

Regular Meeting  
Tuesday, August 15, 2023 6:00 PM

MS/HS Library  
109 Charles W St  
Petersburg, AK 99833

## **Agenda**

1. **CALL TO ORDER**
2. **DETERMINE QUORUM**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF AGENDA**
5. **CORRESPONDENCE**
6. **COMMENTS FROM AUDIENCE UNRELATED TO AGENDA ITEMS**
7. **COMMENTS FROM AUDIENCE RELATED TO AGENDA ITEMS**
8. **COMMENTS FROM BOARD MEMBERS**
9. **CONSENT AGENDA**
  - 9.1. JUNE 2023, Monthly accounting report, bills, payroll, and electronic fund transfers, ASB trial balance and P-Card statements in the amount of \$1,229,011.28
  - JULY 2023, Monthly accounting report, bills, payroll, and electronic fund transfers, ASB trial balance and P-Card statements in the amount of \$400,250.37
  - 9.2. JUNE. 20, 2023, regular board meeting minutes
  - 9.3. PERSONNEL ACTION REPORT
10. **ADMINISTRATIVE REPORTS**
  - 10.1. Superintendent's report  
**Presenter:** Superintendent Kludt-Painter
  - 10.2. Elementary Principal's Report  
**Presenter:** Principal Heather Conn
  - 10.3. MS/HS Principal's Report  
**Presenter:** Principal Brad King
  - 10.4. Director of Activities Report  
**Presenter:** AD Jaime Cabral
11. **SCHOOL BOARD COMMITTEE REPORTS**
12. **SPECIAL RECOGNITION**
13. **OLD BUSINESS**
14. **NEW BUSINESS**
  - 14.1. Action: Food Service Price Increase
  - 14.2. Action: Six-Year (CIP) Capital Improvement Plan
  - 14.3. Informational: 23-24 School and Activity Handbooks
  - 14.4. Informational: New registration procedures
  - 14.5. Informational: High school email passwords reset
  - 14.6. Discussion: Strategic Planning Session, November 1, 2023
  - 14.7. Discussion: Welcome Back Staff Luncheon
15. **ADDITIONAL COMMENTS FROM BOARD MEMBERS**
16. **UPCOMING DATES AND MEETING ANNOUNCEMENTS**
17. **FUTURE AGENDA ITEMS**
18. **OTHER NEW BUSINESS**

## 19. ADJOURNMENT

## Petersburg School District

### Revenue Report

 Summary Only

From Date: 6/1/2023

To Date: 6/30/2023

**Fiscal Year: 2022-2023**

Account Number / Description

Budget

Range To Date

YTD

Uncollected Balance

% Remaining

**Fund: 100 GENERAL FUND**

100.000.000.000.011	\$2,000,000.00	\$166,666.67	\$2,000,000.04	(\$0.04)	0.00%
CITY DIRECT APPROPRIATIONS					
100.000.000.000.031	\$700.00	\$46.40	\$879.04	(\$179.04)	-25.58%
INTEREST					
100.000.000.000.040	\$78,287.00	\$23,521.43	\$78,487.19	(\$200.19)	-0.26%
OTHER LOCAL REVENUES					
100.000.000.000.043	\$5,849.00	\$0.00	\$5,849.27	(\$0.27)	0.00%
STUDENT ACTIVITY REVENUE					
100.000.000.000.044	\$49,000.00	\$9,898.00	\$53,687.44	(\$4,687.44)	-9.57%
STUDENT FEES					
100.000.000.000.047	\$93,134.00	\$15,522.40	\$93,134.40	(\$0.40)	0.00%
E-RATE REVENUE					
100.000.000.000.050	\$264,000.00	\$0.00	\$264,084.00	(\$84.00)	-0.03%
REVENUE FROM STATE SOURCES					
100.000.000.000.051	\$5,698,048.00	\$476,672.00	\$5,698,131.00	(\$83.00)	0.00%
FOUNDATION PROGRAM					
100.000.000.000.056	\$434,998.00	\$0.00	\$0.00	\$434,998.00	100.00%
TRS ON-BEHALF PAYMENTS					
100.000.000.000.057	\$39,200.00	\$0.00	\$0.00	\$39,200.00	100.00%
PERS ON-BEHALF PAYMENTS					
100.000.000.000.090	\$22,078.00	\$0.00	\$22,078.00	\$0.00	0.00%
OTHER STATE REVENUES					
<b>Fund 100 Total:</b>	\$8,685,294.00	\$692,326.90	\$8,216,330.38	\$468,963.62	5.40%
<b>Grand Total:</b>	\$8,685,294.00	\$692,326.90	\$8,216,330.38	\$468,963.62	5.40%

End of Report

# Petersburg School District

## Expenditure Budget Balance Report

 Summary Only

From Date: 6/1/2023

To Date: 6/30/2023

Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
Fund: 100 GENERAL FUND						
100.100.100.000.315 CERTIFICATED TEACHER	\$737,260.00	\$181,461.93	\$737,235.75	\$24.25	\$0.00	\$24.25 0.00%
100.100.100.000.329 HS REG INSTRUCTION SUB	\$15,875.00	\$512.50	\$15,875.00	\$0.00	\$0.00	\$0.00 0.00%
100.100.100.000.363 WORKERS COMPENSATION	\$3,812.00	\$915.38	\$3,787.86	\$24.14	\$0.00	\$24.14 0.63%
100.100.100.000.364 INSURANCE-HEALTH/LIFE	\$186,531.00	\$46,630.43	\$186,521.76	\$9.24	\$0.00	\$9.24 0.00%
100.100.100.000.365 RETIREMENT CONTRIBUTION-TRS	\$178,189.00	\$22,791.62	\$88,853.76	\$89,335.24	\$0.00	\$89,335.24 50.14%
100.100.100.000.367 MEDICARE TAX	\$10,000.00	\$2,480.93	\$10,307.25	(\$307.25)	\$0.00	(\$307.25) -3.07%
100.100.100.000.368 SOCIAL SECURITY TAX	\$1,017.00	\$7.75	\$145.70	\$871.30	\$0.00	\$871.30 85.67%
100.100.100.000.450 FRESHMAN LAPTOP COMPUTERS	\$48,000.00	\$0.00	\$47,608.14	\$391.86	\$0.00	\$391.86 0.82%
100.100.100.000.451 GENERAL HS TEACHING SUPPLIES	\$7,725.00	\$1,811.49	\$8,390.44	(\$665.44)	\$0.00	(\$665.44) -8.61%
100.100.100.000.474 HS CURRICULUM ADOPTION	\$5,935.00	\$168.81	\$5,935.17	(\$0.17)	\$0.00	(\$0.17) 0.00%
100.100.100.000.476 HS COPIER SUPPLIES	\$7,000.00	\$1,446.97	\$8,453.47	(\$1,453.47)	\$0.00	(\$1,453.47) -20.76%
100.100.100.000.491 HS DUES AND FEES	\$6,550.00	\$0.00	\$6,529.80	\$20.20	\$0.00	\$20.20 0.31%
100.100.100.001.451 HS ENGLISH SUPPLIES	\$1,500.00	\$215.70	\$854.85	\$645.15	\$0.00	\$645.15 43.01%
100.100.100.002.451 HS MATH SUPPLIES	\$1,000.00	\$0.00	\$994.80	\$5.20	\$0.00	\$5.20 0.52%
100.100.100.003.451 HS SCIENCE SUPPLIES	\$3,100.00	\$0.00	\$2,489.09	\$610.91	\$0.00	\$610.91 19.71%
100.100.100.004.451 HS SOCIAL STUDIES SUPPLIES	\$675.00	\$0.00	\$1,154.20	(\$479.20)	\$0.00	(\$479.20) -70.99%
100.100.100.007.451 HS PE SUPPLIES	\$500.00	\$0.00	\$714.34	(\$214.34)	\$0.00	(\$214.34) -42.87%
100.100.100.008.451	\$500.00	\$0.00	\$484.99	\$15.01	\$0.00	\$15.01

