030.5510.300.05		284	284	-	-	68	199	(130)	24.1%	70.0%	214	2
05 0001.3631.005.21.2454.045.99.520.030.5525.300.05 04 0001.3631.005.22.2356.045.99.520.030.5380.300.00		-	363	363	363	363 108		363 108	100.0%	- 70.0%	-	(108)
04 0001.3631.005.22.2336.045.99.520.030.5380.300.00					-	-		-	0.0%	70.0%	450	(450)
06 0001.3631.005.22.2358.045.99.520.030.5710.300.06	MEDIA - ELI - OUTSIDE PD PROV - IN STA'	-	375	375	-	-	263	(263)	0.0%	70.0%	-	375
05 0001.3631.005.22.2415.045.99.520.030.5512.300.05		2,723	3,136	-	1,164	2,472	2,195	277	78.8%	70.0%	717	(53)
06 0001.3631.005.22.2415.045.99.520.030.5780.300.06 05 0001.3631.005.22.2415.099.99.520.030.5512.300.05		413		-	-	-						-
04 0001.3631.005.22.2420.045.99.520.030.5257.300.04		-	-	-	-	-	-	-	-	-	-	-
05 0001.3631.005.22.2420.045.99.520.030.5522.300.05		-	-	-	-	-	-	-	-	-	-	-
05 0001.3631.005.22.2430.045.99.520.030.5510.300.05 04 0001.3631.005.23.2356.045.99.520.030.5380.300.00		192	1,192	1,000	964	964 108	834	130 108	80.9% 100.0%	70.0% 70.0%	36	192 (108)
04 0001.3631.005.23.2358.045.99.520.030.5380.300.00		-	-	-	-	108		-	0.0%	70.0%	75	(75)
05 0001.3631.005.23.2415.045.99.520.030.5512.300.05		2,772	2,949	(236)	108	2,942	2,064	878	99.8%	70.0%	-	7
06 0001.3631.005.23.2415.045.99.520.030.5780.300.06		-	-	-	-	-	-	-	-	-	-	-
05 0001.3631.005.23.2415.099.99.520.030.5512.300.05 04 0001.3631.005.23.2420.045.99.520.030.5257.300.04		413	-	-	-	-	-	1			-	-
05 0001.3631.005.23.2420.045.99.520.030.5522.300.05		_	-	_	_	_		_			_	_
05 0001.3631.005.23.2430.045.99.520.030.5510.300.05		221	221	-	56	219	155	64	98.9%	70.0%	-	2
04 0001.3631.005.24.2356.045.99.520.030.5380.300.00		- 2 556	4 160	-	-	108	- 2.012	108	100.0%	70.0%	- 25	(108)
05 0001.3631.005.24.2415.045.99.520.030.5512.300.05 06 0001.3631.005.24.2415.045.99.520.030.5780.300.06		3,556	4,160	191	488	4,125	2,912	1,213	99.2%	70.0%	35	-
05 0001.3631.005.24.2415.099.99.520.030.5512.300.05	MEDIA SVCS ED SUPPLIES - TEACH AIDS	413	-	-	-	-	-	-	-	-	-	-
04 0001.3631.005.24.2420.045.99.520.030.5257.300.04		-	-	-	-	-	-	-	-	-	-	-
05 0001.3631.005.24.2420.045.99.520.030.5522.300.05 05 0001.3631.005.24.2430.045.99.520.030.5510.300.05		220	- 29	(191)	-	-	- 20	(20)	0.0%	- 70.0%	- 29	-
04 0001.3631.005.24.2455.045.99.520.030.5310.300.03		-	-	(191)	-	-	-	(20)	-	-	- 29	-
04 0001.3631.005.25.2356.045.99.520.030.5380.300.00		-	-	-	-	108	-	108	100.0%	70.0%	-	(108)
04 0001.3631.005.25.2358.045.99.520.030.5303.300.04		-	-	-	-	-	-	-	0.0%	70.0%	750	(750)
06 0001.3631.005.25.2358.045.99.520.030.5710.300.06 05 0001.3631.005.25.2415.045.99.520.030.5512.300.05		4,683	750 4,386	750 (897)	1,683	3,436	525 3,070	(525) 365	0.0% 78.3%	70.0% 70.0%	962	750 (12)
06 0001.3631.005.25.2415.045.99.520.030.5780.300.06		-,003	-,550	-		-	-	-	-	-	-	-
05 0001.3631.005.25.2415.099.99.520.030.5512.300.05	MEDIA SVCS ED SUPPLIES - TEACH AIDS	600	-	-	-	-	-	-	-	-	-	-
04 0001.3631.005.25.2420.045.99.520.030.5257.300.04		-	-	-	-	-	-	-	-	-	-	-
05 0001.3631.005.25.2420.045.99.520.030.5522.300.05 05 0001.3631.005.25.2430.045.99.520.030.5510.300.05		359	359	-		293	- 251	42	81.6%	70.0%	64	- 2
04 0001.3631.005.26.2356.045.99.520.030.5380.300.00	MEDIA SVCS OTHER PURCHASED SERVICE	-	-	-	-	108	-	108	100.0%	70.0%		(108)
04 0001.3631.005.26.2358.045.99.520.030.5303.300.04		-	-	-	-	-	-	-	0.0%	70.0%	360	(360)
06 0001.3631.005.26.2358.045.99.520.030.5710.300.06 05 0001.3631.005.26.2415.045.99.520.030.5512.300.05		3,419	285 2,316	285 (196)	- 84	- 2,098	200 1,621	(200) 478	0.0% 90.6%	70.0% 70.0%	38	285 180
06 0001.3631.005.26.2415.045.99.520.030.5780.300.06		-		(190)	-	2,096	-	-	-	-	-	-
05 0001.3631.005.26.2415.099.99.520.030.5512.300.05		413	-	-	-	-	-	-	-	-	-	-