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2023

To Date: 6/30/2023

Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
HS MUSIC SUPPLIES						3.00%
100.100.100.009.451	\$1,000.00	\$0.00	\$999.33	\$0.67	\$0.00	\$0.67
HS ART/JEWELRY/PHOTO SUPPLIES						0.07%
100.100.100.021.451	\$500.00	\$0.00	\$130.00	\$370.00	\$0.00	\$370.00
HS SPANISH SUPPLIES						74.00%
100.100.160.000.315	\$87,487.00	\$21,871.78	\$87,737.00	(\$250.00)	\$0.00	(\$250.00)
CERTIFICATED TEACHER						-0.29%
100.100.160.000.329	\$1,500.00	\$0.00	\$1,400.00	\$100.00	\$0.00	\$100.00
HS CTE SUB						6.67%
100.100.160.000.363	\$583.00	\$109.64	\$446.85	\$136.15	\$0.00	\$136.15
WORKERS COMPENSATION						23.35%
100.100.160.000.364	\$27,059.00	\$6,764.64	\$27,058.56	\$0.44	\$0.00	\$0.44
INSURANCE-HEALTH/LIFE						0.00%
100.100.160.000.365	\$21,538.00	\$2,747.10	\$10,988.40	\$10,549.60	\$0.00	\$10,549.60
RETIREMENT CONTRIBUTION-TRS						48.98%
100.100.160.000.367	\$1,275.00	\$292.62	\$1,195.52	\$79.48	\$0.00	\$79.48
MEDICARE TAX						6.23%
100.100.160.000.368	\$31.00	\$0.00	\$0.00	\$31.00	\$0.00	\$31.00
SOCIAL SECURITY TAX						100.00%
100.100.160.310.451	\$500.00	\$0.00	\$355.96	\$144.04	\$0.00	\$144.04
SHOP SUPPLIES						28.81%
100.100.200.000.315	\$70,524.00	\$17,356.03	\$69,917.05	\$606.95	\$0.00	\$606.95
CERTIFICATED TEACHER						0.86%
100.100.200.000.323	\$102,200.00	\$5,019.05	\$101,010.44	\$1,189.56	\$0.00	\$1,189.56
AIDES						1.16%
100.100.200.000.329	\$3,000.00	\$0.00	\$2,868.75	\$131.25	\$0.00	\$131.25
HS SPED SUB						4.38%
100.100.200.000.363	\$950.00	\$115.31	\$900.91	\$49.09	\$0.00	\$49.09
WORKERS COMPENSATION						5.17%
100.100.200.000.364	\$45,000.00	\$625.03	\$44,845.85	\$154.15	\$0.00	\$154.15
INSURANCE-HEALTH/LIFE						0.34%
100.100.200.000.365	\$17,093.00	\$2,179.92	\$8,781.60	\$8,311.40	\$0.00	\$8,311.40
RETIREMENT CONTRIBUTION-TRS						48.62%
100.100.200.000.366	\$25,335.00	\$1,114.80	\$21,037.70	\$4,297.30	\$0.00	\$4,297.30
RETIREMENT CONTRIBUTION-PERS						16.96%
100.100.200.000.367	\$3,105.00	\$333.52	\$2,459.47	\$645.53	\$0.00	\$645.53

Petersburg School District

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Summary Only

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To Date: 6/30/2023

Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
MEDICARE TAX						20.79%
100.100.200.000.368	\$834.00	\$6.49	\$376.57	\$457.43	\$0.00	\$457.43
SOCIAL SECURITY TAX						54.85%
100.100.200.000.451	\$875.00	\$0.00	\$875.42	(\$0.42)	\$0.00	(\$0.42)
HS SPED SUPPLIES						-0.05%
100.100.300.000.315	\$61,251.00	\$16,446.00	\$61,194.00	\$57.00	\$0.00	\$57.00
CERTIFICATED TEACHER						0.09%
100.100.300.000.323	\$30,750.00	\$1,340.90	\$30,726.88	\$23.12	\$0.00	\$23.12
AIDES						0.08%
100.100.300.000.329	\$1,750.00	\$0.00	\$1,750.00	\$0.00	\$0.00	\$0.00
SUBSTITUTES/TEMPORARIES						0.00%
100.100.300.000.363	\$694.00	\$89.16	\$469.53	\$224.47	\$0.00	\$224.47
WORKERS COMPENSATION						32.34%
100.100.300.000.364	\$41,127.00	\$5,637.17	\$41,127.68	(\$0.68)	\$0.00	(\$0.68)
INSURANCE-HEALTH/LIFE						0.00%
100.100.300.000.365	\$15,142.00	\$2,065.62	\$7,685.94	\$7,456.06	\$0.00	\$7,456.06
RETIREMENT CONTRIBUTION-TRS						49.24%
100.100.300.000.366	\$7,933.00	\$295.00	\$7,269.33	\$663.67	\$0.00	\$663.67
RETIREMENT CONTRIBUTION-PERS						8.37%
100.100.300.000.367	\$1,518.00	\$237.47	\$1,210.15	\$307.85	\$0.00	\$307.85
MEDICARE TAX						20.28%
100.100.300.000.368	\$62.00	\$0.00	\$0.00	\$62.00	\$0.00	\$62.00
SOCIAL SECURITY TAX						100.00%
100.100.300.000.451	\$4,550.00	\$1,665.24	\$4,306.52	\$243.48	\$0.00	\$243.48
SECONDARY COUNSELOR SUPPLIES						5.35%
100.100.350.000.315	\$76,698.00	\$19,049.53	\$76,448.00	\$250.00	\$0.00	\$250.00
CERTIFICATED TEACHER						0.33%
100.100.350.000.329	\$750.00	\$0.00	\$1,525.00	(\$775.00)	\$0.00	(\$775.00)
SUBSTITUTES/TEMPORARIES						-103.33%
100.100.350.000.363	\$513.00	\$95.50	\$395.88	\$117.12	\$0.00	\$117.12
WORKERS COMPENSATION						22.83%
100.100.350.000.364	\$6,944.00	\$1,769.07	\$6,896.90	\$47.10	\$0.00	\$47.10
INSURANCE-HEALTH/LIFE						0.68%
100.100.350.000.365	\$18,759.00	\$2,392.62	\$9,570.48	\$9,188.52	\$0.00	\$9,188.52
RETIREMENT CONTRIBUTION-TRS						48.98%
100.100.350.000.367	\$1,122.00	\$269.81	\$1,124.35	(\$2.35)	\$0.00	(\$2.35)