Control   Cont					ĺ	İ					Significant	ĺ	
Control   Cont	Account Description									Target	& Variance	Encumbrance	
Control   Cont	04 0001.3631.005.26.2420.045.99.520.030.5257.300.04 MEDIA SVCS R & M EQUIPMENT		-	-	-	-	-	-		-		-	-
6 000 1.5 Mills 1.5 Mills 1.6 Mills		-	-	-	-	-	-	-	-	-		-	-
20		-	-	-	-	-	-	-	-	-		_	-
6 601 13-12-13-12-13-12-13-13-13-13-13-13-13-13-13-13-13-13-13-				- 200	200	200						384	0
100   100													1 321
1000    1000			-	-	-							I -	
BEALT   Color   Colo			-	-	-	-	-	-	-	-		-	-
6 600 13811-000 1391-	04 0001.3631.005.30.2358.045.99.520.030.5303.300.04 MEDIA - POLL - OUTSIDE PD PROV - P&T	S -	-	-	-	-	-	-	0.0%	70.0%		285	(285)
BATTAL   STATE   Control   STATE   STATE   Control   STATE													
Second   S		5,882	4,620	(408)	2,254	4,176	3,234	942	90.4%	70.0%		466	(22)
Continue		633		-						- 1			-
10   1001   1001   1002   10		-	-	_	-	-	_	_	_	_		_	_
Company   Comp		-	-	-	-	-	-	-	-	-		-	-
60   001.1361.0053.0455.0459.326.0353.00.000   MEDIA SVS STOTES RUCKHESS SERVICE   1,000   2,003   4,00   4,00   1,408   1,408   5,003   1,005   1,007   1,0		-	-	-	-	-	-	-	-	-		-	-
64 001.3531.056.03530.0589.250.005.3583.000   PEDIA SYCK STREE PURCH SYCKE   1.00		,,,,		-								-	-
6 000.1361.056.07.0393.06.095.230.005.030.200.00 MEDIA - MIS- ONTIRE PER PROV - NRT S - 1.75 173 - 1.25 173 -			2,003	408	408		1,402	-				-	
69 000.13611.005.00 2350.005.00 4250.00 250.00 500.00 40 400.00 250.00 250.00 500.00 40 400.00 250.00 250.00 500.00 40 400.00 250.00 250.00 500.00 40 400.00 40 400.00 250.00 250.00 500.00 40 400.00 40 400.00 40 400.00 40 400.00 40 400.00 40 400.00 40 400.00 40 400.00 40 400.00 40 400.00 40 400.00 40 40 400.00 40 40 40 400.00 40 40 40 40 40 40 40 40 40 40 40 40 4			175	175		109	123					1 047	
40   001.1331.05   40.2440.05.99   32.000.3533.000   40.2440.05.99   32.					_	_						- 1,047	
5 001.333.105.40.2415.05.99.220.00.7531.20.05 MIDLA SYS, CHIEF PLEATER AIDS 16,974 7,883 (2,772) 2,771 7,241 5,518 1,725 91.9% 70.0% 817 (177) 0.00 0.01.331.05.00.41.21.20.07.20.07.00.07.00.00.07.00.00.00.00.07.00.00					39	239						-	-
50 000.1331.05.0 4.024.05.09.99.520.00.5521.20.00.5 MIDL SVICES DISJUPPINS - TEACH AIDS 00.00.50	05 0001.3631.005.40.2415.045.99.520.030.5512.300.05 MEDIA SVCS ED SUPPLIES - TEACH AIDS	16,874	7,883		2,771	7,243			91.9%	70.0%		817	(177)
04 001.331.06.4 02.420.45.99.250.09.2573.00.06   MEDIA SVICE S B MEQUIPMENT   1.500		-	-	-	-	-	-	-	-	-		-	-
Section   Sect		404	-	-	-	-	-	-	-	-		-	-
MEDIA SYSTE, 1987   MEDI		1 500	1 500	-	-	- 46	1.050	(1.004)	2.10/	70.00/		-	1 454
50 00013331.005-00.2430.045-09.520.003.5331.00.045   MEDIA SVCS EDUCATIONAL SIPPLES   726   72		1,500	1,500		_	46	1,050	(1,004)	3.1%	70.0%			1,454
4		765	726	(39)	24	582	508	74	80.2%	70.0%		232	(89)
40 0001.361.04.02.1.455.04.59.92.00.03.5533.00.04		1,520		-	498								-
SOUTH   Company   Compan				(1,968)	1,872	7,571		2,539	105.3%	70.0%		213	(596)
04 0001.3631.040.21.485.045.99.250.00.95.035.300.00   MEDIA NEW CHER PRIVARES BEYINGE   1,000   1,000   7.00   (700)   0.0%   70.0%   - 1,000   1,000   7.00   (700)   0.0%   70.0%   1,000   1,000   7.00   (700)   0.0%   70.0%   1,000   7.00   (700)   0.0%   70.0%   7.00   (700)   0.0%   70.0%   7.00   (700)   0.0%   70.0%   7.00   (700)   0.0%   70.0%   7.00   (700)   0.0%   70.0%				-	-	-						-	500
0.00   0.00   1.361   0.00   2.1253.045.99   520.00   3.080   3.00   0				-								-	- (50)
04 0001-3611-040-22-453-045-95-202-030-358-303-04 MPDIA SVCS OTHER PIRKCHASED SERVICE 1,000 1,000 7				800	50	850						-	
50 001]   301]   4002]   24353, 465, 95, 2020, 3035, 2030, 300   MEDIA SVCS ED SUPP - INST HARDWARE   680   680   -   -   -   -   -   -   -   -   -				_	_	_						I -	
04 0001.3631.040.22.2455.045.99.\$20.003.5380.300.04 MEDIA -ELI -INSTR SOFTWARE & LICENS - 800 800 50 850 560 290 106.3% 70.0% - 1.000 1.000 7.00 70.00 1.000 1.000 7.00 70.00 1.000 1.000 7.00 70.00 1.000 1.000 7.00 70.00 1.000 1.000 7.000 70.00 1.000 1.000 1.000 7.000 70.00 1.000 1.				-	72	554						-	
04 001.3631.040.22.4455.045.99.\$20.003.5880.300.04   MEDIA SVCS OTHER PURCHASED SERVICE   1,000   1,000   -   -   -   300   350   350   0.0%   70.0%   -   500   -   -   500   0.0%   70.0%   -   -   500   0.0%   70.0%   -   -   500   0.0%   70.0%   -   -   500   0.0%   70.0%   -   -   500   0.0%   70.0%   -   -   500   0.0%   70.0%   -   -   500   0.0%   70.0%   -   -   500   0.0%   70.0%   -   -   500   0.0%   70.0%   -   -   500   0.0%   70.0%   -   -   500   0.0%   70.0%   -   -   1,000   0.0%   70.0%   -   -   1,000   0.0%   70.0%   -   -   1,000   0.0%   70.0%   -   -   1,000   0.0%   70.0%   -   -   1,000   0.0%   70.0%   -   -   1,000   0.0%   70.0%   -   -   1,000   0.0%   70.0%   -   -     -			-	-	-	-	- 1	-				44	
04 001.3631.040.23.2453.045.99.52.00.30.5380.30.00.4 MEDIA SVCS OTHER PURCHASED SERVICE 500 500 330 345 (5) 69.0% 70.0% 153 340 001.3631.040.23.2455.045.99.52.00.3505.30.00.4 MEDIA - HILL - INSTR SOFTWARE & LICEN 800 800 50 850 560 290 106.3% 70.0% 1,000 10.00.3631.040.23.2455.045.99.52.00.3505.30.00.4 MEDIA - HILL - INSTR SOFTWARE & LICEN 800 800 50 850 560 290 106.3% 70.0% 1,000 10.00.3631.040.23.2455.045.99.52.00.3505.30.00.04 MEDIA - HILL - INSTR SOFTWARE & LICEN 800 800 50 850 560 290 106.3% 70.0% 1,000 10.00.3631.040.24.2453.045.99.52.00.3505.30.00.04 MEDIA SVCS OTHER PURCHASED SERVICE 500 500 350 (350) 0.0.0% 70.0% 1,000 10.00.3631.040.24.2455.045.99.52.00.05.3503.00.04 MEDIA SVCS OTHER PURCHASED SERVICE 500 500 481 541 (60) 62.3% 70.0% 1,000 10.00.3631.040.24.2455.045.99.52.00.05.3503.00.04 MEDIA SVCS OTHER PURCHASED SERVICE 70.00 7773 7773				800	50	850						-	
05 001.3631.040.23_2455.045_99.520.030.5303.000.05233.300.05 04 0001.3631.040.23_2455.045_99.520.03.05303.000.04 0501.3631.040.23_2455.045_99.520.03.05303.000.04 0601.3631.040.23_2455.045_99.520.03.05303.000.04 0601.3631.040.23_2455.045_99.520.03.05303.000.04 0601.3631.040.24_2453.045_99.520.03.05323.000.05 05 001.3631.040.24_2453.045_99.520.03.05323.000.05 06 001.3631.040.24_2453.045_99.520.03.05323.000.05 07 001.3631.040.24_2453.045_99.520.03.05323.000.05 07 001.3631.040.24_2455.045_99.520.03.05323.000.05 08 001.3631.040.24_2455.045_99.520.03.05303.000.04 08 001.3631.040.24_2455.045_99.520.03.05303.000.04 08 001.3631.040.24_2455.045_99.520.03.05303.000.04 08 001.3631.040.24_2455.045_99.520.03.05303.000.04 08 001.3631.040.24_2455.045_99.520.03.05303.000.04 08 001.3631.040.24_2455.045_99.520.03.05303.000.04 08 001.3631.040.24_2455.045_99.520.03.05303.000.04 08 001.3631.040.24_2455.045_99.520.03.05303.000.04 08 001.3631.040.24_2455.045_99.520.03.05303.000.04 08 001.3631.040.24_2455.045_99.520.03.05303.000.04 08 001.3631.040.25_2455.045_99.520.03.05303.000.04 08 001.3631.040.25_2455.045_99.520.03.05303.000.04 08 001.3631.040.25_2455.045_99.520.03.05303.000.04 08 001.3631.040.25_2455.045_99.520.03.05303.000.04 08 001.3631.040.25_2455.045_99.520.03.05303.000.04 08 001.3631.040.25_2455.045_99.520.03.05303.000.04 08 001.3631.040.25_2455.045_99.520.03.05303.000.04 08 001.3631.040.25_2455.045_99.520.03.05303.000.04 08 001.3631.040.25_2455.045_99.520.03.05303.000.04 08 001.3631.040.25_2455.045_99.520.03.05303.000.04 08 001.3631.040.25_2455.045_99.520.03.05303.000.04 08 001.3631.040.25_2455.045_99.520.03.05303.000.04 08 001.3631.040.25_2455.045_99.520.03.05303.000.04 08 001.3631.040.25_2455.045_99.520.03.05303.000.04 08 001.3631.040.25_2455.045_99.520.03.05303.000.04 0901.3631.040.25_2455.045_99.520.03.05303.000.04 0901.3631.040.25_2455.045_99.520.03.05303.000.04 0901.3631.040.25_2455.045_99.520.03.05303.000.04 0901.3631.040.25_2455.045_99.520.03.05303.000.04 0901.3631.040.25_2455.045_99.520.03.05303.000.04 0901.3631.040				-	-	-						-	
04 001.3631.040.23.2455.045.99.520.03.5303.03.00 M PDIA - HILL - INSTR SOFTWARE & LICEN				-	-	- 240						-	
04 0001.3631.040_22_4255.045_99_520_303.580_300_04 MEDIA SVCS OTHER PURCHASED SERVICE 500 500 350 (350) 0.0% 500 (361).040_22_4255.045_99_520_303.5530_300_04 MEDIA SVCS OTHER PURCHASED SERVICE 500 500 50				800	50								
04 000.13631.040.2.4455.045.99.520.030.5380.30.04 MEDIA SVCS OTHER PURCHASED SERVICE 500 500												-	
001.3631.040.24.2455.045.99.520.030.5525.300.05 0010.3631.040.24.2455.045.99.520.030.5305.300.04 0010.3631.040.24.2455.045.99.520.030.5305.300.04 0010.3631.040.24.2455.045.99.520.030.5380.300.04 0010.3631.040.25.2453.045.99.520.030.5380.300.04 0010.3631.040.25.2453.045.99.520.030.5380.300.04 0010.3631.040.25.2453.045.99.520.030.5523.300.05 0010.3631.040.25.2453.045.99.520.030.5523.300.05 0010.3631.040.25.2453.045.99.520.030.5523.300.05 0010.3631.040.25.2453.045.99.520.030.5523.000.05 0010.3631.040.25.2453.045.99.520.030.5380.300.04 0010.3631.040.25.2453.045.99.520.030.5380.300.04 0010.3631.040.25.2453.045.99.520.030.5380.300.04 0010.3631.040.25.2453.045.99.520.030.5380.300.05 0010.3631.040.25.2453.045.99.520.030.5380.300.05 0010.3631.040.25.2453.045.99.520.030.5380.300.05 0010.3631.040.26.2453.045.99.520.030.5380.300.05 0010.3631.040.26.2453.045.99.520.030.5380.300.05 0010.3631.040.26.2453.045.99.520.030.5380.300.05 0010.3631.040.26.2453.045.99.520.030.5523.300.05 0010.3631.040.26.2453.045.99.520.030.5523.000.05 0010.3631.040.26.2453.045.99.520.030.5523.000.05 0010.3631.040.26.2455.045.99.520.030.5523.000.05 0010.3631.040.26.2455.045.99.520.030.5523.000.05 0010.3631.040.26.2455.045.99.520.030.5523.000.05 0010.3631.040.26.2455.045.99.520.030.5523.000.05 0010.3631.040.26.2455.045.99.520.030.5523.000.05 0010.3631.040.26.2455.045.99.520.030.5523.000.05 0010.3631.040.26.2455.045.99.520.030.5523.000.05 0010.3631.040.26.2455.045.99.520.030.5523.000.05 0010.3631.040.26.2455.045.99.520.030.5523.000.05 0010.3631.040.26.2455.045.99.520.030.5523.000.05 0010.3631.040.26.2455.045.99.520.030.5523.000.05 0010.3631.040.26.2455.045.99.520.030.5523.000.05 0010.3631.040.26.2455.045.99.520.030.5523.000.05 0010.3631.040.26.2455.045.99.520.030.5523.000.05 0010.3631.040.26.2455.045.99.520.030.5523.000.05 0010.3631.040.26.2455.045.99.520.030.5523.000.05 0010.3631.040.26.2455.045.99.520.030.5523.000.05 0010.3631.040.02.2455.045.99.520.030.5523.000.05 0010.3631.040.02.2455.045.99.520.030.5523.000.05 0010.3631.040.02.2455.045.99.520.030.5	04 0001.3631.040.24.2453.045.99.520.030.5380.300.04 MEDIA SVCS OTHER PURCHASED SERVIO	E 500	500	-	-	-	350		0.0%	70.0%		-	500
04 0001.3631.040.242455.045.99.520.030.5380.300.04 MEDIA NIT - INSTR SOFTWARE & LICENS 1,000 1,000			773	-	-	481	541	(60)				-	
04 0001.3631.040.24.2455.045.99.520.030.5380.300.04 MEDIA SVCS OTHER PURCHASED SERVICE 1,000 1,000 825 700 125 82.59			-	-	-	-		-				291	
04 0001.3631.040.25.2453.045.99.520.030.5380.300.04 MEDIA SVCS OTHER PURCHASED SERVICE 1,000 1,000 - 0,000 1,000 - 0,000 1,000 5 MEDIA SVCS ED SUPP - INST HARDWARE 1,392 1,392 0,1390 974 416 89.9% 70.0% - 0,000 0,000 1,000 49.8 (50.2) 29.8 29.8 349 (51.3) 59.9% 70.0% - 0,000 4001.3631.040.25.2455.045.99.520.030.5303.030.04 MEDIA SVCS OTHER PURCHASED SERVICE 1,000 49.8 (50.2) 29.8 29.8 349 (51.3) 59.9% 70.0% - 0,000 4001.3631.040.25.2455.045.99.520.030.5303.030.04 MEDIA SVCS OTHER PURCHASED SERVICE 1,000 49.8 (50.2) 29.8 29.8 349 (51.3) 59.9% 70.0% - 0,000 4001.3631.040.26.2453.045.99.520.030.5303.030.04 MEDIA SVCS OTHER PURCHASED SERVICE 1,000 49.8 (50.2) 29.8 29.8 349 (51.3) 59.9% 70.0% - 0,000 4001.3631.040.26.2453.045.99.520.030.5303.030.04 MEDIA SVCS OTHER PURCHASED SERVICE 1,000 49.8 (50.2) 29.8 29.8 349 (51.3) 59.9% 70.0% - 0.0%				1,880	50	1,930						-	
05 0001.3631.040_25.2453_045.99.520.030.5523.300.05 MEDIA SVCS ED SUPP - INST HARDWARE 1,392 1,392 - 1,390 94 416 99.9% 70.0% - 750 04 0001.3631.040_25.2455_045.99.520.030.5380.300.04 MEDIA NEW - INSTR SOFTWARE & LICEN - 2,199 2,199 649 1,449 1,539 190 65.9% 70.0% - 750 04 0001.3631.040_25.2455_045.99.520.030.5380.300.04 MEDIA SVCS OTHER PURCHASED SERVICE 1,000 498 (502) 298 298 349 (51) 59.8% 70.0% - 200 04 0001.3631.040_26.2455_045.99.520.030.5380.300.04 MEDIA SVCS OTHER PURCHASED SERVICE 660 660 462 (462) 0.0% 70.0% - 660 05 0001.3631.040_26.2455_045.99.520.030.5523.300.05 MEDIA SVCS ED SUPP - INST HARDWARE 1,082 782 (300) - 510 547 (46) 661.9% 70.0% - 2,811 00.0% 70.0% - 2,811 00.0% 70.0% - 2,811 00.0% 70.0% - 2,811 00.0% 70.0% - 2,811 00.0% 70.0% - 2,811 00.0% 70.0% - 2,811 00.0% 70.0% - 2,811 00.0% 70.0% - 2,732 05 0001.3631.040_30.2455_045.99.520.030.5523.300.05 MEDIA SVCS ED SUPP - INST HARDWARE 1,305 1,305 1,317 0 914 465 105.7% 70.0% - 2,732 05 0001.3631.040_30.2455_045.99.520.030.5523.300.05 MEDIA SVCS ED SUPP - INST HARDWARE 1,305 1,305 1,379 914 465 105.7% 70.0% - 2,732 05 0001.3631.040.30.2455_045.99.520.030.5523.300.05 MEDIA SVCS ED SUPP - INST HARDWARE 1,305 1,305 1,369 3,504 05.001.3631.040.30.2455_045.99.520.030.5523.300.05 MEDIA SVCS ED SUPP - INST HARDWARE 1,305 1,305 1,369 3,504 05.001.3631.040.30.2455_045.99.520.030.5523.300.05 MEDIA SVCS ED SUPP - INST HARDWARE 500 5,300 3,550 3,710 (160) 67.0% 70.0% (3,504) 04.001.3631.040.04.2453.045.99.520.030.5533.300.04 MEDIA SVCS ED SUPP - INST HARDWARE 500 5,300				-		825						440	
04 0001.3631.040.25.2455.045.99.520.030.53305.300.04 MEDIA NEW I.NSTR SOFTWARE & LICEN - 2,199 2,199 649 0001.3631.040.25.2455.045.99.520.030.5380.300.04 MEDIA SVCS OTHER PURCHASED SERVICE 1,000 498 (502) 298 298 349 (51) 59.8% 70.0% - 200 04 0001.3631.040.26.2453.045.99.520.030.5380.300.04 MEDIA SVCS OTHER PURCHASED SERVICE 660 660 462 (462) 0.0% 70.0% - 660 05 0001.3631.040.26.2453.045.99.520.030.55330.05 MEDIA SVCS DOSUMP I.NST HARDWARE 1,082 782 (300) - 5 0001.3631.040.26.2455.045.99.520.030.5380.300.04 MEDIA SVCS DOSUMP I.NST HARDWARE 1,082 782 (300) 2,821 100.0% 70.0% 2,821 100.0% 70.0% 2,821 100.0% 70.0% 2,821 100.0% 70.0% 2,821 100.0% 70.0% 2,821 100.0% 70.0% 2,821 100.0% 70.0% 2,821 100.0% 70.0% 2,732 10001.3631.040.2453.045.99.520.030.5523.00.05 MEDIA SVCS OTHER PURCHASED SERVICE 1,840 2,732 1,379 914 465 105.7% 70.0% 2,732 10001.3631.040.30.2454.045.99.520.030.5525.300.05 MEDIA SVCS OTHER PURCHASED SERVICE 1,840 2,732 1,379 914 465 105.7% 70.0% 2,732 10001.3631.040.30.2455.045.99.520.030.5525.300.05 MEDIA POLL I.NSTR HDWRE OTHER - IN 1,369 3,504 1,504 100.0% 70.0% 2,732 10001.3631.040.03.2450.045.99.520.030.5525.300.05 MEDIA POLL I.NSTR SOFTWARE & LICEN 1,369 3,504 3,504 100.0% 70.0% 1,504 100.0% 70.0%				-	-							-	
04 0001.3631.040.26.2453.045.99.520.030.5380.300.04 MEDIA SVCS OTHER PURCHASED SERVICE 660 660		N -	2,199		649	1,449						-	
0001.3631.040.26.2453.045.99.520.030.5523.300.05 MEDIA SVCS ED SUPP - INST HARDWARE 1,082 782 (300) - 50.0001.3631.040.26.2455.045.99.520.030.5380.300.04 MEDIA - HIGH ROCK - INSTR SOFTWARE &				(502)	298	298						-	
04 0001.3631.040.36.2455.045.99.520.030.5305.300.04 MEDIA - HGH ROCK - INSTR SOFTWARE & 2,821				-	-	-						-	
04 0001.3631.040.30.2453.045.99.520.030.5380.300.04 MEDIA SVCS OTHER PURCHASED SERVICE 1,840 2,732 1,379 914 465 105.7% 70.0% 70.0% 376 (74) 0001.3631.040.30.2453.045.99.520.030.5523.300.05 MEDIA POLL - INSTR HDWRE OTHER - IN			/82	(300)	-		547					-	
05 0001.3631.040.30.2453.045.99.520.030.5523.300.05 MEDIA POLL - INSTR HDWRE OTHER - IN			2 722	-	-	2,021	1.012					· ·	
05 0001.3631.040.30.2455.045.99.520.030.5525.300.05 MEDIA - POLL - INSTR HDWRE OTHER - IN 1,369 3,504 0001.3631.040.40.2455.045.99.520.030.5305.330.004 MEDIA - POLL - INSTR SOFTWARE & LICEN 1,369 3,504 - 3,504 100.0% 70.0% - 1,750 0001.3631.040.40.2453.045.99.520.030.5303.300.04 MEDIA SVCS OTHER PURCHASED SERVICE 5,300 5,300 3,550 3,710 (160) 67.0% 70.0% - 1,750 0001.3631.040.40.2453.045.99.520.030.5523.300.05 MEDIA SVCS ED SUPP - INST HARDWARE 500 500 467 350 117 93.3% 70.0% - 333 0001.3631.040.40.2455.045.99.520.030.5305.300.04 MEDIA SVCS ED SUPP - INST HARDWARE 500 500 2,356 3,599 - 3,599 100.0% 70.0% - 333 0001.3631.040.40.2455.045.99.520.030.5305.300.04 MEDIA SVCS ED SUPP - INSTR SOFTWARE & LICEN 2,356 3,599 - 3,599 100.0% 70.0% 545 (1,262) 0001.3631.040.40.2455.045.99.520.030.5303.300.04 MEDIA SVCS OTHER PURCHASED SERVICE 1,000 10,195 2,572 - 10,912 7,137 3,775 107.0% 70.0% 545 (1,262) 0001.3640.005.21.2357.050.99.520.030.5710.300.06 MEDIA SVCS R & L PHOTOCOPIER LEASE				-		1 379							
04 0001.3631.040.30.2455.045.99.520.030.5305.300.04 MEDIA POLL - INSTR SOFTWARE & LICEN 1,369 0 3,504 - 3,504 100.0% 70.0% - 1,504 0001.3631.040.40.2453.045.99.520.030.5303.300.04 MEDIA SVCS ED SUPP - INST HARDWARE 500 500 4667 350 117 93.3% 70.0% - 333 30.000 0001.3631.040.40.2455.045.99.520.030.5303.300.004 MEDIA SVCS ED SUPP - INST HARDWARE 500 500 4667 350 117 93.3% 70.0% - 333 30.000 0001.3631.040.40.2455.045.99.520.030.5305.3300.004 MEDIA SVCS ED SUPP - INST HARDWARE 500 500 2,356 3,599 - 3,599 100.0% 70.0% - 2,604 (3,504) 0001.3631.040.40.2455.045.99.520.030.5305.300.004 MEDIA SVCS ED SUPP - INST HARDWARE 500 500 2,356 3,599 - 3,599 100.0% 70.0% - 2,604 (3,815) 0001.3631.040.40.2455.045.99.520.030.5305.300.004 MEDIA SVCS OTHER PURCHASED SERVICE 1,000 10,195 2,572 - 10,912 7,137 3,775 107.0% 70.0% 545 (1,262) 0001.3631.040.90.521.2357.050.99.520.030.5276.300.99 MEDIA SVCS R & L PHOTOCOPIER LEASE			-	_	-	-	-	-				376	
04 0001.3631.040.40.2453.045.99.520.030.5380.300.04 MEDIA SVCS OTHER PURCHASED SERVICE 5,300 5,300 - 1,500 1,300.001.3631.040.40.2455.045.99.520.030.5523.300.05 MEDIA SVCS ED SUPP - INST HARDWARE 500 500 - 1,500 1,75			-	-	1,369	3,504	-	3,504	100.0%	70.0%			
04 0001.3631.040.40.2455.045.99.520.030.5305.300.04 MEDIA NHS - INSTR SOFTWARE & LICEN 2,356 3,599 - 3,599 100.0% 70.0% 216 (3,815) 04 0001.3631.040.40.2455.045.99.520.030.5380.300.04 MEDIA SVCS OR REPURCHASED SERVICE 1,000 10,195 2,572 - 10,912 7,137 3,775 107.0% 70.0% 545 (1,262) 04 0001.3631.040.99.5300.045.99.520.030.5276.300.99 MEDIA SVCS OR & L PHOTOCOPIER LEASE		E 5,300	5,300	-	-		3,710					-	
04 0001.3631.040.40.2455.045.99.520.030.5380.300.04 MEDIA SVCS OTHER PURCHASED SERVICE 1,000 10,195 2,572 - 10,912 7,137 3,775 107.0% 70.0% 545 (1,262) 10001.3640.005.21.2357.050.99.520.030.5710.300.06 PHYS ED IN-STATE TRAVEL			500	-	-							-	
04 0001.3641.040.99.5300.045.99.520.030.5276.300.99 MeDIA SVCS R & L PHOTOCOPIER LEASE			-	-	2,356								
06 0001.3640.005.21.2357.050.99.520.030.5710.300.06 PHYS ED IN-STATE TRAVEL		.⊏ 1,000	10,195	2,572	-	10,912	7,137	3,/75	107.0%	/0.0%		545	(1,262)
06 0001.3640.005.21.2357.050.99.520.030.5720.300.06 PHYS ED OUT-OF-STATE TRAVEL 50 50 50 - 50 100.0% 70.0% - (50) 04 0001.3640.005.21.2420.050.99.520.030.5233.030.04 PHYS ED - BRM - OUTSIDE PD PROV - PRT 50 50 50 - 50 100.0% 70.0% - (50) 04 0001.3640.005.21.2420.050.99.520.030.5252.300.05 PHYS ED RM ME EQUIPMENT		-	-	-		-						I :	-
04 0001.3640.005.21.2358.050.99.520.030.5303.300.04 PHYS ED - BRM - OUTSIDE PD PROV - P&T 50 50 50 - 50 100.0% 70.0% - (50) 04 0001.3640.005.21.2420.050.99.520.030.5257.300.04 PHYS ED R M EQUIPMENT		-	-	-	_	-	-	-	-	-		-	-
04 0001,3640.005.21.2420.050.99.520.030.5257.300.04 PHYS ED R & M EQUIPMENT		т -	-	-	50	50	-	50	100.0%	70.0%		-	(50)
05 0001.3640.005.21.2430.050.99.520.030.5510.300.05 PHYS ED EDUCATIONAL SUPPLIES	04 0001.3640.005.21.2420.050.99.520.030.5257.300.04 PHYS ED R & M EQUIPMENT	-	-	-	- 1	-	-	-	-	-		-	-
		273	1,416	-	-	1,314	991	323	92.8%	70.0%		-	102
UU UUU1.3040.UUU.21.2440.UUU.21.2450.UUU.30.39.320.UUU.00 PRIS EU UIREK EKPENSES		-	-	-	-	-	-	-	-	-		_	-
	00 0001.3040.003.21.2440.030.333.320.030.3700.300.00 FITTS ED OTTIER EXPENSES	-	-	-	- 1	- 1	-	-					-