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2023

To Date: 6/30/2023

Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
MEDICARE TAX						-0.21%
100.100.350.000.368	\$47.00	\$0.00	\$0.00	\$47.00	\$0.00	\$47.00
SOCIAL SECURITY TAX						100.00%
100.100.350.000.451	\$409.00	\$0.00	\$408.50	\$0.50	\$0.00	\$0.50
TEACHING SUPPLIES						0.12%
100.100.350.000.472	\$2,291.00	\$0.00	\$2,456.13	(\$165.13)	\$0.00	(\$165.13)
SECONDARY LIBRARY BOOKS						-7.21%
100.100.350.000.473	\$800.00	\$0.00	\$670.95	\$129.05	\$0.00	\$129.05
SECONDARY PERIODICALS						16.13%
100.100.350.000.479	\$1,500.00	\$0.00	\$1,307.73	\$192.27	\$0.00	\$192.27
SECONDARY SUPPLIES AND MATERIALS						12.82%
100.100.400.000.479	\$2,500.00	\$107.98	\$1,181.13	\$1,318.87	\$0.00	\$1,318.87
SECONDARY PRINCIPAL SUPPLIES AND MATERIALS						52.75%
100.100.400.000.491	\$600.00	\$0.00	\$614.00	(\$14.00)	\$0.00	(\$14.00)
PRINCIPAL DUES AND FEES						-2.33%
100.100.450.000.324	\$65,478.00	\$5,306.14	\$65,649.31	(\$171.31)	\$0.00	(\$171.31)
SUPPORT STAFF						-0.26%
100.100.450.000.329	\$600.00	\$0.00	\$840.00	(\$240.00)	\$0.00	(\$240.00)
SUBSTITUTES/TEMPORARIES						-40.00%
100.100.450.000.363	\$410.00	\$26.60	\$348.01	\$61.99	\$0.00	\$61.99
WORKERS COMPENSATION						15.12%
100.100.450.000.364	\$11,844.00	\$0.00	\$11,845.44	(\$1.44)	\$0.00	(\$1.44)
INSURANCE-HEALTH/LIFE						-0.01%
100.100.450.000.366	\$15,062.00	\$1,167.36	\$14,427.12	\$634.88	\$0.00	\$634.88
RETIREMENT CONTRIBUTION-PERS						4.22%
100.100.450.000.367	\$898.00	\$76.94	\$977.08	(\$79.08)	\$0.00	(\$79.08)
MEDICARE TAX						-8.81%
100.100.450.000.368	\$74.00	\$0.00	\$52.09	\$21.91	\$0.00	\$21.91
SOCIAL SECURITY TAX						29.61%
100.100.450.000.433	\$1,500.00	\$340.20	\$2,049.48	(\$549.48)	\$0.00	(\$549.48)
SECONDARY COMMUNICATIONS						-36.63%
100.100.450.000.434	\$400.00	\$0.00	\$76.95	\$323.05	\$0.00	\$323.05
SECONDARY POSTAGE						80.76%
100.100.450.000.454	\$600.00	\$0.00	\$909.94	(\$309.94)	\$0.00	(\$309.94)
SECONDARY OFFICE SUPPLIES						-51.66%
100.100.700.000.316	\$9,609.00	\$0.00	\$5,836.00	\$3,773.00	\$0.00	\$3,773.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2023

To Date: 6/30/2023

Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
CERTIFICATED EXTRA DUTY PAY						39.27%
100.100.700.000.322	\$1,681.00	\$0.00	\$1,500.00	\$181.00	\$0.00	\$181.00
NON-CERT SPECIALIST/EXTRA DUTY						10.77%
100.100.700.000.329	\$11,521.00	\$0.00	\$1,350.00	\$10,171.00	\$0.00	\$10,171.00
SUBSTITUTES/TEMPORARIES						88.28%
100.100.700.000.363	\$139.00	\$0.00	\$43.51	\$95.49	\$0.00	\$95.49
WORKERS COMPENSATION						68.70%
100.100.700.000.364	\$0.00	\$0.00	\$23.44	(\$23.44)	\$0.00	(\$23.44)
INSURANCE-HEALTH/LIFE						0.00%
100.100.700.000.365	\$685.00	\$0.00	\$733.63	(\$48.63)	\$0.00	(\$48.63)
RETIREMENT CONTRIBUTION-TRS						-7.10%
100.100.700.000.366	\$2,442.00	\$0.00	\$329.98	\$2,112.02	\$0.00	\$2,112.02
RETIREMENT CONTRIBUTION-PERS						86.49%
100.100.700.000.367	\$222.00	\$0.00	\$120.29	\$101.71	\$0.00	\$101.71
MEDICARE TAX						45.82%
100.100.700.000.368	\$504.00	\$0.00	\$62.00	\$442.00	\$0.00	\$442.00
SOCIAL SECURITY TAX						87.70%
100.100.700.000.421	\$5,700.00	\$0.00	\$4,852.98	\$847.02	\$0.00	\$847.02
STAFF TRANSPORTATION						14.86%
100.100.700.000.426	\$1,001.00	\$0.00	\$252.00	\$749.00	\$0.00	\$749.00
STUDENT TRANSPORTATION						74.83%
100.100.700.000.433	\$1,500.00	\$194.10	\$1,164.60	\$335.40	\$0.00	\$335.40
COMMUNICATIONS						22.36%
100.100.700.000.479	\$16,441.00	\$0.00	\$9,975.99	\$6,465.01	\$0.00	\$6,465.01
OTHER SUPPLIES AND MATERIALS						39.32%
100.100.700.000.491	\$4,500.00	\$550.00	\$3,380.00	\$1,120.00	\$0.00	\$1,120.00
DUES AND FEES						24.89%
100.100.700.110.316	\$3,545.00	\$0.00	\$5,546.80	(\$2,001.80)	\$0.00	(\$2,001.80)
CERTIFICATED EXTRA DUTY PAY						-56.47%
100.100.700.110.329	\$500.00	\$0.00	\$1,613.55	(\$1,113.55)	\$0.00	(\$1,113.55)
CROSS COUNTRY SUB						-222.71%
100.100.700.110.363	\$24.00	\$0.00	\$35.90	(\$11.90)	\$0.00	(\$11.90)
WORKERS COMPENSATION						-49.58%
100.100.700.110.365	\$445.00	\$0.00	\$696.72	(\$251.72)	\$0.00	(\$251.72)
RETIREMENT CONTRIBUTION-TRS						-56.57%
100.100.700.110.366	\$0.00	\$0.00	\$19.48	(\$19.48)	\$0.00	(\$19.48)