Q319 Detail 36 of 42

					1 1	ı I					Significant	İ	
Account	Description	Original	QIII	QIII Txfr	QIII	YTD	Target	Over/(Udr)	YTD %	Target	& Variance	Encumbrance	Budget Balance
06 0001.3640.005.22.2357.050.99.520.030.5710.300.06	Description PHYS ED IN-STATE TRAVEL	Budget -	Revised Budget	1 XIF -	Transactions	Transactions -	Expense	Target -	Budget -	% -	> 20%	Encumbrance -	-
06 0001.3640.005.22.2357.050.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
04 0001.3640.005.22.2358.050.99.520.030.5303.300.04	PHYS ED - ELI - OUTSIDE PD PROV - P&T 5	-	-	-	50	50	-	50	100.0%	70.0%		-	(50)
04 0001.3640.005.22.2420.050.99.520.030.5257.300.04		500	500	-	-	-	350	(350)	0.0%	70.0%		-	500
05 0001.3640.005.22.2420.050.99.520.030.5522.300.05		1,242	103	-	103	103	72	31	100.0%	70.0%		-	-
05 0001.3640.005.22.2430.050.99.520.030.5510.300.05 06 0001.3640.005.22.2440.050.99.520.030.5780.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3640.005.23.2357.050.99.520.030.5780.300.06				_		-	1	1	Ī	- 1		_	
06 0001.3640.005.23.2357.050.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
04 0001.3640.005.23.2358.050.99.520.030.5303.300.04		-	-	-	50	350	-	350	100.0%	70.0%		-	(350)
04 0001.3640.005.23.2420.050.99.520.030.5257.300.04	PHYS ED R & M EQUIPMENT	500	500	-	-		350	(350)	0.0%	70.0%		-	500
05 0001.3640.005.23.2420.050.99.520.030.5522.300.05 05 0001.3640.005.23.2430.050.99.520.030.5510.300.05		1,335	1,335	-	-	1,757	935	822	131.6%	70.0%		-	(422)
06 0001.3640.005.23.2440.050.99.520.030.5780.300.06		-	-	-									-
06 0001.3640.005.24.2357.050.99.520.030.5710.300.06		-	_	_	-	-	_	_	_	_		_	_
06 0001.3640.005.24.2357.050.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
04 0001.3640.005.24.2358.050.99.520.030.5303.300.04		-	-	-	50	50	-	50	100.0%	70.0%		-	(50)
04 0001.3640.005.24.2420.050.99.520.030.5257.300.04		500	500	-	-	-	350	(350)	0.0%	70.0%		-	500
05 0001.3640.005.24.2420.050.99.520.030.5522.300.05 05 0001.3640.005.24.2430.050.99.520.030.5510.300.05		1,445	1,445	-	-	1,045	1,012	33	72.3%	70.0%		-	400
06 0001.3640.005.24.2440.050.99.520.030.5780.300.06		_	_	_	_	_		1		_		_	_
06 0001.3640.005.25.2357.050.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3640.005.25.2357.050.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
04 0001.3640.005.25.2358.050.99.520.030.5303.300.04		-	-	-	50	50	-	50	100.0%	70.0%		-	(50)
04 0001.3640.005.25.2420.050.99.520.030.5257.300.04		700	700	-	-	-	490	(490)	0.0%	70.0%		-	700
05 0001.3640.005.25.2420.050.99.520.030.5522.300.05 05 0001.3640.005.25.2430.050.99.520.030.5510.300.05		2,007	2,007	-	899	899	1,405	(506)	44.8%	70.0%		136	972
06 0001.3640.005.25.2440.050.99.520.030.5780.300.06				_		-	1	1	Ī	- 1		_	
06 0001.3640.005.26.2357.050.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3640.005.26.2357.050.99.520.030.5720.300.06	PHYS ED OUT-OF-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
04 0001.3640.005.26.2358.050.99.520.030.5303.300.04		-	-	-	50	50	-	50	100.0%	70.0%		-	(50)
04 0001.3640.005.26.2420.050.99.520.030.5257.300.04		300	300	-	-	-	210	(210)	0.0%	70.0%		-	300
05 0001.3640.005.26.2420.050.99.520.030.5522.300.05 05 0001.3640.005.26.2430.050.99.520.030.5510.300.05		681 300	1,034 300	-	-	1,010	724 210	286 (210)	97.7% 0.0%	70.0% 70.0%		-	24 300
06 0001.3640.005.26.2440.050.99.520.030.5780.300.06		-	133		-	83	93	(10)	62.3%	70.0%		50	-
06 0001.3640.005.30.2357.050.99.520.030.5710.300.06		-	-	-	-	-		-	-	-		-	-
06 0001.3640.005.30.2357.050.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
04 0001.3640.005.30.2358.050.99.520.030.5303.300.04				-	390	390		390					(390)
04 0001.3640.005.30.2420.050.99.520.030.5257.300.04		1,907	1,907	-	233	233	1,335	(1,102)	12.2%	70.0%		1,152	522
05 0001.3640.005.30.2420.050.99.520.030.5522.300.05 05 0001.3640.005.30.2430.050.99.520.030.5510.300.05		2,117 500	1,631 500	-	977	977	1,142 350	(164) (350)	59.9% 0.0%	70.0% 70.0%			654 500
06 0001.3640.005.30.2440.050.99.520.030.5780.300.06		-	-	_	-	-	-	(330)	-	-		_	-
06 0001.3640.005.40.2356.050.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3640.005.40.2357.050.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3640.005.40.2357.050.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
04 0001.3640.005.40.2358.050.99.520.030.5303.300.04 04 0001.3640.005.40.2420.050.99.520.030.5257.300.04		4,150	1,564 6,361	-	1,998 852	2,777 892	1,095 4,452	1,682 (3,561)	177.5% 14.0%	70.0% 70.0%		425 5,469	(1,638)
05 0001.3640.005.40.2420.050.99.520.030.5522.300.05		30,886	30,886	_	547	5,184	21,620	(16,436)	16.8%	70.0%	YES	12,053	13,649
05 0001.3640.005.40.2430.050.99.520.030.5510.300.05		2,000	358	-	212	212	251	(39)	59.2%	70.0%			146
06 0001.3640.005.40.2430.050.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
04 0001.3640.005.40.2440.050.99.520.030.5380.300.04		-	-	-	-	-	-	-	-	-		-	-
06 0001.3640.005.40.2440.050.99.520.030.5780.300.06 04 0001.3640.005.40.2455.050.99.520.030.5305.300.04		-	646	-	56	296	452	(156)	45.8%	70.0%		650	(300)
06 0001.3641.005.10.2357.055.99.520.030.5710.300.06				_		-	1	1	Ī	- 1		_	
06 0001.3641.005.10.2357.055.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3641.005.21.2357.055.99.520.030.5710.300.06	HEALTH ED IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
06 0001.3641.005.21.2357.055.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
05 0001.3641.005.21.2410.055.99.520.030.5517.300.05		-	-	-	-	-	-	- (52)	-	70.00/		-	-
05 0001.3641.005.21.2415.055.99.520.030.5512.300.05 06 0001.3641.005.22.2357.055.99.520.030.5710.300.06		76	76				53	(53)	0.0%	70.0%		_	76
06 0001.3641.005.22.2357.055.99.520.030.5710.300.06		_	_	_	_	_		1		_		_	_
05 0001.3641.005.22.2410.055.99.520.030.5517.300.05		-	-	-	-	-	-	-	-	-		-	-
05 0001.3641.005.22.2415.055.99.520.030.5512.300.05		52	52	-	-	-	36	(36)	0.0%	70.0%		-	52
06 0001.3641.005.23.2357.055.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3641.005.23.2357.055.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
05 0001.3641.005.23.2410.055.99.520.030.5517.300.05 05 0001.3641.005.23.2415.055.99.520.030.5512.300.05		- 59	- 59	-			41	(41)	0.0%	70.0%			- 59
06 0001.3641.005.24.2357.055.99.520.030.5710.300.06		-	-	_	_	_	-	-	-	-		-	-
06 0001.3641.005.24.2357.055.99.520.030.5720.300.06	HEALTH ED OUT-OF-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
05 0001.3641.005.24.2410.055.99.520.030.5517.300.05		-	-	-	-	-	-	-	-	-		-	-
05 0001.3641.005.24.2415.055.99.520.030.5512.300.05		59	59	-	-	-	41	(41)	0.0%	70.0%		-	59
06 0001.3641.005.25.2357.055.99.520.030.5710.300.06 06 0001.3641.005.25.2357.055.99.520.030.5720.300.06		-	-	-		-							-
55 5551.5541.665.25.2557.655.55.55.550.650.5720.500.60	TELETITED OUT OF STATE HAVEE			_	1 1							ı	