Petersburg School District

Expenditure Budget Balance Report

Summary Only

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To Date: 6/30/2023

Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
RETIREMENT CONTRIBUTION-PERS						0.00%
100.100.700.110.367	\$52.00	\$0.00	\$100.64	(\$48.64)	\$0.00	(\$48.64)
MEDICARE TAX						-93.54%
100.100.700.110.368	\$0.00	\$0.00	\$18.60	(\$18.60)	\$0.00	(\$18.60)
SOCIAL SECURITY TAX						0.00%
100.100.700.110.426	\$17,010.00	\$0.00	\$17,010.94	(\$0.94)	\$0.00	(\$0.94)
XCOUNTRY TRANSPORTATION						-0.01%
100.100.700.110.479	\$1,265.00	\$0.00	\$1,265.92	(\$0.92)	\$0.00	(\$0.92)
XCOUNTRY SUPPLIES AND MATERIALS						-0.07%
100.100.700.110.491	\$0.00	\$132.00	\$132.00	(\$132.00)	\$0.00	(\$132.00)
XCOUNTRY DUES AND FEES						0.00%
100.100.700.120.322	\$7,298.00	\$0.00	\$7,298.00	\$0.00	\$0.00	\$0.00
NON-CERT SPECIALIST/EXTRA DUTY						0.00%
100.100.700.120.363	\$48.00	\$0.00	\$36.56	\$11.44	\$0.00	\$11.44
WORKERS COMPENSATION						23.83%
100.100.700.120.366	\$0.00	\$0.00	\$563.77	(\$563.77)	\$0.00	(\$563.77)
RETIREMENT CONTRIBUTION-PERS						0.00%
100.100.700.120.367	\$106.00	\$0.00	\$105.84	\$0.16	\$0.00	\$0.16
MEDICARE TAX						0.15%
100.100.700.120.368	\$366.00	\$0.00	\$323.20	\$42.80	\$0.00	\$42.80
SOCIAL SECURITY TAX						11.69%
100.100.700.120.426	\$7,200.00	\$0.00	\$7,013.69	\$186.31	\$0.00	\$186.31
SWIM TRANSPORTATION						2.59%
100.100.700.120.479	\$1,414.00	\$0.00	\$663.98	\$750.02	\$0.00	\$750.02
SWIM SUPPLIES AND MATERIALS						53.04%
100.100.700.120.491	\$0.00	\$72.00	\$72.00	(\$72.00)	\$0.00	(\$72.00)
SWIM DUES AND FEES						0.00%
100.100.700.130.316	\$6,045.00	\$0.00	\$6,045.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.130.322	\$2,419.00	\$0.00	\$2,419.00	\$0.00	\$0.00	\$0.00
NON-CERT SPECIALIST/EXTRA DUTY						0.00%
100.100.700.130.329	\$1,000.00	\$0.00	\$4,380.00	(\$3,380.00)	\$0.00	(\$3,380.00)
SUBSTITUTES/TEMPORARIES						-338.00%
100.100.700.130.363	\$63.00	\$0.00	\$64.38	(\$1.38)	\$0.00	(\$1.38)
WORKERS COMPENSATION						-2.19%
100.100.700.130.365	\$759.00	\$0.00	\$892.38	(\$133.38)	\$0.00	(\$133.38)

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2023

To Date: 6/30/2023

Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
RETIREMENT CONTRIBUTION-TRS						-17.57%
100.100.700.130.366	\$0.00	\$0.00	\$48.40	(\$48.40)	\$0.00	(\$48.40)
RETIREMENT CONTRIBUTION-PERS						0.00%
100.100.700.130.367	\$137.00	\$0.00	\$183.27	(\$46.27)	\$0.00	(\$46.27)
MEDICARE TAX						-33.77%
100.100.700.130.368	\$150.00	\$0.00	\$338.44	(\$188.44)	\$0.00	(\$188.44)
SOCIAL SECURITY TAX						-125.63%
100.100.700.130.426	\$25,000.00	\$0.00	\$22,342.38	\$2,657.62	\$0.00	\$2,657.62
GIRLS BB TRANSPORTATION						10.63%
100.100.700.130.479	\$0.00	\$0.00	\$1,284.11	(\$1,284.11)	\$0.00	(\$1,284.11)
GIRLS BB SUPPLIES AND MATERIALS						0.00%
100.100.700.140.316	\$4,795.00	\$0.00	\$4,000.00	\$795.00	\$0.00	\$795.00
CERTIFICATED EXTRA DUTY PAY						16.58%
100.100.700.140.322	\$1,901.00	\$0.00	\$2,713.00	(\$812.00)	\$0.00	(\$812.00)
NON-CERT SPECIALIST/EXTRA DUTY						-42.71%
100.100.700.140.329	\$360.00	\$0.00	\$0.00	\$360.00	\$0.00	\$360.00
SUBSTITUTES/TEMPORARIES						100.00%
100.100.700.140.363	\$44.00	\$0.00	\$33.64	\$10.36	\$0.00	\$10.36
WORKERS COMPENSATION						23.55%
100.100.700.140.365	\$602.00	\$0.00	\$502.41	\$99.59	\$0.00	\$99.59
RETIREMENT CONTRIBUTION-TRS						16.54%
100.100.700.140.367	\$93.00	\$0.00	\$93.79	(\$0.79)	\$0.00	(\$0.79)
MEDICARE TAX						-0.85%
100.100.700.140.426	\$19,113.00	\$0.00	\$18,732.84	\$380.16	\$0.00	\$380.16
VB TRANSPORTATION						1.99%
100.100.700.140.479	\$0.00	\$0.00	\$419.07	(\$419.07)	\$0.00	(\$419.07)
VB SUPPLIES AND MATERIALS						0.00%
100.100.700.140.491	\$0.00	\$144.00	\$144.00	(\$144.00)	\$0.00	(\$144.00)
VB DUES AND FEES						0.00%
100.100.700.150.316	\$834.00	\$0.00	\$834.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.150.363	\$5.00	\$0.00	\$4.18	\$0.82	\$0.00	\$0.82
WORKERS COMPENSATION						16.40%
100.100.700.150.365	\$0.00	\$0.00	\$104.76	(\$104.76)	\$0.00	(\$104.76)
RETIREMENT CONTRIBUTION-TRS						0.00%
100.100.700.150.367	\$12.00	\$0.00	\$11.30	\$0.70	\$0.00	\$0.70