					1	ı ı					Significant	İ	
Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget		& Variance > 20%	Encumbrance	Budget Balance
05 0001.3641.005.25.2410.055.99.520.030.5517.300.05	HEALTH ED ED SUPP - WKBKS/TXTBKS	-	-	-	-	-	-	-	-	-		-	-
05 0001.3641.005.25.2415.055.99.520.030.5512.300.05		96	96	-	-	-	67	(67)	0.0%	70.0%		-	96
06 0001.3641.005.26.2357.055.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3641.005.26.2357.055.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
05 0001.3641.005.26.2410.055.99.520.030.5517.300.05 05 0001.3641.005.26.2415.055.99.520.030.5512.300.05		113	113	-			79	(79)	0.0%	70.0%			113
06 0001.3641.005.30.2357.055.99.520.030.5710.300.06		-	-	_	_	_	-	(73)	-	70.070		_	-
06 0001.3641.005.30.2357.055.99.520.030.5720.300.06		-	_	_	_	-	_	_	_	_		-	_
05 0001.3641.005.30.2410.055.99.520.030.5517.300.05		-	-	-	-	-	-	-	-	-		-	-
05 0001.3641.005.30.2415.055.99.520.030.5512.300.05		1,500	-	-	-	-	-	-	-	-		-	-
06 0001.3641.005.40.2357.055.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
05 0001.3641.005.40.2410.055.99.520.030.5517.300.05		342	342	-	-	- 266	- 239	- 27	- 77.8%	70.0%		-	-
05 0001.3641.005.40.2415.055.99.520.030.5512.300.05 04 0001.3641.005.40.2455.040.99.520.030.5524.300.04		5,000	5,498			5,498	239 3,848	1,649	100.0%	70.0%			76
05 0001.3642.005.10.2110.099.99.520.030.5420.300.05		500	804	_	257	820	563	258	102.1%	70.0%		21	(37)
06 0001.3642.005.10.2356.099.99.520.030.5710.300.06		2,600	517	_	-	-	362	(362)	0.0%	70.0%		-	517
06 0001.3642.005.10.2356.099.99.520.030.5780.300.06		1,100	1,100	-	324	324	770	(446)	29.4%	70.0%		-	776
04 0001.3642.005.10.2357.099.99.520.030.5320.300.04	K-12 PHYS ED & HEALTH DIRECTOR	-	-	-	-	-	-	- 1	-	-		-	-
06 0001.3642.005.10.2357.099.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3642.005.10.2357.099.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3642.005.10.2357.099.99.520.030.5780.300.06 06 0001.3650.005.10.2356.070.99.520.030.5720.300.06		- 250	250	-	-	-	- 175	(175)	0.0%	70.0%		-	- 250
06 0001.3650.005.10.2356.070.99.520.030.5720.300.06 06 0001.3650.005.10.2357.070.99.520.030.5710.300.06		250	250				1/5	(175)	0.0%	70.0%			250
06 0001.3650.005.10.2357.070.99.520.030.5710.300.06		_	_	_	_	_				1		_	_
05 0001.3650.005.10.2420.070.99.520.030.5510.300.05		-	_	_	-	_	_	_	_	-		-	-
05 0001.3650.005.10.2420.070.99.520.030.5522.300.05		-	-	-	-	-	-	-	-	-		-	-
06 0001.3650.005.21.2357.070.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3650.005.21.2357.070.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
04 0001.3650.005.21.2420.070.99.520.030.5257.300.04		500	500	-	-	-	350	(350)	0.0%	70.0%		-	500
05 0001.3650.005.21.2420.070.99.520.030.5510.300.05 05 0001.3650.005.21.2420.070.99.520.030.5522.300.05		2,787	2,787 323	-	266	2,572	1,951	621 40	92.3% 82.2%	70.0% 70.0%		-	215 57
05 0001.3650.005.21.2420.070.99.520.030.5522.300.05		323	323		200	266	226	-	02.270	70.0%			-
06 0001.3650.005.21.2440.070.99.520.030.5780.300.06		-	_	_	_	-	_	_	_	_		-	_
04 0001.3650.005.21.2451.070.99.520.030.5255.300.04		-	-	-	-	-	-	-	-	-		-	-
05 0001.3650.005.21.2451.070.99.520.030.5525.300.05		-	-	-	-	-	-	-	-	-		-	-
06 0001.3650.005.22.2357.070.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3650.005.22.2357.070.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
04 0001.3650.005.22.2420.070.99.520.030.5257.300.04 05 0001.3650.005.22.2420.070.99.520.030.5510.300.05		500 1,953	500 1,953	-	400 761	400 1,710	350 1,367	50 343	80.0% 87.5%	70.0% 70.0%		- 176	100 67
05 0001.3650.005.22.2420.070.99.520.030.5510.300.05		251	251		701	1,710	176	(176)	0.0%	70.0%		-	251
05 0001.3650.005.22.2440.070.99.520.030.5510.300.05		-	-	_	_	-	-	(170)	-	-		-	-
06 0001.3650.005.22.2440.070.99.520.030.5780.300.06		-	-	-	-	-	-	-	-	-		-	-
04 0001.3650.005.22.2451.070.99.520.030.5255.300.04		-	-	-	-	-	-	-	-	-		-	-
05 0001.3650.005.22.2451.070.99.520.030.5525.300.05		-	-	-	-	-	-	-	-	-		-	-
06 0001.3650.005.23.2357.070.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3650.005.23.2357.070.99.520.030.5720.300.06 04 0001.3650.005.23.2420.070.99.520.030.5257.300.04		-	-	-						1		-	
05 0001.3650.005.23.2420.070.99.520.030.5510.300.05		1,810	1,810	_	632	1,706	1,267	439	94.2%	70.0%		319	(214)
05 0001.3650.005.23.2420.070.99.520.030.5522.300.05		273	273	-	-	-	191	(191)	0.0%	70.0%		-	`273 <sup>´</sup>
05 0001.3650.005.23.2440.070.99.520.030.5510.300.05		323	323	-	-	-	226	(226)	0.0%	70.0%		-	323
06 0001.3650.005.23.2440.070.99.520.030.5780.300.06		-	-	-	-	-	-	-	-	-		-	-
04 0001.3650.005.23.2451.070.99.520.030.5255.300.04		-	-	-	-	-	-	-	-	-		-	-
05 0001.3650.005.23.2451.070.99.520.030.5525.300.05 06 0001.3650.005.24.2357.070.99.520.030.5710.300.06		_						1					-
06 0001.3650.005.24.2357.070.99.520.030.5710.300.06		-	-			1	_	-				-	-
04 0001.3650.005.24.2420.070.99.520.030.5257.300.04		-	-	-	-	-	-	-	-	-		-	-
05 0001.3650.005.24.2420.070.99.520.030.5510.300.05		1,915	1,915	-	578	1,671	1,341	330	87.2%	70.0%		2,185	(1,940)
05 0001.3650.005.24.2420.070.99.520.030.5522.300.05		272	272	-	-	-	190	(190)	0.0%	70.0%		-	272
05 0001.3650.005.24.2440.070.99.520.030.5510.300.05		315	315	-	-	-	221	(221)	0.0%	70.0%		-	315
06 0001.3650.005.24.2440.070.99.520.030.5780.300.06		-	-	-	-	-	-	-	-	-		-	-
04 0001.3650.005.24.2451.070.99.520.030.5255.300.04		_						1					-
06 0001.3650.005.25.2356.070.99.520.030.5710.300.06		-	-			49	_	49	100.0%	70.0%		-	(49)
06 0001.3650.005.25.2357.070.99.520.030.5710.300.06		-	-	-	-		-	-	-	-		-	-
06 0001.3650.005.25.2357.070.99.520.030.5720.300.06	FINE ARTS OUT-OF-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
04 0001.3650.005.25.2420.070.99.520.030.5257.300.04		-	-	-	-	-	-	-	-	-		-	-
05 0001.3650.005.25.2420.070.99.520.030.5510.300.05		3,459	3,459	-	3,042	3,115	2,421	694	90.1%	70.0%		205	139
05 0001.3650.005.25.2420.070.99.520.030.5522.300.05		381	381	-	-	-	267	(267)	0.0%	70.0%		-	381
05 0001.3650.005.25.2440.070.99.520.030.5510.300.05 06 0001.3650.005.25.2440.070.99.520.030.5780.300.06		-	-	-									-
04 0001.3650.005.25.2451.070.99.520.030.5255.300.04		-	-			1	_	-				-	-
05 0001.3650.005.25.2451.070.99.520.030.5525.300.05		-	-	-	-	-	-	-	-	-		-	-
06 0001.3650.005.26.2357.070.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-

			0.1.1	0.777			VTD	<b>-</b>	O((114-)	VTD 0/		Significant		Budant
	Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target 8	& Variance > 20%	Encumbrance	Budget Balance
	0001.3650.005.26.2357.070.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
	0001.3650.005.26.2420.070.99.520.030.5257.300.04		1,200	1,200	-	-		840	(840)	0.0%	70.0%		-	1,200
	0001.3650.005.26.2420.070.99.520.030.5510.300.05 0001.3650.005.26.2420.070.99.520.030.5522.300.05		2,130 430	2,130 430	-	493	1,111	1,491 301	(380) (301)	52.1% 0.0%	70.0% 70.0%		854	166 430
	0001.3650.005.26.2440.070.99.520.030.5510.300.05		191	191	-	-	-	134	(134)	0.0%	70.0%		-	191
06	0001.3650.005.26.2440.070.99.520.030.5780.300.06	FINE ARTS OTHER EXPENSES	-	-	-	-	-	-	`- ´	-	-		-	-
	0001.3650.005.26.2451.070.99.520.030.5525.300.05		-	-	-	-	-	-	-	-	-		-	-
	0001.3650.005.30.2357.070.99.520.030.5710.300.06 0001.3650.005.30.2357.070.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
	0001.3650.005.30.2420.070.99.520.030.5257.300.04		- 525	525		107	107	368	(260)	20.4%	70.0%		162	256
	0001.3650.005.30.2420.070.99.520.030.5510.300.05		8,074	8,074	-	1,806	6,695	5,652	1,043	82.9%	70.0%		127	1,252
	0001.3650.005.30.2420.070.99.520.030.5522.300.05		870	870	-	568	568	609	(41)	65.2%	70.0%		290	12
	0001.3650.005.30.2430.070.99.520.030.5510.300.05		420	420	-	135	265	294	(29)	63.0%	70.0%		212	(56)
	0001.3650.005.30.2440.070.99.520.030.5510.300.05 0001.3650.005.30.2440.070.99.520.030.5780.300.06		-	-	-		-						-	-
	0001.3650.005.30.2451.070.99.520.030.5525.300.05		-	-	-	-	-	-	-	-	-		-	-
	0001.3650.005.40.2357.070.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
	0001.3650.005.40.2357.070.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	- (05)
	0001.3650.005.40.2358.070.99.520.030.5303.300.04 0001.3650.005.40.2358.070.99.520.030.5780.300.06		_			95 133	95 133		95 133	100.0%	70.0%			(95) (133)
	0001.3650.005.40.2420.070.99.520.030.5257.300.04		1,200	1,200	_	-	182	840	(658)	15.2%	70.0%		_	1,018
	0001.3650.005.40.2420.070.99.520.030.5510.300.05		16,155	16,155	-	7,105	14,650	11,309	3,342	90.7%	70.0%		1,675	(170)
	0001.3650.005.40.2420.070.99.520.030.5522.300.05		13,900	13,900	-	6,212	8,221	9,730	(1,509)	59.1%	70.0%		-	5,679
	0001.3650.005.40.2430.070.99.520.030.5510.300.05		-	-	-	-	-	-	-	-	-		-	-
	0001.3650.005.40.2440.070.99.520.030.5380.300.04 0001.3650.005.40.2440.070.99.520.030.5510.300.05		-	-	-		-						4,183	(4,183)
	0001.3650.005.40.2440.070.99.520.030.5780.300.06		-	-	-	-	-	-	-	-	-		200	(200)
	0001.3650.005.40.2451.070.99.520.030.5524.300.04		2,500	2,500	-	-	2,102	1,750	352	84.1%	70.0%		-	398
	0001.3650.005.40.2451.070.99.520.030.5525.300.05		2,000	2,000	-	-	208	1,400	(1,192)	10.4%	70.0%		-	1,792
	0001.3651.005.10.2356.075.99.520.030.5720.300.06 0001.3651.005.10.2357.075.99.520.030.5710.300.06		250	250	-	-	-	175	(175)	0.0%	70.0%		-	250
	0001.3651.005.10.2357.075.99.520.030.5720.300.06		-	-	-	-	-	-	-	_	-		-	-
06	0001.3651.005.10.2357.075.99.520.030.5730.300.06	PERF ARTS DUES & MEMBERSHIPS	-	-	-	-	-	-	-	-	-		-	-
	0001.3651.005.21.2357.075.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
	0001.3651.005.21.2357.075.99.520.030.5720.300.06 0001.3651.005.21.2410.075.99.520.030.5517.300.05		699	699	-	211	- 452	489	- (37)	64.7%	70.0%		-	- 247
	0001.3651.005.21.2410.075.99.520.030.53517.300.03		200	200		-	250	140	110	125.0%	70.0%		_	(50)
	0001.3651.005.21.2420.075.99.520.030.5522.300.05		223	223	-	55	55	156	(101)	24.7%	70.0%		-	168
	0001.3651.005.21.2430.075.99.520.030.5510.300.05		-	-	-	54	84	-	84	100.0%	70.0%		-	(84)
	0001.3651.005.21.2440.075.99.520.030.5510.300.05		-	-	-	-	-	-	-	-	-		-	-
	0001.3651.005.21.2440.075.99.520.030.5780.300.06 0001.3651.005.21.2455.075.99.520.030.5275.300.04		-	-	-	99	99		99				-	(99)
	0001.3651.005.22.2357.075.99.520.030.5710.300.06		-	-	-	-	-	-		-	-		-	-
	0001.3651.005.22.2357.075.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
	0001.3651.005.22.2410.075.99.520.030.5517.300.05		490	490	-	80	80	343	(263)	16.3%	70.0%		-	410
	0001.3651.005.22.2410.075.99.520.030.5522.300.05 0001.3651.005.22.2420.075.99.520.030.5257.300.04		200	200	-		-	140	(140)	0.0%	70.0%		-	200
	0001.3651.005.22.2420.075.99.520.030.5522.300.05		151	151	-	-	-	106	(106)	0.0%	70.0%		170	(19)
05	0001.3651.005.22.2430.075.99.520.030.5510.300.05	PERF ARTS EDUCATIONAL SUPPLIES	-	-	-	-	-	-	- 1	-	-		133	(133)
	0001.3651.005.22.2440.075.99.520.030.5510.300.05		-	-	-	-	-	-	-	-	-		-	-
	0001.3651.005.22.2440.075.99.520.030.5780.300.06 0001.3651.005.22.2455.075.99.520.030.5275.300.04		-	-	-	99	99		99				-	(99)
	0001.3651.005.23.2357.075.99.520.030.5710.300.06		-	-	-	-	-	_	-	-	-		-	-
06	0001.3651.005.23.2357.075.99.520.030.5720.300.06	PERF ARTS OUT-OF-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
	0001.3651.005.23.2410.075.99.520.030.5517.300.05		595	595	-	224	242	417	(175)	40.6%	70.0%		191	162
	0001.3651.005.23.2420.075.99.520.030.5257.300.04 0001.3651.005.23.2420.075.99.520.030.5522.300.05		200 173	200 173		117	125 117	140 121	(15) (4)	62.5% 67.5%	70.0% 70.0%		_	75 56
	0001.3651.005.23.2420.075.99.520.030.5510.300.05		-	-	_	-	34	-	34	100.0%	70.0%		_	(34)
	0001.3651.005.23.2440.075.99.520.030.5510.300.05		-	-	-	-	-	-	-	-	-		-	
	0001.3651.005.23.2440.075.99.520.030.5780.300.06		-	-	-	-	100	-	100	100.0%	70.0%		-	(100)
	0001.3651.005.23.2455.075.99.520.030.5275.300.04		-	-	-	99	99	-	99	-	-		-	(99)
	0001.3651.005.24.2357.075.99.520.030.5710.300.06 0001.3651.005.24.2357.075.99.520.030.5720.300.06		_	-	-		_							-
	0001.3651.005.24.2410.075.99.520.030.5517.300.05		699	699	-	95	95	489	(394)	13.6%	70.0%		-	604
04	0001.3651.005.24.2420.075.99.520.030.5257.300.04	PERF ARTS R & M EQUIPMENT	200	200	-	125	250	140	110	125.0%	70.0%		-	(50)
	0001.3651.005.24.2420.075.99.520.030.5522.300.05		172	172	-	31	31	120	(89)	18.0%	70.0%		78	63
	0001.3651.005.24.2430.075.99.520.030.5510.300.05 0001.3651.005.24.2440.075.99.520.030.5510.300.05		-	-	-	14	14		14				32	(45)
	0001.3651.005.24.2440.075.99.520.030.5780.300.06		-	-	-	-	-	_	-	-	-		-	-
04	0001.3651.005.24.2455.075.99.520.030.5275.300.04	PERF ARTS SOFTWARE LICENSE & USER FI	-	-	-	99	99	-	99	-	-		-	(99)
	0001.3651.005.25.2357.075.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
	0001.3651.005.25.2357.075.99.520.030.5720.300.06 0001.3651.005.25.2410.075.99.520.030.5517.300.05		- 1.117	- 1,117	-	- 80	- 80	- 782	(702)	- 7.1%	- 70.0%		-	1,037
03	5551.5551.665.25.2+16.675.55.526.050.5517.500.05	. E. C. AKIO ED SOIT - WKDKO/ IXIDKO	1,11/	1,11/	=	1 00	30	702	(702)	7.170	7 3.0 70		-	1,037