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2023

To Date: 6/30/2023

Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
MEDICARE TAX						5.83%
100.100.700.160.322	\$6,113.00	\$0.00	\$7,213.00	(\$1,100.00)	\$0.00	(\$1,100.00)
NON-CERT SPECIALIST/EXTRA DUTY						-17.99%
100.100.700.160.363	\$44.00	\$0.00	\$36.18	\$7.82	\$0.00	\$7.82
WORKERS COMPENSATION						17.77%
100.100.700.160.367	\$116.00	\$0.00	\$104.58	\$11.42	\$0.00	\$11.42
MEDICARE TAX						9.84%
100.100.700.160.368	\$0.00	\$0.00	\$447.22	(\$447.22)	\$0.00	(\$447.22)
SOCIAL SECURITY TAX						0.00%
100.100.700.160.426	\$8,000.00	\$0.00	\$8,012.20	(\$12.20)	\$0.00	(\$12.20)
CHEERLEADING TRANSPORTATION						-0.15%
100.100.700.160.491	\$0.00	\$0.00	\$386.85	(\$386.85)	\$0.00	(\$386.85)
CHEERLEADING DUES AND FEES						0.00%
100.100.700.170.322	\$6,500.00	\$6,713.00	\$6,713.00	(\$213.00)	\$0.00	(\$213.00)
NON-CERT SPECIALIST/EXTRA DUTY						-3.28%
100.100.700.170.329	\$0.00	\$350.00	\$350.00	(\$350.00)	\$0.00	(\$350.00)
SUBSTITUTES/TEMPORARIES						0.00%
100.100.700.170.363	\$44.00	\$25.79	\$25.79	\$18.21	\$0.00	\$18.21
WORKERS COMPENSATION						41.39%
100.100.700.170.365	\$843.00	\$0.00	\$0.00	\$843.00	\$0.00	\$843.00
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.170.367	\$97.00	\$102.42	\$102.42	(\$5.42)	\$0.00	(\$5.42)
MEDICARE TAX						-5.59%
100.100.700.170.368	\$0.00	\$416.21	\$416.21	(\$416.21)	\$0.00	(\$416.21)
SOCIAL SECURITY TAX						0.00%
100.100.700.170.426	\$20,000.00	\$9,833.46	\$18,036.29	\$1,963.71	\$0.00	\$1,963.71
TRACK TRANSPORTATION						9.82%
100.100.700.170.491	\$0.00	\$156.00	\$156.00	(\$156.00)	\$0.00	(\$156.00)
TRACK DUES AND FEES						0.00%
100.100.700.180.316	\$834.00	\$0.00	\$834.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.180.363	\$5.00	\$0.00	\$4.19	\$0.81	\$0.00	\$0.81
WORKERS COMPENSATION						16.20%
100.100.700.180.365	\$105.00	\$0.00	\$104.74	\$0.26	\$0.00	\$0.26
RETIREMENT CONTRIBUTION-TRS						0.25%
100.100.700.180.367	\$12.00	\$0.00	\$11.24	\$0.76	\$0.00	\$0.76

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2023

To Date: 6/30/2023

Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
MEDICARE TAX						6.33%
100.100.700.190.316	\$0.00	\$0.00	\$3,753.00	(\$3,753.00)	\$0.00	(\$3,753.00)
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.190.329	\$0.00	\$0.00	\$900.00	(\$900.00)	\$0.00	(\$900.00)
SUBSTITUTES/TEMPORARIES						0.00%
100.100.700.190.363	\$0.00	\$0.00	\$23.31	(\$23.31)	\$0.00	(\$23.31)
WORKERS COMPENSATION						0.00%
100.100.700.190.365	\$0.00	\$0.00	\$471.43	(\$471.43)	\$0.00	(\$471.43)
RETIREMENT CONTRIBUTION-TRS						0.00%
100.100.700.190.367	\$0.00	\$0.00	\$63.92	(\$63.92)	\$0.00	(\$63.92)
MEDICARE TAX						0.00%
100.100.700.190.368	\$0.00	\$0.00	\$23.25	(\$23.25)	\$0.00	(\$23.25)
SOCIAL SECURITY TAX						0.00%
100.100.700.190.421	\$2,800.00	\$0.00	\$3,179.66	(\$379.66)	\$0.00	(\$379.66)
MUSIC STAFF TRANSPORTATION						-13.56%
100.100.700.190.426	\$4,300.00	\$0.00	\$4,673.64	(\$373.64)	\$0.00	(\$373.64)
MUSIC TRANSPORTATION						-8.69%
100.100.700.195.316	\$1,529.00	\$0.00	\$1,529.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.195.363	\$0.00	\$0.00	\$7.66	(\$7.66)	\$0.00	(\$7.66)
WORKERS COMPENSATION						0.00%
100.100.700.195.365	\$0.00	\$0.00	\$192.04	(\$192.04)	\$0.00	(\$192.04)
RETIREMENT CONTRIBUTION-TRS						0.00%
100.100.700.195.367	\$0.00	\$0.00	\$21.27	(\$21.27)	\$0.00	(\$21.27)
MEDICARE TAX						0.00%
100.100.700.200.316	\$1,529.00	\$0.00	\$1,529.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.200.363	\$0.00	\$0.00	\$7.68	(\$7.68)	\$0.00	(\$7.68)
WORKERS COMPENSATION						0.00%
100.100.700.200.365	\$0.00	\$0.00	\$201.40	(\$201.40)	\$0.00	(\$201.40)
RETIREMENT CONTRIBUTION-TRS						0.00%
100.100.700.200.367	\$0.00	\$0.00	\$22.16	(\$22.16)	\$0.00	(\$22.16)
MEDICARE TAX						0.00%
100.100.700.205.316	\$2,294.00	\$0.00	\$0.00	\$2,294.00	\$0.00	\$2,294.00
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.210.322	\$6,130.00	\$0.00	\$6,714.00	(\$584.00)	\$0.00	(\$584.00)

## Petersburg School District

### Expenditure Budget Balance Report

 Summary Only

From Date: 6/1/2023

To Date: 6/30/2023

Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
NON-CERT SPECIALIST/EXTRA DUTY						-9.53%
100.100.700.210.329	\$0.00	\$0.00	\$1,080.00	(\$1,080.00)	\$0.00	(\$1,080.00)
SUBSTITUTES/TEMPORARIES						0.00%
100.100.700.210.363	\$41.00	\$0.00	\$39.09	\$1.91	\$0.00	\$1.91
WORKERS COMPENSATION						4.66%
100.100.700.210.367	\$89.00	\$0.00	\$113.01	(\$24.01)	\$0.00	(\$24.01)
MEDICARE TAX						-26.98%
100.100.700.210.368	\$380.00	\$0.00	\$483.23	(\$103.23)	\$0.00	(\$103.23)
SOCIAL SECURITY TAX						-27.17%
100.100.700.210.426	\$23,500.00	\$0.00	\$23,344.38	\$155.62	\$0.00	\$155.62
WRESTLING TRANSPORTATION						0.66%
100.100.700.210.479	\$0.00	\$0.00	\$607.63	(\$607.63)	\$0.00	(\$607.63)
WRESTLING SUPPLIES AND MATERIALS						0.00%
100.100.700.210.491	\$0.00	\$144.00	\$294.00	(\$294.00)	\$0.00	(\$294.00)
WRESTLING DUES AND FEES						0.00%
100.100.700.220.316	\$8,464.00	\$0.00	\$9,048.00	(\$584.00)	\$0.00	(\$584.00)
CERTIFICATED EXTRA DUTY PAY						-6.90%
100.100.700.220.329	\$4,500.00	\$0.00	\$7,347.50	(\$2,847.50)	\$0.00	(\$2,847.50)
SUBSTITUTES/TEMPORARIES						-63.28%
100.100.700.220.363	\$64.00	\$0.00	\$82.21	(\$18.21)	\$0.00	(\$18.21)
WORKERS COMPENSATION						-28.45%
100.100.700.220.365	\$1,063.00	\$0.00	\$1,365.59	(\$302.59)	\$0.00	(\$302.59)
RETIREMENT CONTRIBUTION-TRS						-28.47%
100.100.700.220.366	\$0.00	\$0.00	\$57.20	(\$57.20)	\$0.00	(\$57.20)
RETIREMENT CONTRIBUTION-PERS						0.00%
100.100.700.220.367	\$132.00	\$0.00	\$226.36	(\$94.36)	\$0.00	(\$94.36)
MEDICARE TAX						-71.48%
100.100.700.220.368	\$0.00	\$0.00	\$244.90	(\$244.90)	\$0.00	(\$244.90)
SOCIAL SECURITY TAX						0.00%
100.100.700.220.426	\$25,000.00	\$0.00	\$24,421.77	\$578.23	\$0.00	\$578.23
BOYS BB TRANSPORTATION						2.31%
100.100.700.220.479	\$0.00	\$0.00	\$1,312.77	(\$1,312.77)	\$0.00	(\$1,312.77)
BOYS BB SUPPLIES AND MATERIALS						0.00%
100.100.700.230.316	\$834.00	\$0.00	\$834.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.230.363	\$0.00	\$0.00	\$4.18	(\$4.18)	\$0.00	(\$4.18)

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2023

To Date: 6/30/2023

Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
WORKERS COMPENSATION						0.00%
100.100.700.230.365	\$0.00	\$0.00	\$104.75	(\$104.75)	\$0.00	(\$104.75)
RETIREMENT CONTRIBUTION-TRS						0.00%
100.100.700.230.367	\$0.00	\$0.00	\$12.09	(\$12.09)	\$0.00	(\$12.09)
MEDICARE TAX						0.00%
100.100.700.240.316	\$7,298.00	\$583.80	\$7,881.80	(\$583.80)	\$0.00	(\$583.80)
CERTIFICATED EXTRA DUTY PAY						-8.00%
100.100.700.240.322	\$2,085.00	\$0.00	\$0.00	\$2,085.00	\$0.00	\$2,085.00
NON-CERT SPECIALIST/EXTRA DUTY						100.00%
100.100.700.240.329	\$1,000.00	\$0.00	\$1,420.00	(\$420.00)	\$0.00	(\$420.00)
SUBSTITUTES/TEMPORARIES						-42.00%
100.100.700.240.363	\$64.00	\$2.93	\$46.63	\$17.37	\$0.00	\$17.37
WORKERS COMPENSATION						27.14%
100.100.700.240.365	\$655.00	\$289.34	\$1,211.30	(\$556.30)	\$0.00	(\$556.30)
RETIREMENT CONTRIBUTION-TRS						-84.93%
100.100.700.240.366	\$0.00	\$0.00	\$13.20	(\$13.20)	\$0.00	(\$13.20)
RETIREMENT CONTRIBUTION-PERS						0.00%
100.100.700.240.367	\$76.00	\$8.47	\$129.08	(\$53.08)	\$0.00	(\$53.08)
MEDICARE TAX						-69.84%
100.100.700.240.368	\$0.00	\$0.00	\$45.57	(\$45.57)	\$0.00	(\$45.57)
SOCIAL SECURITY TAX						0.00%
100.100.700.240.426	\$15,000.00	\$4,050.50	\$17,013.08	(\$2,013.08)	\$0.00	(\$2,013.08)
BASEBALL TRANSPORTATION						-13.42%
100.100.700.240.479	\$0.00	\$739.20	\$2,914.50	(\$2,914.50)	\$0.00	(\$2,914.50)
BASEBALL SUPPLIES AND MATERIALS						0.00%
100.100.700.250.421	\$0.00	\$240.00	\$722.09	(\$722.09)	\$0.00	(\$722.09)
ARTFEST TRANSPORTATION						0.00%
100.200.100.000.314	\$29,000.00	\$4,759.40	\$29,431.40	(\$431.40)	\$0.00	(\$431.40)
CERT DIRECTOR/COORD/MANAGER						-1.49%
100.200.100.000.315	\$368,742.00	\$93,958.00	\$371,890.30	(\$3,148.30)	\$0.00	(\$3,148.30)
CERTIFICATED TEACHER						-0.85%
100.200.100.000.329	\$10,000.00	\$1,475.00	\$9,987.50	\$12.50	\$0.00	\$12.50
SUBSTITUTES/TEMPORARIES						0.13%
100.200.100.000.363	\$2,661.00	\$502.27	\$2,076.84	\$584.16	\$0.00	\$584.16
WORKERS COMPENSATION						21.95%
100.200.100.000.364	\$133,687.00	\$30,314.21	\$126,258.38	\$7,428.62	\$0.00	\$7,428.62

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2023

To Date: 6/30/2023

Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
INSURANCE-HEALTH/LIFE						5.56%
100.200.100.000.365	\$90,925.00	\$12,339.51	\$49,806.69	\$41,118.31	\$0.00	\$41,118.31
RETIREMENT CONTRIBUTION-TRS						45.22%
100.200.100.000.367	\$5,825.00	\$1,342.86	\$5,570.97	\$254.03	\$0.00	\$254.03
MEDICARE TAX						4.36%
100.200.100.000.368	\$498.00	\$91.45	\$223.98	\$274.02	\$0.00	\$274.02
SOCIAL SECURITY TAX						55.02%
100.200.100.000.451	\$6,410.00	\$793.32	\$6,621.33	(\$211.33)	\$0.00	(\$211.33)
MS GENERAL TEACHING SUPPLIES						-3.30%
100.200.100.000.476	\$5,300.00	\$1,668.59	\$6,926.46	(\$1,626.46)	\$0.00	(\$1,626.46)
MS COPIER SUPPLIES						-30.69%
100.200.100.001.451	\$500.00	\$0.00	\$763.68	(\$263.68)	\$0.00	(\$263.68)
MS ENGLISH SUPPLIES						-52.74%
100.200.100.002.451	\$1,000.00	\$0.00	\$980.01	\$19.99	\$0.00	\$19.99
MS MATH SUPPLIES						2.00%
100.200.100.003.451	\$500.00	\$0.00	\$645.22	(\$145.22)	\$0.00	(\$145.22)
MS SCIENCE SUPPLIES						-29.04%
100.200.100.004.451	\$500.00	\$0.00	\$305.12	\$194.88	\$0.00	\$194.88
MS SOCIAL STUDIES SUPPLIES						38.98%
100.200.100.008.451	\$500.00	\$0.00	\$449.46	\$50.54	\$0.00	\$50.54
MS MUSIC SUPPLIES						10.11%
100.200.100.009.451	\$500.00	\$0.00	\$497.83	\$2.17	\$0.00	\$2.17
MS ART/JEWELRY/PHOTO SUPPLIES						0.43%
100.200.100.016.451	\$500.00	\$0.00	\$886.32	(\$386.32)	\$0.00	(\$386.32)
6TH TEACHING SUPPLIES						-77.26%
100.200.100.019.451	\$500.00	\$0.00	\$47.00	\$453.00	\$0.00	\$453.00
MS ROBOTICS						90.60%
100.200.200.000.315	\$57,119.00	\$13,969.22	\$56,370.05	\$748.95	\$0.00	\$748.95
CERTIFICATED TEACHER						1.31%
100.200.200.000.323	\$76,500.00	\$4,968.53	\$74,411.92	\$2,088.08	\$0.00	\$2,088.08
AIDES						2.73%
100.200.200.000.329	\$4,200.00	\$0.00	\$4,181.25	\$18.75	\$0.00	\$18.75
SUBSTITUTES/TEMPORARIES						0.45%
100.200.200.000.363	\$738.00	\$94.93	\$676.53	\$61.47	\$0.00	\$61.47
WORKERS COMPENSATION						8.33%
100.200.200.000.364	\$45,004.00	\$6,764.64	\$44,560.91	\$443.09	\$0.00	\$443.09