						ĺ					Significant	Ì	
Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target 8	& Variance > 20%	Encumbrance	Budget Balance
04 0001.3651.005.25.2420.075.99.520.030.5257.300.04		200	200	-	450	855	140	715	427.5%	70.0%		70	(725)
05 0001.3651.005.25.2420.075.99.520.030.5522.300.05		281	281	-	-	170	197	(26)	60.6%	70.0%		-	111
05 0001.3651.005.25.2430.075.99.520.030.5510.300.05		-	-	-	-	-	-	-	-	-		92	(92)
05 0001.3651.005.25.2440.075.99.520.030.5510.300.05 06 0001.3651.005.25.2440.075.99.520.030.5780.300.06		-	-	-	-	-	-	-	-	-		-	-
04 0001.3651.005.25.2455.075.99.520.030.5275.300.04		_	_	_	198	198		198		1			(198)
06 0001.3651.005.26.2357.075.99.520.030.5710.300.06		_	_	-	-	-	_	-	_	-		-	-
06 0001.3651.005.26.2357.075.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
05 0001.3651.005.26.2410.075.99.520.030.5517.300.05		726	726	-	120	211	508	(297)	29.1%	70.0%		-	515
04 0001.3651.005.26.2420.075.99.520.030.5257.300.04		330	330	-	-	-	231	(231)	0.0%	70.0%			330
05 0001.3651.005.26.2420.075.99.520.030.5522.300.05 05 0001.3651.005.26.2420.075.99.520.030.5710.300.05		330	330	-	-	-	231	(231)	0.0%	70.0%		762	(432)
05 0001.3651.005.26.2420.075.99.520.030.5710.300.05		660	660	-		-	462	(462)	0.0%	70.0%			660
05 0001.3651.005.26.2440.075.99.520.030.5510.300.05		-	-	_	_	_	-	(402)	-	-		_	-
06 0001.3651.005.26.2440.075.99.520.030.5780.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3651.005.30.2357.075.99.520.030.5710.300.06	PERF ARTS IN-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
06 0001.3651.005.30.2357.075.99.520.030.5720.300.06		-	-	-	-	-	-	-	-	-		-	-
05 0001.3651.005.30.2410.075.99.520.030.5517.300.05		1,124	1,124	-	227	1,148	787	361	102.1%	70.0%		0	(24)
04 0001.3651.005.30.2420.075.99.520.030.5257.300.04		670	670	-	250	805	469	336	120.1%	70.0%		125	(260) 2,024
05 0001.3651.005.30.2420.075.99.520.030.5522.300.05 05 0001.3651.005.30.2430.075.99.520.030.5510.300.05		2,670	2,670	-		100	1,869	(1,869) 100	0.0% 100.0%	70.0% 70.0%		646	(100)
04 0001.3651.005.30.2440.075.99.520.030.5380.300.04		_	1,000	(6,000)	1,000	1,000	700	300	100.0%	70.0%		1,522	(1,522)
05 0001.3651.005.30.2440.075.99.520.030.5510.300.05	PERF ARTS EDUCATIONAL SUPPLIES	990	990	-	-	-	693	(693)	0.0%	70.0%		-	990
06 0001.3651.005.30.2440.075.99.520.030.5780.300.06	PERF ARTS OTHER EXPENSES	-	-	-	250	250	-	250	-	-		300	(550)
06 0001.3651.005.40.2357.075.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3651.005.40.2357.075.99.520.030.5720.300.06 04 0001.3651.005.40.2358.075.99.520.030.5303.300.04		-	-	-	616	- 833	-	833	100.0%	70.0%		-	(833)
06 0001.3651.005.40.2358.075.99.520.030.5730.300.04		-	-	-	175	317		317	100.0%	70.0%			(317)
05 0001.3651.005.40.2410.075.99.520.030.5517.300.05		1,947	1,947	-	975	1,306	1,363	(57)	67.1%	70.0%		856	(215)
05 0001.3651.005.40.2420.045.99.520.030.5522.300.05		15,000	15,000	-	7,142	10,599	10,500	99	70.7%	70.0%		3,035	1,366
04 0001.3651.005.40.2420.075.99.520.030.5257.300.04		1,750	1,750	-	765	3,715	1,225	2,490	212.3%	70.0%		293	(2,258)
05 0001.3651.005.40.2420.075.99.520.030.5522.300.05		2,000	2,000	-	119	997	1,400	(403)	49.8%	70.0%		567	436
05 0001.3651.005.40.2430.045.99.520.030.5510.300.05 05 0001.3651.005.40.2430.075.99.520.030.5510.300.05		-	-	-	64	31 471		31 471	100.0% 100.0%	70.0%		- 29	(31) (500)
04 0001.3651.005.40.2440.075.99.520.030.5380.300.04		_			-	4/1		4/1	100.0%	70.0%		2,258	(2,258)
05 0001.3651.005.40.2440.075.99.520.030.5510.300.05	PERF ARTS EDUCATIONAL SUPPLIES	-	-	-	-	-	-	-	-	-		-,	-
06 0001.3651.005.40.2440.075.99.520.030.5780.300.06	PERF ARTS OTHER EXPENSES	-	-	-	328	329	-	329	100.0%	70.0%		1,505	(1,834)
04 0001.3651.005.40.2451.075.99.520.030.5255.300.04				-	-	-						-	
05 0001.3651.005.40.2451.075.99.520.030.5525.300.05 04 0001.3651.040.23.2455.075.99.520.030.5305.300.04		3,000	3,000	-	-	- 159	2,100	(2,100) 159	0.0% 100.0%	70.0% 70.0%		-	3,000 (159)
05 0001.3652.005.10.2110.099.99.520.030.5420.300.05		1,101	8,950	-	175	616	6,265	(5,649)	6.9%	70.0% 70.0% \	/FS	_	8,334
06 0001.3652.005.10.2110.099.99.520.030.5780.300.06		-	-	-	244	443	-	443	100.0%	70.0%	- 20	208	(651)
06 0001.3652.005.10.2356.099.99.520.030.5780.300.06		1,100	1,100	-	-	41	770	(729)	3.7%	70.0%		-	1,059
04 0001.3652.005.10.2357.099.99.520.030.5320.300.04		-	-	-	-	-	-	-	-	-		-	-
06 0001.3652.005.10.2357.099.99.520.030.5780.300.06		-	-	-	-	6	- 97	6	100.0%	70.0%		-	(6)
05 0001.3660.005.10.2110.080.99.520.030.5420.300.05 06 0001.3660.005.10.2356.099.99.520.030.5710.300.06		139 1,380	139 1,380	-	-	450	97 966	(97) (516)	0.0% 32.6%	70.0% 70.0%			139 930
06 0001.3660.005.10.2358.099.99.520.030.5300.300.06		-	-	-	19	19	-	19	-	-		981	(1,000)
05 0001.3660.005.10.2420.080.99.520.030.5522.300.05		-	-	-	- 1	- 1	-	- 1	-	-		-	-
06 0001.3660.005.21.2356.080.99.520.030.5710.300.06		200	200	-	-	-	140	(140)	0.0%	70.0%		-	200
06 0001.3660.005.21.2357.080.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3660.005.21.2357.080.99.520.030.5720.300.06 05 0001.3660.005.21.2415.080.99.520.030.5512.300.05					_			1				_	
04 0001.3660.005.21.2420.080.99.520.030.5257.300.04		_	_	_	_	_		1	1	1		_	_
05 0001.3660.005.21.2420.080.99.520.030.5522.300.05		-	-	-	-	-	-	-	-	-		-	-
05 0001.3660.005.21.2430.080.99.520.030.5510.300.05	WRLD LNGS EDUCATIONAL SUPPLIES	1,500	1,500	-	-	320	1,050	(730)	21.3%	70.0%		54	1,126
05 0001.3660.005.21.2451.080.99.520.030.5525.300.05		-	-	-	-	-	-	-	-	-		-	-
06 0001.3660.005.22.2356.080.99.520.030.5710.300.06 06 0001.3660.005.22.2357.080.99.520.030.5710.300.06		200	200	-	-	-	140	(140)	0.0%	70.0%		-	200
06 0001.3660.005.22.2357.080.99.520.030.5710.300.06		-	-	-		-				- 1			
05 0001.3660.005.22.2415.080.99.520.030.5512.300.05		-	-	-	-	-	-	-	-	-		-	-
04 0001.3660.005.22.2420.080.99.520.030.5257.300.04		-	-	-	-	-	-	-	-	-		-	-
05 0001.3660.005.22.2420.080.99.520.030.5522.300.05		-	-	-	-	-	-	-	-	-		-	-
05 0001.3660.005.22.2430.080.99.520.030.5510.300.05		100	100	-	-	299	70	229	298.8%	70.0%		66	(265)
05 0001.3660.005.22.2451.080.99.520.030.5525.300.05 06 0001.3660.005.23.2356.080.99.520.030.5710.300.06		200	200	-	-	-	140	(140)	0.0%	70.0%		_	200
06 0001.3660.005.23.2357.080.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
06 0001.3660.005.23.2357.080.99.520.030.5720.300.06	WRLD LNGS OUT-OF-STATE TRAVEL	-	-	-	-	-	-	-	-	-		-	-
05 0001.3660.005.23.2415.080.99.520.030.5512.300.05		-	-	-	-	-	-	-	-	-		-	-
04 0001.3660.005.23.2420.080.99.520.030.5257.300.04 05 0001.3660.005.23.2420.080.99.520.030.5522.300.05		-	-	-	-	-	-	-	-	-		-	-
05 0001.3660.005.23.2420.080.99.520.030.5522.300.05		700	700	-		292	490	(198)	41.8%	70.0%		- 53	354
05 0001.3660.005.23.2451.080.99.520.030.5525.300.05		-	-	-	-	-	-	-	-	-		-	-
					•	•							