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2023

To Date: 6/30/2023

Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
INSURANCE-HEALTH/LIFE						0.98%
100.200.200.000.365	\$14,024.00	\$1,754.53	\$7,319.53	\$6,704.47	\$0.00	\$6,704.47
RETIREMENT CONTRIBUTION-TRS						47.81%
100.200.200.000.366	\$19,000.00	\$1,141.26	\$15,065.45	\$3,934.55	\$0.00	\$3,934.55
RETIREMENT CONTRIBUTION-PERS						20.71%
100.200.200.000.367	\$2,133.00	\$250.07	\$1,796.45	\$336.55	\$0.00	\$336.55
MEDICARE TAX						15.78%
100.200.200.000.368	\$724.00	\$0.00	\$576.16	\$147.84	\$0.00	\$147.84
SOCIAL SECURITY TAX						20.42%
100.200.200.000.451	\$460.00	\$0.00	\$459.30	\$0.70	\$0.00	\$0.70
MS SPED SUPPLIES						0.15%
100.200.450.000.323	\$0.00	\$2,068.80	\$2,068.80	(\$2,068.80)	\$0.00	(\$2,068.80)
AIDES						0.00%
100.200.450.000.324	\$33,000.00	\$1,718.11	\$30,387.90	\$2,612.10	\$0.00	\$2,612.10
SUPPORT STAFF						7.92%
100.200.450.000.329	\$600.00	\$716.25	\$1,181.25	(\$581.25)	\$0.00	(\$581.25)
SUBSTITUTES/TEMPORARIES						-96.88%
100.200.450.000.363	\$253.00	\$22.57	\$167.73	\$85.27	\$0.00	\$85.27
WORKERS COMPENSATION						33.70%
100.200.450.000.364	\$27,059.00	\$0.00	\$23,814.84	\$3,244.16	\$0.00	\$3,244.16
INSURANCE-HEALTH/LIFE						11.99%
100.200.450.000.366	\$9,172.00	\$833.12	\$7,140.48	\$2,031.52	\$0.00	\$2,031.52
RETIREMENT CONTRIBUTION-PERS						22.15%
100.200.450.000.367	\$554.00	\$65.30	\$404.37	\$149.63	\$0.00	\$149.63
MEDICARE TAX						27.01%
100.200.450.000.368	\$74.00	\$44.41	\$73.24	\$0.76	\$0.00	\$0.76
SOCIAL SECURITY TAX						1.03%
100.200.450.000.433	\$1,000.00	\$265.50	\$1,596.42	(\$596.42)	\$0.00	(\$596.42)
COMMUNICATIONS						-59.64%
100.200.450.000.434	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
MS POSTAGE						100.00%
100.200.450.000.454	\$400.00	\$0.00	\$434.54	(\$34.54)	\$0.00	(\$34.54)
MS OFFICE SUPPLIES						-8.64%
100.200.700.000.316	\$5,934.00	\$0.00	\$6,460.00	(\$526.00)	\$0.00	(\$526.00)
CERTIFICATED EXTRA DUTY PAY						-8.86%
100.200.700.000.322	\$6,156.00	\$0.00	\$5,926.00	\$230.00	\$0.00	\$230.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2023

To Date: 6/30/2023

Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
NON-CERT SPECIALIST/EXTRA DUTY						3.74%
100.200.700.000.329	\$1,000.00	\$0.00	\$1,431.00	(\$431.00)	\$0.00	(\$431.00)
SUBSTITUTES/TEMPORARIES						-43.10%
100.200.700.000.363	\$77.00	\$0.00	\$69.25	\$7.75	\$0.00	\$7.75
WORKERS COMPENSATION						10.06%
100.200.700.000.364	\$0.00	\$0.00	\$704.27	(\$704.27)	\$0.00	(\$704.27)
INSURANCE-HEALTH/LIFE						0.00%
100.200.700.000.365	\$1,542.00	\$0.00	\$838.46	\$703.54	\$0.00	\$703.54
RETIREMENT CONTRIBUTION-TRS						45.63%
100.200.700.000.366	\$0.00	\$0.00	\$326.71	(\$326.71)	\$0.00	(\$326.71)
RETIREMENT CONTRIBUTION-PERS						0.00%
100.200.700.000.367	\$151.00	\$0.00	\$190.53	(\$39.53)	\$0.00	(\$39.53)
MEDICARE TAX						-26.18%
100.200.700.000.368	\$600.00	\$0.00	\$350.75	\$249.25	\$0.00	\$249.25
SOCIAL SECURITY TAX						41.54%
100.200.700.000.426	\$15,000.00	\$293.90	\$21,189.30	(\$6,189.30)	\$0.00	(\$6,189.30)
MS ACTIVITIES STUDENT TRANSPORTATION						-41.26%
100.200.700.000.479	\$590.00	\$0.00	\$1,298.01	(\$708.01)	\$0.00	(\$708.01)
MS ACTIVITIES SUPPLIES AND MATERIALS						-120.00%
100.200.700.000.490	\$0.00	\$0.00	\$600.00	(\$600.00)	\$0.00	(\$600.00)
MS ACTIVITIES OTHER EXPENSES						0.00%
100.300.100.000.315	\$949,985.00	\$121,208.67	\$949,896.89	\$88.11	\$0.00	\$88.11
CERTIFICATED TEACHER						0.01%
100.300.100.000.323	\$26,000.00	\$1,046.43	\$24,804.58	\$1,195.42	\$0.00	\$1,195.42
AIDES						4.60%
100.300.100.000.329	\$34,400.00	\$887.50	\$34,347.25	\$52.75	\$0.00	\$52.75
SUBSTITUTES/TEMPORARIES						0.15%
100.300.100.000.363	\$5,077.00	\$617.31	\$5,073.25	\$3.75	\$0.00	\$3.75
WORKERS COMPENSATION						0.07%
100.300.100.000.364	\$260,271.00	\$25,525.24	\$260,270.53	\$0.47	\$0.00	\$0.47
INSURANCE-HEALTH/LIFE						0.00%
100.300.100.000.365	\$233,300.00	\$15,007.79	\$118,966.89	\$114,333.11	\$0.00	\$114,333.11
RETIREMENT CONTRIBUTION-TRS						49.01%
100.300.100.000.366	\$6,445.00	\$253.39	\$5,393.47	\$1,051.53	\$0.00	\$1,051.53
RETIREMENT CONTRIBUTION-PERS						16.32%
100.300.100.000.367	\$13,812.00	\$1,693.03	\$13,747.11	\$64.89	\$0.00	\$64.89