40 of 42 Q319 Detail

												Significant		
	Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Target 8	& Variance > 20%	Encumbrance	Budget Balance
06	0001.3660.005.24.2356.080.99.520.030.5710.300.06		200	200	-	-	-	140	(140)	0.0%	70.0%	- 20 /0	-	200
	0001.3660.005.24.2357.080.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
	6 0001.3660.005.24.2357.080.99.520.030.5720.300.06 6 0001.3660.005.24.2358.080.99.520.030.5303.300.04			-	-	99	99	_	99	100.0%	70.0%		-	(99)
	0001.3660.005.24.2415.080.99.520.030.5512.300.05		-	-	-	-	-	-		-	-		15	(15)
	0001.3660.005.24.2420.080.99.520.030.5257.300.04		-	-	-	-	-	-	-	-	-		-	-
	5 0001.3660.005.24.2420.080.99.520.030.5522.300.05 5 0001.3660.005.24.2430.080.99.520.030.5510.300.05		1,500	1,500	-	-	- 497	1,050	(553)	33.1%	70.0%		- 98	906
	0001.3660.005.24.2451.080.99.520.030.5525.300.05		-	-	_	-	-	-	(333)	-	-		-	-
	0001.3660.005.25.2356.080.99.520.030.5710.300.06		320	320	-	-	-	224	(224)	0.0%	70.0%		-	320
	0001.3660.005.25.2357.080.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
	6 0001.3660.005.25.2357.080.99.520.030.5720.300.06 6 0001.3660.005.25.2358.080.99.520.030.5303.300.04			-	-	100	100	_	100	100.0%	70.0%		-	(100)
	0001.3660.005.25.2415.080.99.520.030.5512.300.05		-	-	-	-	-	-	-	-	-		15	(15)
	0001.3660.005.25.2420.080.99.520.030.5257.300.04		-	-	-	-	-	-	-	-	-		-	-
	5 0001.3660.005.25.2420.080.99.520.030.5522.300.05 5 0001.3660.005.25.2430.080.99.520.030.5510.300.05		1,500	1,500	-	-	- 355	1,050	(695)	23.7%	70.0%		- 98	1,047
	0001.3660.005.25.2451.080.99.520.030.5525.300.05		-	-	_	-	-	-	(093)	-	-		-	-
	0001.3660.005.26.2356.080.99.520.030.5710.300.06		300	300	-	-	-	210	(210)	0.0%	70.0%		-	300
	5 0001.3660.005.26.2357.080.99.520.030.5710.300.06		-	-	-	-	-	-	-	-	-		-	-
	5 0001.3660.005.26.2357.080.99.520.030.5720.300.06 5 0001.3660.005.26.2410.080.99.520.030.5517.300.05		-	-	-	-	-	_					-	-
	0001.3660.005.26.2415.080.99.520.030.5512.300.05		952	952	-	367	367	666	(300)	38.5%	70.0%		175	410
04	0001.3660.005.26.2420.080.99.520.030.5257.300.04	WRLD LNGS R & M EQUIPMENT	-	-	-	-	-	-	-	-	-		-	-
	5 0001.3660.005.26.2420.080.99.520.030.5522.300.05 5 0001.3660.005.26.2430.080.99.520.030.5510.300.05		660	660	-	185	- 185	462	(277)	28.0%	70.0%		-	- 475
	0001.3660.005.30.2356.080.99.520.030.5710.300.06		700	700	_	210	210	490	(280)	30.0%	70.0%		-	490
	0001.3660.005.30.2357.080.99.520.030.5710.300.06		-	-	-	-	-	-	`- ´	-	-		-	-
	5 0001.3660.005.30.2357.080.99.520.030.5720.300.06		-	-	-	-	-	-	- 449	100.00/	70.00/		-	- (710)
	0001.3660.005.30.2358.080.99.520.030.5303.300.04 0001.3660.005.30.2358.080.99.520.030.5730.300.06		-	-	-	449 90	449 90		90	100.0% 100.0%	70.0% 70.0%		269	(718) (90)
	0001.3660.005.30.2358.080.99.520.030.5780.300.06		-	-	-	70	70	-	70	100.0%	70.0%		-	(70)
	0001.3660.005.30.2410.080.99.520.030.5517.300.05		3,383	3,383	-	145	145	2,368	(2,223)	4.3%	70.0%		52	3,186
	5 0001.3660.005.30.2415.080.99.520.030.5512.300.05 6 0001.3660.005.30.2420.080.99.520.030.5257.300.04		697	697	-	-	-	488	(488)	0.0%	70.0%		-	697
	0001.3660.005.30.2420.080.99.520.030.3237.300.04				-	-	203	1	203	100.0%	70.0%			(203)
05	0001.3660.005.30.2430.080.99.520.030.5510.300.05	WRLD LNGS EDUCATIONAL SUPPLIES	5,591	5,591	-	748	1,358	3,914	(2,556)	24.3%	70.0%		25	4,208
	0001.3660.005.40.2356.080.99.520.030.5710.300.06		600	600	-	-	-	420	(420)	0.0%	70.0%		-	600
	6 0001.3660.005.40.2356.080.99.520.030.5720.300.06 6 0001.3660.005.40.2357.080.99.520.030.5710.300.06		_	-		_	550	_	550	100.0%	70.0%			(550)
	0001.3660.005.40.2357.080.99.520.030.5720.300.06		_	-	_	-	-	_	_	-			-	-
06	0001.3660.005.40.2357.080.99.520.030.5730.300.06	WORLD LANGUAGES DUES & MEMBERSHIF	-	-	-	49	49	-	49	-	-		-	(49)
	0001.3660.005.40.2358.080.99.520.030.5303.300.04		-	-	-	-	-	-	-	0.0%	70.0%		540	(540)
	5 0001.3660.005.40.2358.080.99.520.030.5730.300.06		-	-	-	40 140	155	-	155 187	100.0% 100.0%	70.0%		- 3	(155) (190)
	6 0001.3660.005.40.2358.080.99.520.030.5780.300.06 6 0001.3660.005.40.2410.080.99.520.030.5517.300.05		4,602	4,602	-	145	187 145	3,221	(3,076)	3.2%	70.0% 70.0%		52	4,405
	0001.3660.005.40.2415.080.99.520.030.5512.300.05		1,100	1,100	-	708	2,775	770	2,005	252.3%	70.0%		-	(1,675)
	0001.3660.005.40.2420.080.99.520.030.5257.300.04		3,700	3,700	-	-	-	2,590	(2,590)	0.0%	70.0%		-	3,700
	5 0001.3660.005.40.2420.080.99.520.030.5522.300.05 5 0001.3660.005.40.2430.080.99.520.030.5510.300.05		2,600	2,600	-	1,423 577	1,423 1,878	1,820	1,423 58	- 72.2%	70.0%		938	(1,423) (217)
	0001.3660.005.40.2440.080.99.520.030.5730.300.06		2,000	2,000	-	-	45	- 1,620	45	100.0%	70.0%		-	(45)
06	0001.3660.005.40.2440.080.99.520.030.5780.300.06	WRLD LNGS OTHER EXPENSES	-	-	-	221	221	-	221	-	-		1,000	(1,221)
	0001.3660.005.40.2455.099.99.520.030.5524.300.04		5,595	5,595	-	-	-	3,917	(3,917)	0.0%	70.0%		2,020	3,575
	0001.3660.040.21.2455.080.99.520.030.5305.300.04		-	-	-	679	948	-	948	100.0%	70.0%		-	(948)
	0001.3660.040.22.2455.080.99.520.030.5305.300.04 0001.3660.040.24.2455.080.99.520.030.5305.300.04		_	-	-	40	159 199	-	159 199	100.0% 100.0%	70.0% 70.0%		-	(159) (199)
	0001.3660.040.24.2433.080.99.520.030.5305.300.04		_		_	40	358		358	100.0%	70.0%		-	(358)
	0001.3660.040.30.2455.080.99.520.030.5305.300.04		-	_	-	280	280	_	280	-	-		_	(280)
	0001.3660.040.40.2110.080.99.520.030.5420.300.05		-	-	-	438	564	-	564	100.0%	70.0%		7	(571)
	0001.3660.040.40.2220.080.99.520.030.5420.300.05		-	-	-			-						
	0001.3660.040.40.2455.080.99.520.030.5305.300.04 0001.3661.005.10.2110.080.99.520.030.5710.300.06		-	-	-	8,540	9,452		9,452	100.0%	70.0% Y	rES	90	(9,542)
	5 0001.3661.005.10.2110.080.99.520.030.5710.300.08 5 0001.3661.005.10.2110.099.99.520.030.5420.300.05		-	-	-	-	-	-	-	-	-		-	-
06	0001.3661.005.10.2356.099.99.520.030.5780.300.06	K-12 WORLD LANGUAGES DIR -DISTRICT-	1,100	1,100	-	-	-	770	(770)	0.0%	70.0%		-	1,100
	0001.3661.005.10.2357.099.99.520.030.5320.300.04		-	-	-	-	-	-	-	-	-		-	-
	5 0001.3661.005.10.2357.099.99.520.030.5710.300.06 5 0001.3661.005.10.2357.099.99.520.030.5720.300.06		-	-	-	-		_					-	-
	0001.3661.005.10.2357.099.99.520.030.5780.300.06		-	-	-	-	-	-	-	-	-		-	-
		SUBTOTAL	9,984,463	9,722,331	(5,774)	2,595,035	5,238,610	6,766,549	(1,527,939)	53.9%	70.3%		3,756,724	726,997
					•									

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#### Attachment B

	Account	Description	Original Budget	QIII Revised Budget	QIII Txfr	QIII Transactions	YTD Transactions	Target Expense	Over/(Udr) Target	YTD % Budget	Significant Target & Variance % > 20%		Budget Balance
200	0001.3133.040.99.7100.099.99.520.200.5820.300.99	GEN SUP/SVC/EQUIP ADDITIONAL EQUIP	-	-	-	-	-	-	-	-	-	-	-
200	0001.3133.040.99.7300.099.99.520.200.5850.300.99	GEN SUP/SVC/EQUIP ADDITIONAL EQUIP	-	-	-	-	-	-	-	-	-	-	-
200	0001.3133.040.99.7350.099.99.520.200.5856.300.99	GEN SUP/SVC/EQUIP ADD EQUIP - TECH	-	-	-	-	-	-	-	-	-	-	-
200	0001.3133.040.99.7500.099.99.520.200.5851.300.99	GEN SUP/SVC/EQUIP MOTOR VEHICLES	-	-	-	-	-	-	-	-	-	-	-
200	0001.3141.040.99.7300.099.99.520.200.5850.300.99	PROD CTR ADDITIONAL EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-
200	0001.3150.005.40.7350.099.99.520.200.5856.300.99	ADMIN TECH ADD EQUIP - TECHNOLOGY	4,750	1,254	(3,496)	-	-	940	(940)	0.0%	75.0%	-	1,254
200	0001.3150.040.99.7350.099.99.520.200.5856.300.99	ADMIN TECH ADD EQUIP - TECHNOLOGY	-	-	-	-	-	-	-	-	-	-	-
200	0001.3160.040.99.7500.099.99.520.200.5851.300.99	TRANS ADD EQUIPMENT - VEHICLES	-	-	-	-	-	-	-	-	-	-	-
200	0001.3160.099.99.7500.099.99.520.200.5851.300.99	TRANS ADD EQUIPMENT - VEHICLES	-	-	-	-	-	-	-	-	-	-	-
200	0001.3400.040.40.7300.099.99.520.200.5870.300.99	H S REPLACEMENT EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-
200	0001.3530.040.99.7300.099.99.520.200.5870.300.99	SPEC ED REPLACEMENT EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-
200	0001.3630.099.40.7350.040.99.520.200.5856.300.99	ED TECH ADD EQUIP - TECHNOLOGY	-	7,533	-	-	-	5,650	(5,650)	0.0%	75.0% YES	34,213	(26,680)
200	0001.3631.040.99.7350.045.99.520.200.5856.300.99	MEDIA SVCS ADD EQUIP - TECHNOLOGY	-	· -	-	-	-	-		-	-	-	
200	0001.3650.099.99.7300.070.99.520.200.5850.300.99	FINE ARTS ADDITIONAL EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-
		SUBTOTAL	4,750	8,787	(3,496)	-	-	6,590	(6,590)	0.0%	75.0% YES	34,213	(25,426)
		GRAND TOTAL	71,105,943	71,105,943	-	17,831,439	42,817,552	44,551,241	(1,733,689)	60.2%	62.7%	26,603,114	1,685,277

									AMOUNT	
			GRANT	REVISED	YTD	CURRENT	TOTAL		RETURNED	
FEDERAL GRANTS			BUDGET	BUDGET	ACTUAL	ENCUMBERED	EXPENDED	VARIANCE	TO GRANTOR	STATUS
SPED 94-142/ 240			1,295,960	1,304,678	813.894	433,651	1.247.545	57.133	_	OPEN UNTIL 6/30/19
TITLE I/ 305			98,197	98,197	55,345	29,679	85,024	13,173	-	OPEN UNTIL 6/30/19
NCLB TEACHER QUALITY (TITLE IIA)/ 140			65,111	65,111	34,495	21,349	55,844	9,267	-	OPEN UNTIL 6/30/19
TITLE III/ENGLISH LANGUAGE ACQUISITION/180			23,526	23,526	8,500	5,500	14,000	9,526	-	OPEN UNTIL 6/30/19
SPED EARLY CHILDHOOD/ 262			35,254	35,254	23,605	10,572	34,177	1,077	-	OPEN UNTIL 6/30/19
FY19 TITLE IV A			7,638	7,638	-	3,879	3,879	3,759	-	OPEN UNTIL 6/30/19
			1,525,686	1,534,404	935,839	504,631	1,440,469	93,935	-	
									AMOUNT	
			GRANT	REVISED	YTD	CURRENT	TOTAL		AMOUNT RETURNED	
STATE GRANTS			BUDGET	BUDGET	ACTUAL	ENCUMBERED	EXPENDED	VARIANCE	TO GRANTOR	STATUS
			1,488,797			-		343,596	TO GRANTOR	OPEN UNTIL 6/30/19
CIRCUIT BREAKER (72%)			, , .	1,488,797	1,145,201	334,783	1,145,201	67,023	-	,, -
METCO/ 317 DPH ENHANCED SCHOOL HEALTH			1,040,262 115,899	1,088,335 115,899	686,529 70,556	41,706	1,021,312 112,262	3,636	-	OPEN UNTIL 6/30/19 OPEN UNTIL 6/30/19
DEL ENHANCED SCHOOL HEALTH			<b>2,644,958</b>	2,693,031	1,902,286	376,489	2,278,775	414,255	_	OPEN UNTIL 0/30/19
			2,044,550	2,033,031	1,302,200	370,403	2,270,773	414,233		
									AMOUNT	
	ORIGINAL	EXPENDED	CARRY OVER	CURRENT	YTD	CURRENT	TOTAL		RETURNED	
LOCAL GRANTS	BUDGET	PRIOR YR	BUDGET	RECEIPTS	ACTUAL	ENCUMBERED	EXPENDED	VARIANCE	TO GRANTOR	STATUS
FY16 SPRING NEF	44,351	44,351	-	-	-	-	-	-	2,809	CLOSED 5/1/18
FY17 FALL NEF FY17 SPRING NEF	40,718 31.416	40,718 29,300	2,116	-	1.473	-	1.473	643	10,983	CLOSED 6/26/18
FY18 FALL NEF	35,664	18,795	16,869	-	1,473	4,059	1,473	372	2,882	CLOSED 6/26/18 OPEN TO 6/30/18
FY18 SPRING NEF	22,125	4,034	18,091	-	11,293	4,039	11,293	6,798	-	OPEN TO 6/30/18
FY19 FALL NEF	67,553	4,034	10,091	67,553	32,485	7,874	40,359	27,195		OPEN TO 6/30/19
FY19 WINTER NEF	26,015	_	_	26,015	32,403	2,156	2,156	23,859		OPEN TO 6/30/19
FY14 NEF LARGE: KINETIC ART SCULPTURE	13,660	13,660		20,013		2,130	2,130	23,639		CLOSED 6/26/18
FY14 NEF LARGE: ART IN THE DARK	6,340	6,340	_	_	_	_	_	_	335	CLOSED 6/26/18
FY15 NEF LARGE: DA VINCI WORKSHOP	50,000	50,000	_	_	_	_	_	_	-	CLOSED 6/26/18
FY15 NEF LARGE: ILI INNOVATION GRANT	26,000	17,551	8,449	_	_	_	_	8,449	_	EXTENDED TO 6/30/17
FY15 NEF LARGE: INTERDISCIPLINARY ARTS INT 2	12,010	12,010	-	-	-	-	-	-	-	OPEN UNTIL 6/30/2016
FY18 NEF LARGE: SKILLS & THRILLS	3,590	-	3,590	-	2,331	200	2,531	1,059	-	OPEN TO 6/30/19
FY18 NEF LARGE: IMPROVING DIGITAL COMM.	15,000	-	15,000	-	15,000	-	15,000	· -	-	CLOSED 3/13/19
FY18 NEF LARGE: ENGAGE MOTIVATE W/VIDEO	14,545	13,857	688	-	688	-	688	-	-	OPEN TO 6/30/19
FY18 NEF LARGE SPRING: MODEL SCHOOLS CONF	10,000	8,749	1,251	-	1,251	-	1,251	-	710	CLOSED 3/12/19
FY17 NEF INTERDISCIPLINARY GRANT	32,000	26,616	5,384	-	5,384	-	5,384	-	-	OPEN UNTIL 6/30/2017
FY18 NEF INTERDISCIPLINARY GRANT	42,864	19,595	23,269	-	1,809	-	1,809	21,460	-	Open to June 30, 2018
FY16/17 INNOVATION FUND GRANT	12,155	9,209	2,946	-	862	135	996	1,950	-	OPEN UNTIL 6/30/2018
FY13 METROWEST BULLYING	30,303	30,303	1,315	-	-	-	-	1,315	-	CLOSED 10/4/14
FY15 METROWEST MENTAL HEALTH ASSESSMENT	17,848	17,848	-	-	-	-	-	-	-	Extended to 6/30/17
FY16 METROWEST MENTAL HEALTH ASSESSMENT	17,623	17,623	2 201	-	- 2 201	-	2 201	-	-	Extended to 6/30/17
FY17 METROWEST SBIRT	7,400	4,099	3,301	-	3,301	-	3,301	-	-	Open to 3/31/18
FY18 FUEL UP TO PLAY	3,484	3,484	-	2 550	-	-	-	2.550	-	Open to June 30, 2018
FY19 FUEL UP TO PLAY FY19 METROWEST IMPROVING STUDENT HEALTH	3,550 20,000	-	-	3,550	-	-	-	3,550 10,000	-	OPEN TO 6/30/19 OPEN TO 6/30/19
FY19 NEDFC HOT CHOCOLATE MILK GRANT	20,000 347	-	-	10,000 347	-		-	347	-	OPEN TO 6/30/19 OPEN TO 6/30/19
1113 NEDICTION CHOCOLATE MILK GRANT	606,561	388,142	102,269	107,465	88,314	14,424	102,738	106,996	17,719	OI EN 10 0/30/13
	000,331	300,142	102,209	107,403	55,514	17,727	102,738	100,990	1,,,13	
							AMOUNT			
LOCAL GIFT/DONATION	CARRY OVER	CURRENT	YTD	CURRENT	TOTAL		RETURNED			
	BUDGET	RECEIPTS	ACTUAL	ENCUMBERED	EXPENDED	VARIANCE	TO GRANTOR	STATUS	NOTE	
BROADMEADOW DONATIONS	14,120	2,420	7,003	595	7,598	8,942	N/A	ROLLING ACCOUNT	-	
ATHLETIC DONATIONS	8,977	50,765	54,763	1,044	55,807	3,935	N/A	ROLLING ACCOUNT		
CONTRIBUTIONS TO THE ARTS	1,235	12,101	2,500	946	3,446	9,889	N/A	ROLLING ACCOUNT		
HILLSIDE DONATIONS	2,300	1,750	2,574	220	2,794	1,256	N/A	ROLLING ACCOUNT		
ELIOT DONATIONS	885	306	-	762	762	430	N/A	ROLLING ACCOUNT		
HIGH SCHOOL DONATIONS	167	398	565	-	565	-	N/A	ROLLING ACCOUNT		

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POLLARD DONATIONS	5,641	3,825	8,250	296	8,546	920	N/A	ROLLING ACCOUNT	
NEWMAN DONATIONS	166	500	-	-	-	666	N/A	ROLLING ACCOUNT	
MITCHELL DONATIONS	1,743	12,167	8,233		8,233	5,677	N/A	ROLLING ACCOUNT	
SCHOOL GRANTS OVERHEAD	618	-	1,610	3,651	5,261	(4,643)	N/A	ROLLING ACCOUNT	Journal Entry Pending
PERFORMANCE REPORT DONATIONS	1,796	2,000	2,763	-	2,763	1,033	N/A	ROLLING ACCOUNT	
PRESCHOOL DONATIONS	154	-	-	-	-	154	N/A	ROLLING ACCOUNT	
POLLARD JAPAN EXCHANGE DONATIONS	704	-	-	-	-	704	N/A	ROLLING ACCOUNT	
POLLARD LAUNCHING SCHOLARS	2,448	-	-	-	-	2,448	N/A	ROLLING ACCOUNT	
HIGH ROCK OVERNIGHT CAMP DONATIONS	-	-	-	-	-	-	N/A	ROLLING ACCOUNT	
HIGH ROCK DONATIONS	662	-	-	-	-	662	N/A	ROLLING ACCOUNT	
SCIENCE CENTER DONATIONS	1,824	-	219	-	219	1,605	N/A	ROLLING ACCOUNT	
MEDIA DONATIONS	2,882	18,390	3,638	571	4,209	17,063	N/A	ROLLING ACCOUNT	
INSTRUCTION TECHNOLOGY DON	1,714	2,052	1,197	886	2,083	1,683	N/A	ROLLING ACCOUNT	
WORLD LANGUAGE DONATIONS	384	-	-	-	-	384	N/A	ROLLING ACCOUNT	
SCHOOL MISC DONATIONS	882	253	1,121	-	1,121	14	N/A	ROLLING ACCOUNT	
NHS DISTING CAREER AWARDS	55	-	-	-	-	55	N/A	ROLLING ACCOUNT	
METCO DONATIONS	16,196	2,500	12,642	7	12,649	6,048	N/A	ROLLING ACCOUNT	
COMMUNITY ED DONATIONS	90	, -	´-	-	· -	90	N/A	ROLLING ACCOUNT	
DVAC DONATION	782	-	-	-	-	782	N/A	ROLLING ACCOUNT	
DOUGLAS PINTA MEMORIAL AWARD	847	-	-	-	-	847	N/A	ROLLING ACCOUNT	
MEREDITH J MCCULLOUGH AWARD	709	-	-	-	-	709	N/A	ROLLING ACCOUNT	
JOHN W FERRETT PRIZE	747	-	-	-	-	747	N/A	ROLLING ACCOUNT	
GEORGE A RODAKIS AWARD	107	-	-	-	-	107	N/A	ROLLING ACCOUNT	
STEPS TO SUCCESS	8,004	-	7,347	-	7,347	657	N/A	ROLLING ACCOUNT	
PHILLIP H. CLAXTON MEMORIA	· -	-	, -	-	· -	-	N/A	ROLLING ACCOUNT	
JOHN GOODWIN SCHIRMER AWARD	-	-	-	-	-	-	N/A	ROLLING ACCOUNT	
HS DA VINCI DONATIONS	18,668	5,000	1,340	1,716	3,056	20,612	N/A	ROLLING ACCOUNT	
GLOBAL INITIATIVES DONATIONS	434	-	-	-	-	434	N/A	ROLLING ACCOUNT	
FOOD SERVICE DONATIONS	865	1,463	-	-	-	2,327	N/A	ROLLING ACCOUNT	
SPED DONATIONS	1,136	2,000	1,176	-	1,176	1,960	N/A	ROLLING ACCOUNT	
SEPAC DONATIONS	533	-	-	-	-	533	N/A	ROLLING ACCOUNT	
NURSING DONATIONS	90	-	-	-	-	90	N/A	ROLLING ACCOUNT	
NHS TRAVEL DONATIONS	25,000	-	9,393	-	9,393	15,607	N/A	ROLLING ACCOUNT	
	123,566	117,889	126,333	10,695	137,028	104,427	N/A	ROLLING ACCOUNT	
		,	,	,	===,0=0	, · <b>-</b> -	,		

REVOLVING FUND	CARRY OVER BUDGET	CURRENT RECEIPTS	YTD ACTUAL	CURRENT ENCUMBERED	TOTAL EXPENDED	VARIANCE	AMOUNT RETURNED TO GRANTOR	STATUS	
FEE BASED TRANSPORTATION	131,287	600,600	606,055	310,278	916,333	(184,446)	N/A	ROLLING ACCOUNT	Full Yr Enc Expenses, Rev Receipts Pending
PRODUCTION CENTER FEE-BASED	1,990	22,090	15,434	· -	15,434	8,646	N/A	ROLLING ACCOUNT	
BROADMEADOW LEASE	-	15,622	· -	-	, -	15,622	N/A	CLOSES JUNE 30	
BROADMEADOW BOOK/EQUIPMENT	0		-	-	-	0	N/A	ROLLING ACCOUNT	
ELIOT LEASE	-	11,810	-	-	-	11,810	N/A	CLOSES JUNE 30	
ELIOT BOOK/EQUIPMENT SALES	454	-	217	-	217	237	N/A	ROLLING ACCOUNT	
HILLSIDE LEASE	-	8,539	-	-	-	8,539	N/A	ROLLING ACCOUNT	
HILLSIDE BOOK/EQUIPMENT SALES	793	248	350	-	350	692	N/A	ROLLING ACCOUNT	
HILLSIDE LESLEY INTERNS	15,110	-	-	-	-	15,110	N/A	ROLLING ACCOUNT	
MITCHELL LEASE	250	9,318	2,250	1,000	3,250	6,318	N/A	CLOSES JUNE 30	
MITCHELL BOOK/EQUIPMENT SALES	-	-	-	-	-	-	N/A	ROLLING ACCOUNT	
NEWMAN LEASE	-	19,212	-	-	-	19,212	N/A	CLOSES JUNE 30	
NEWMAN BOOK/EQUIPMENT SALE	896	-	376	-	376	520	N/A	ROLLING ACCOUNT	
HIGH ROCK BOOK/EQUIPMENT SALES	2,420	-	-	-	-	2,420	N/A	ROLLING ACCOUNT	
HIGH ROCK LOST BOOKS	248	10	-	-	-	258	N/A	ROLLING ACCOUNT	
HIGH ROCK OVERNIGHT CAMP	-	-	-	-	-	-	N/A	ROLLING ACCOUNT	
POLLARD JAPAN EXCHANGE	610	-	-	-	-	610	N/A	ROLLING ACCOUNT	
POLLARD BOOK/EQUIPMENT SALES	-	-	-	-	-	-	N/A	ROLLING ACCOUNT	
POLLARD LOST BOOKS	2,055	10	-	-	-	2,065	N/A	ROLLING ACCOUNT	
HIGH ROCK NON-RESIDENT TUITION	-	-	-	-	-	-	N/A	ROLLING ACCOUNT	
POLLARD NON-RESIDENT TUITION	3,192	-	-	-	-	3,192	N/A	ROLLING ACCOUNT	
HIGH SCHOOL TESTING	22,447	92,550	14,261	8,846	23,107	91,890	N/A	ROLLING ACCOUNT	
HIGH SCHOOL BOOK/EQUIPMENT SALES	763	16,513	17,436	-	17,436	(161)		ROLLING ACCOUNT	Revenue Receipts Pending
HIGH SCHOOL LOCKERS	2,253	1,207	3,012	-	3,012	447	N/A	ROLLING ACCOUNT	
HIGH SCHOOL TEXTBOOK RECOVERY	4,089	619		-		4,708	N/A	ROLLING ACCOUNT	
HIGH SCHOOL PARKING	5,047	16,575	934	-	934	20,688	N/A	ROLLING ACCOUNT	

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### Attachment C

LITCH COLLOCK NON DECIDENT THITTON	44.667	7.45				40.440		DOLL THE ACCOUNT	
HIGH SCHOOL NON-RESIDENT TUITION	11,667	745	7 204	-	7 204	12,412	N/A	ROLLING ACCOUNT	
SPED OUT-OF-DISTRICT TUITION	279	16,390	7,284	-	7,284	9,385	N/A	ROLLING ACCOUNT	
SPED NON-RESIDENT TUITION	9,350	-	-	-	-	9,350	N/A	ROLLING ACCOUNT	
INTEGRATED PRESCHOOL	88,265	343,866	204,589	101,861	306,451	125,680	N/A	ROLLING ACCOUNT	
SCIENCE CENTER	1,036	-	-	-	-	1,036	N/A	ROLLING ACCOUNT	
SCIENCE CENTER AFTERSCHOOL	5,957	-	-	-	-	5,957	N/A	ROLLING ACCOUNT	
MEDIA RECOVERY	3,505	527	2,432	2,690	5,122	(1,089)		ROLLING ACCOUNT	Revenue Receipts Pending
1:1 DEVICE SALES	734	150	-	-	-	884	N/A	ROLLING ACCOUNT	
SCH PERFORMING GROUPS	3,027	25,302	16,419	12,828	29,247	(918)	N/A	ROLLING ACCOUNT	Revenue Receipts Pending
FEE-BASED ARTS INSTRUCTION	36,214	150,403	113,429	3,762	117,191	69,426	N/A	ROLLING ACCOUNT	
FINE & PERFORMING ARTS SALES TO STUDENTS	613	12,522	8,835	3,625	12,460	675	N/A	ROLLING ACCOUNT	
GRAPHIC ARTS	22,344	41,879	36,340	14,802	51,142	13,081	N/A	ROLLING ACCOUNT	
THEATRICAL PERFORMANCES - MUSICAL	33,130	21,361	24,059	7,389	31,448	23,042	N/A	ROLLING ACCOUNT	
WORLD LANGUAGES FEE-BASED	2,651	897	554	-	554	2,994	N/A	ROLLING ACCOUNT	
KINDERGARTEN AFTER SCHOOL ENRICH (KASE)	455,530	1,107,461	1,074,960	387,141	1,462,101	100,891	N/A	ROLLING ACCOUNT	
ELEMENTARY AFTER SCHOOL ENRICH (EASE)	62,885	198,854	104,779	102,147	206,926	54,813	N/A	ROLLING ACCOUNT	
MIDDLE SCHOOL AFTER SCHOOL ENRICH (PAS/RAS	16,357	96,241	85,560	45,093	130,653	(18,055)	N/A	ROLLING ACCOUNT	Full Year Enc. for Salaries & Supplies
SUMMER SCHOOL	86,718	542,648	260,150	37,145	297,295	332,070	N/A	ROLLING ACCOUNT	
TUTORING	120	-	-	-	-	120	N/A	ROLLING ACCOUNT	
SUMMER SPORTS CLINICS	22,796	37,835	26,410	3,574	29,984	30,647	N/A	ROLLING ACCOUNT	
METCO REVOLVING FUND	2,649	-	-	-	-	2,649	N/A	ROLLING ACCOUNT	
METCO SUMMER SCHOOL	39	-	-	-	-	39	N/A	ROLLING ACCOUNT	
SCHOOL EQUIPMENT RECOVERY	79	203	75	-	75	207	N/A	ROLLING ACCOUNT	
HIGH SCHOOL ATHLETICS	84,958	594,507	496,748	241,053	737,801	(58,336)	N/A	ROLLING ACCOUNT	Full Yr Enc Expenses, Rev Receipts Pending
FOOD SERVICES	546,631	1,881,206	1,547,356	1,153,808	2,701,164	(273,327)	N/A	ROLLING ACCOUNT	Full Year Enc. for Salaries & Supplies
ADULT EDUCATION	7,723	317,319	229,340	52,300	281,640	43,402	N/A	ROLLING ACCOUNT	
STAFF DEVELOPMENT	3,284	1,200	775	· -	775	3,708	N/A	ROLLING ACCOUNT	
	1,702,444	6,206,437	4,900,420	2,489,341	7,389,762	519,119	N/A	ROLLING ACCOUNT	
GRANT, DONATION & REVOLVING	CARRY OVER	CURRENT	YTD	CURRENT	TOTAL	BALANCE			
SUMMARY	BUDGET	RECEIPTS	ACTUAL	<b>ENCUMBERED</b>	EXPENDED	REMAINING	STATUS		
FEDERAL GRANTS	NA	1,534,404	935,839	504,631	1,440,469	93,935	OPEN UNTIL .	IUNE 30	
STATE GRANTS	NA	2,693,031	1,902,286	376,489	2,278,775	414.255	OPEN UNTIL 3		
LOCAL GRANTS	102,269	107,465	88,314	14,424	102,738	106.996	ROLLING ACC		
LOCAL GRANTS	102,209	107,400	00,314	14,424	102,730	100,990	ROLLING ACC	CONT	

10,695

2,489,341

3,395,580

137,028

7,389,762

11,348,771

123,566

1,702,444

1,928,279

LOCAL GIFT/DONATION

REVOLVING FUND

117,889

6,206,437

10,659,226

126,333

4,900,420

7,953,192

3 of 3 Q319 Gr & Rev

104,427 ROLLING ACCOUNT

519,119 ROLLING ACCOUNT

1,238,733

SCHOLARSHIPS & AWARDS	7/1/18 EST. BEGINNING BOOK VALUE	YTD CONTRIBUTIONS	YTD DISBURSEMENTS	YTD EARNINGS	06/30/19 ENDING BOOK VALUE	YTD UNREALIZED GAIN/(LOSS)	06/30/19 ESTIMATED MARKET VALUE	STATUS
· · · · · · · · · · · · · · · · · · ·								· · · · · · · · · · · · · · · · · · ·
ANITA M. REINEKE MEMORIAL SCHOLARSHIP	11,619	-	-	62	11,681	29	11,710	
ARTHUR & CECILIA BAILEY SCHOLARSHIP	52,255	-	-	279	52,534	130	52,663	
CATHERINE MARGARET WHARTON MEMORIAL SCHOLARSHIP	-	-	-	1 220		-	- 222.000	INACTIVE; LOW BALANCE
CHARLES & BERNICE H. SIEGEL MEMORIAL FUND SCHOLARS		-	-	1,239	233,233	576	,	
CHLOE MALAST MEMORIAL SCHOLARSHIP	17,259	25	-	92	17,376	43	17,419	
CLASS OF 1979 SCHOLARSHIP	47	-	-	0	47	0		INACTIVE; LOW BALANCE
CLASS OF 1980 SCHOLARSHIP	7,057	-	-	38	7,095	18		
DANA F. BURKE MEMORIAL SCHOLARSHIP	4,611	-	-	25	4,635	11	4,647	
DEFAZIO FAMILY MEMORIAL SCHOLARSHIP	16,521	-	-	88	16,610	41	16,651	
DR. LEE E. ALLEN MEMORIAL AWARD	3,570	-	-	19	3,589	9	-/	
DR. MARTIN LUTHER KING JR. MEMORIAL SCHOLARSHIP	5,763	-	-	31	5,794	14	5,808	
EDITH G WILDMAN SCHOLARSHIP	570,663	-	-	3,048	573,711	1,416	575,127	
EDWARD J. KASPICK MEMORIAL SCHOLARSHIP FUND	-	-	-		-			DISCONTINUED, PER DONOR WISH
EDWARD J. STEWART 13 CLUB SCHOLARSHIP	102	-	-	1	103	0	103	DISCONTINUED. BAL TO BE JE TO MLK
EDWARD KEADY MEMORIAL SCHOLARSHIP	(2)	-	-	-	(2)	-	(2)	INACTIVE; LOW BALANCE
ELIZABETH HANDLY TRUST	44,394	-	-	237	44,631	110	,	
FREDERICK A. HARRIS JR. MUSIC SCHOLARSHIP	33,675	-	-	180	33,855	84	33,939	
FREDERICK BARSTOW MRMORIAL SCHOLARSHIP	280,484	-	8,000	1,498	273,981	696		
GARRET J. CULLEN III MEMORIAL SCHOLARSHIP	44,318	-	-	237	44,555	110		
GEORGE F. SKINNER MEMORIAL SCHOLARSHIP	608	-	-	4	612	2		
GEORGE H. MORSE MEMORIAL FOREIGN LANGUAGE SCHOLA		-	-	1,315	247,787	611	248,398	
IGOR GURALNIK & KEITH MACLEAN MEMORIAL SCHOLARSHI		-	-	0	19	0	19	NOW FAMILY HELD
JOAN W. SWARTZ MEMORIAL SCHOLARSHIP	78	-	-	0	78	0	78	INACTIVE
JOHN F. AKERS COLLEGE SCHOLARSHIP	316,351	-	7,500	1,687	310,538	784	311,322	
JOSEPH "JOEY" PAULINI MEMORIAL SCHOLARSHIP	3,692	-	-	20	3,712	9	3,721	
KAREN SULLIVAN DECEMBRELE MEMORIAL SCHOLARSHIP	-	-	-	-	-	-	-	DISCONTINUED, PER DONOR WISH
KIDS ARE GREAT SCHOLARSHIP IN MEMORY OF LEO F. RICHA	93	-	-	1	93	0	93	
KYLE SHAPIRO MEMORIAL SCHOLARHIP	6	-	-	0	7	0	7	NOW PRIVATELY MANAGED. BAL TO BE RET TO [
LINDA J. BARNES MEMORIAL SCHOLARHIP	654	-	-	4	658	2	660	
LIZZIE & REUBEN GROSSMAN SCHOLARSHIP	96	-	-	1	96	0	96	
MARK ROBERT BEANE MEMORIAL SCHOLARSHIP	39,286	-	-	210	39,496	97	39,594	
MARY ANN DOLAN MEMORIAL SCHOLARHSIP	5	-	-	0	5	0	5	DISCONTINUED, PER DONOR WISH
MICHAEL L. CHALLIS MEMORIAL FUND	-	-	-	-	-	-	-	DISCONTINUED, PER DONOR WISH
MIRIAM KRONISH FINE & PERFORMING ARTS SCHOLARSHIP	6,172	-	-	33	6,205	15	6,220	
MITCHELL SCHOOL NATE TAVALONE SCHOLARSHIP	8,989	-	-	48	9,037	22	9,059	
NEEDHAM CENTENNIAL FOOTBALL SCHOLARSHIP	509	-	-	3	512	1	513	
NEW CENTURY CLUB SCHOLARSHIP	14,774	-	-	79	14,853	37	14,889	
NINA ALEXA PANSUK MEMORIAL SCHOLARSHIP	162,239	-	-	866	163,105	402	163,508	
PETER J. ELORANTA CHEMISTRY AWARD	15,342	-	-	82	15,424	38	15,462	
PETER J. ELORANTA SCHOLARSHIP FUND	107,752	-	-	575	108,327	267	108,595	
PHILIP H. CLAXTON BEST SPORT AWARD	-	-	-	-	-	-	-	INACTIVE
REBECCA H. PERRY SCHOLARSHIP	294,856	-	-	1,573	296,429	731	297,160	
RICHARD H. JENSEN, SR. MEMORIAL SCHOLARSHIP	3,517	-	-	19	3,536	9	3,545	PENDING TOWN COUNSEL REVIEW
RICHARD TODD GREENLEAF MEMORIAL SCHOLARSHIP	2,312	-	-	13	2,324	6	2,330	
ROBERT & ELIZABETH GARDNER SCHOLARSHIP	130,558	21,223	-	693	152,473	322	152,795	
ROBERT BURKE FITZGERALD SCHOLARSHIP	121,549	1,000	-	649	123,198	302	123,500	
RUTHANNE B. SIMMONS, MD, MEMORIAL SCHOLARSHIP	14,751	-	-	79	14,830	37	14,867	
SCOTT J. MARINO MEMORIAL SCHOLARSHIP	7,822	-	-	42	7,864	20	7,884	
STACY LYN NIELSON MEMORIAL FUND	23,759	-	-	127	23,886	59	23,945	INACTIVE; LOW BALANCE
STANLEY WILLOX MEMORIAL SCHOLARSHIP	(645)	-	-	-	(645)	-	(645)	INACTIVE; LOW BALANCE
STEVEN WERNICK MEMORIAL SCHOLARSHIP	- 1	-	-	-	- '	-	- 1	INACTIVE
THOMAS C. HANSON MEMORIAL SCHOLARSHIP	-	-	-	-	-	-	-	DISCONTINUED, PER DONOR WISH
TIMOTHY PATRICK FLANAGAN MEMORIAL SCHOLARSHIP	5,011	-	-	27	5,038	13	5,051	•
WILLIAM G. MOSELY SCHOLARSHIP	25,638	-	-	137	25,775	64	25,839	
WILLIAM T. BURKE MEMORIAL SCHOLARSHIP	219	-	-	1	221	1		INACTIVE
WILLIAM L. SWEET CHARITABLE TRUST	910,159	-	-	4,864	915,023	2,259		
ADRIENNE GARRIDO MEMORIAL SCHOLARSHIP	27,360	4,895	-	137	32,392	64	32,456	
	3,814,336	27,143	15,500	20,360	3,846,339	9,457	3,855,795	
	5,514,550	27,143	13,300	20,300	5,540,559	5,757	5,555,755	

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### Attachment D

SCHOOL TRUSTS	7/1/18 BEGINNING BOOK VALUE	YTD CONTRIBUTIONS	YTD DISBURSEMENTS	YTD EARNINGS	06/30/19 ENDING BOOK VALUE	YTD UNREALIZED GAIN/(LOSS)	06/30/19 ESTIMATED MARKET VALUE	STATUS
MINOT MACDONALD TRUST FUND	11,441	-	-	64	11,505	30	11,535	
DERWOOD A. NEWMAN TRUST FUND	30,960	-	-	174	31,134	81	31,215	
JOHN C. WOOD TRUST FUND	16,077	-	-	91	16,168	42	16,210	
NEEDHAM HIGH SCHOOL SPORTS TRUST FUND/ENDOWMENT	37,161	-	-	210	37,371	98	37,468	
DWIGHT SCHOOL TRUST FUND	47,281	-	-	266	47,547	123	47,671	
NEED ARTS TRUST FUND	71	-	-	0	72	0	72	
MIRIAM KRONISH EXCELLENCE IN EDUCATION TRUST FUND	38,466	-	365	205	38,307	95	38,402	
ELIZABETH D MAY MUSIC TRUST FUND	200,799	-	-	1,105	201,904	513	202,417	
SCHOOL PERMANENT DONATIONS ACCOUNT	-	-	-	-	-	-	-	CLOSED 2006
	382,257	-	365	2,116	384,007	983	384,990	

STUDENT ACTIVITY FUNDS	7/1/18 BEGINNING BOOK VALUE	BOOK VALUE ADJUSTMENTS	REVISED BOOK VALUE	YTD CONTRIBUTIONS	YTD DISBURSEMENTS	YTD EARNINGS	06/30/19 ENDING BOOK VALUE	YTD UNREALIZED GAIN/(LOSS)	06/30/19 ESTIMATED MARKET VALUE ST	TATUS
BROADMEADOW	7,317.96	(647.53)	6,670.43	14,031.84	7,959.03	4.00	12,747.24	-	12,747.24 RO	DLLING
ELIOT SCHOOL	2,878.34	(739.35)	2,138.99	9,930.81	4,979.71	2.67	7,092.76	-	7,092.76 RO	OLLING
HILLSIDE SCHOOL	8,009.90	(937.32)	7,072.58	11,778.00	4,493.93	8.00	14,364.65	-	14,364.65 RO	OLLING
MITCHELL SCHOOL	5,089.17	(432.07)	4,657.10	11,477.85	6,702.27	5.33	9,438.01	-	9,438.01 RO	OLLING
NEWMAN SCHOOL	12,603.28	(2,931.64)	9,671.64	14,032.75	4,675.10	10.67	19,039.96	-	19,039.96 RO	OLLING
HIGH ROCK SCHOOL	24,414.21	(409.33)	24,004.88	13,027.00	11,488.40	26.68	25,570.16	-	25,570.16 RO	OLLING
POLLARD SCHOOL	74,541.86	(3,295.58)	71,246.28	97,047.00	86,727.22	26.69	81,592.75	-	81,592.75 RO	OLLING
HIGH SCHOOL	197,217.44	9,392.82	206,610.26	307,377.76	278,484.13	25.98	235,529.87		235,529.87 RO	OLLING
	332,072.16	-	332,072.16	478,703.01	405,509.79	110.02	405,375.40	-	405,375.40	

SCHOOL TRUST & AGENCY FUNDS SUMMARY	7/1/18 BEGINNING BOOK VALUE	YTD CONTRIBUTIONS	YTD DISBURSEMENTS	YTD EARNINGS	06/30/19 ENDING BOOK VALUE	YTD UNREALIZED GAIN/(LOSS)	06/30/19 ESTIMATED MARKET VALUE	STATUS
SCHOLARSHIPS & AWARDS	3,814,336	27,143	15,500	20,360	3,846,339	9,457	3,855,795	ROLLING ACCOUNT
SCHOOL TRUSTS	382,257	-	365	2,116	384,007	983	384,990	ROLLING ACCOUNT
STUDENT ACTIVITY FUNDS	332,072	478,703	405,510	110	405,375		405,375	ROLLING ACCOUNT
	4,528,664	505,846	421,375	22,586	4,635,721	10,439	4,646,161	

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## NEEDHAM SCHOOL COMMITTEE

Agenda Item #:	<b>Date:</b> April 23, 2019					
Item Title:	Disposal of Surplus: Hillside Elementary School, Pollard Middle School, Needham High School, Emery Grover					
Item Description:	This request is to dispose of the following equipment which are either obsolete, non-functioning, or the repair cost exceeds the value of the equipment.					
	From Hillside Elementary School					
	34 Outdated Poor Condition Books					
	From Pollard Middle School					
	• 254 Old and Damaged Books					
	From Needham High School					
	<ul> <li>409 Outdated Poor Condition Books</li> <li>1 Broken GBC Magnapunch Graphics Department</li> <li>1 Broken Vinyl Cutter Graphics Department</li> </ul>					
	From Emery Grover					
	• 5 Old Chairs					
Issues:	Chapter 30B Section 16 of the Massachusetts General Laws permits a governmental body to dispose of a tangible supply no longer useful to the governmental body, but having a resale or salvage value, at less than the fair market value to a charitable organization that has received a tax exemption from the United States by reason of its charitable nature. Chapter 30B Section 15 and Needham School Policy #DN, further authorize the disposal of surplus school property, other than real estate, having a net value of less than \$10,000 through the exercise of sound business practices by the Procurement Officer.					
Recommendation/Options:	That the Needham School Committee be informed of the disposal to the Town Transfer Station of the aforementioned surplus equipment in accordance with MGL 30B Section 15 & 16 by the Procurement Officer.					
Rationale:						
Implementation Implications: Supporting Data:	None.					
School Committee (circle one	)					
Action Information	Discussion Consent Calendar					
Central Administrator	Town Counsel Sub-Committee:					
Will report back to School Com	amittee (date):					
Respectfully Submitted, Anne Gulatí						

Assistant Superintendent for Finance and Operations

# NEEDHAM SCHOOL COMMITTEE

Agenda Item #:	<b>Date:</b> April 23, 2019							
Item Title:	Disposal of Surplus: Hillside Elementary School, Needham High School,							
Item Description:	This request is to dispose of the following equipment which are either obsolete, non-functioning, or the repair cost exceeds the value of the equipment.							
	From Hillside Elementary School							
	• 40 Outdated Poor Condition Books							
	From Needham High School							
	<ul> <li>95 Outdated Poor Condition Books</li> <li>1 Broken Exercise Bicycle</li> <li>5 Old Wall Pads from Gymnasium</li> <li>1 Plastic Fence Post</li> </ul>							
Issues:	Chapter 30B Section 16 of the Massachusetts General Laws permits a governmental body to dispose of a tangible supply no longer useful to the governmental body, but having a resale or salvage value, at less than the fair market value to a charitable organization that has received a tax exemption from the United States by reason of its charitable nature. Chapter 30B Section 15 and Needham School Policy #DN, further authorize the disposal of surplus school property, other than real estate, having a net value of less than \$10,000 through the exercise of sound business practices by the Procurement Officer.							
Recommendation/Options:	That the Needham School Committee be informed of the disposal to the Town Transfer Station of the aforementioned surplus equipment in accordance with MGL 30B Section 15 & 16 by the Procurement Officer.							
Rationale:	To by the Procurement Officer.							
Implementation Implications: Supporting Data:	None.							
School Committee (circle one	)							
Action Information	Discussion Consent Calendar							
Central Administrator	Town Counsel Sub-Committee:							
Will report back to School Com	mittee (date):							
Respectfully Submitted,  Anne Gulatí  Assistant Superintendent for Fin	nance and Operations							