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2023

To Date: 6/30/2023

Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
MEDICARE TAX						0.47%
100.300.100.000.368	\$1,123.00	\$9.30	\$1,100.34	\$22.66	\$0.00	\$22.66
SOCIAL SECURITY TAX						2.02%
100.300.100.000.451	\$26,500.00	\$600.00	\$26,692.18	(\$192.18)	\$0.00	(\$192.18)
TEACHING SUPPLIES						-0.73%
100.300.100.000.474	\$4,900.00	\$0.00	\$4,893.98	\$6.02	\$0.00	\$6.02
CURRICULUM ADOPTION						0.12%
100.300.100.000.476	\$22,000.00	\$10,349.96	\$25,636.76	(\$3,636.76)	\$0.00	(\$3,636.76)
COPIER SUPPLIES						-16.53%
100.300.100.008.451	\$6,300.00	\$0.00	\$6,296.17	\$3.83	\$0.00	\$3.83
MUSIC TEACHING SUPPLIES						0.06%
100.300.100.010.451	\$300.00	\$0.00	\$301.23	(\$1.23)	\$0.00	(\$1.23)
B MARTIN SUPPLIES						-0.41%
100.300.100.011.451	\$300.00	\$0.00	\$331.14	(\$31.14)	\$0.00	(\$31.14)
M BROCK SUPPLIES						-10.38%
100.300.100.012.451	\$300.00	\$0.00	\$187.93	\$112.07	\$0.00	\$112.07
K CURTISS SUPPLIES						37.36%
100.300.100.014.451	\$300.00	\$0.00	\$218.42	\$81.58	\$0.00	\$81.58
G KOWALSKI SUPPLIES						27.19%
100.300.100.015.451	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00
ETHAN BRYNER TEACHING SUPPLIES						0.00%
100.300.100.018.451	\$300.00	\$0.00	\$332.46	(\$32.46)	\$0.00	(\$32.46)
ERIN HOFACRE TEACHING SUPPLIES						-10.82%
100.300.100.029.451	\$300.00	\$0.00	\$289.06	\$10.94	\$0.00	\$10.94
H MULLEN SUPPLIES						3.65%
100.300.100.030.451	\$300.00	\$0.00	\$321.29	(\$21.29)	\$0.00	(\$21.29)
E WILLIS SUPPLIES						-7.10%
100.300.100.031.451	\$300.00	\$0.00	\$236.37	\$63.63	\$0.00	\$63.63
S VANDERVEST SUPPLIES						21.21%
100.300.100.032.451	\$300.00	\$0.00	\$290.98	\$9.02	\$0.00	\$9.02
M MIDKIFF SUPPLIES						3.01%
100.300.100.033.451	\$550.00	\$0.00	\$684.06	(\$134.06)	\$0.00	(\$134.06)
S PAWUK SUPPLIES						-24.37%
100.300.100.034.451	\$550.00	\$0.00	\$428.60	\$121.40	\$0.00	\$121.40
V MILLER SUPPLIES						22.07%
100.300.100.035.451	\$600.00	\$0.00	\$201.31	\$398.69	\$0.00	\$398.69

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
ES SWIM/PE SUPPLIES						66.45%
100.300.200.000.315	\$208,606.00	\$16,227.00	\$208,157.50	\$448.50	\$0.00	\$448.50
CERTIFICATED TEACHER						0.21%
100.300.200.000.323	\$261,000.00	\$13,192.69	\$260,859.56	\$140.44	\$0.00	\$140.44
AIDES						0.05%
100.300.200.000.329	\$12,000.00	\$1,065.00	\$11,851.25	\$148.75	\$0.00	\$148.75
SUBSTITUTES/TEMPORARIES						1.24%
100.300.200.000.363	\$2,547.00	\$152.82	\$2,467.00	\$80.00	\$0.00	\$80.00
WORKERS COMPENSATION						3.14%
100.300.200.000.364	\$128,000.00	\$0.02	\$127,918.36	\$81.64	\$0.00	\$81.64
INSURANCE-HEALTH/LIFE						0.06%
100.300.200.000.365	\$51,127.00	\$2,038.11	\$25,504.36	\$25,622.64	\$0.00	\$25,622.64
RETIREMENT CONTRIBUTION-TRS						50.12%
100.300.200.000.366	\$65,595.00	\$3,032.89	\$44,361.69	\$21,233.31	\$0.00	\$21,233.31
RETIREMENT CONTRIBUTION-PERS						32.37%
100.300.200.000.367	\$6,800.00	\$442.03	\$6,703.02	\$96.98	\$0.00	\$96.98
MEDICARE TAX						1.43%
100.300.200.000.368	\$2,930.00	\$66.03	\$2,851.29	\$78.71	\$0.00	\$78.71
SOCIAL SECURITY TAX						2.69%
100.300.200.000.451	\$2,015.00	\$0.00	\$2,015.51	(\$0.51)	\$0.00	(\$0.51)
ES SPED SUPPLIES						-0.03%
100.300.300.000.315	\$81,213.00	\$20,178.28	\$81,463.00	(\$250.00)	\$0.00	(\$250.00)
CERTIFICATED TEACHER						-0.31%
100.300.300.000.329	\$413.00	\$0.00	\$412.50	\$0.50	\$0.00	\$0.50
SUBSTITUTES/TEMPORARIES						0.12%
100.300.300.000.363	\$564.00	\$104.91	\$425.48	\$138.52	\$0.00	\$138.52
WORKERS COMPENSATION						24.56%
100.300.300.000.364	\$3,000.00	\$750.00	\$3,000.00	\$0.00	\$0.00	\$0.00
INSURANCE-HEALTH/LIFE						0.00%
100.300.300.000.365	\$19,872.00	\$2,534.39	\$10,137.59	\$9,734.41	\$0.00	\$9,734.41
RETIREMENT CONTRIBUTION-TRS						48.99%
100.300.300.000.367	\$1,235.00	\$303.46	\$1,230.67	\$4.33	\$0.00	\$4.33
MEDICARE TAX						0.35%
100.300.300.000.368	\$62.00	\$0.00	\$0.00	\$62.00	\$0.00	\$62.00
SOCIAL SECURITY TAX						100.00%
100.300.300.000.451	\$1,330.00	\$62.15	\$1,320.32	\$9.68	\$0.00	\$9.68

Petersburg School District

Expenditure Budget Balance Report

Summary Only

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Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
TEACHING SUPPLIES						0.73%
100.300.350.000.315	\$88,000.00	\$21,871.78	\$87,487.00	\$513.00	\$0.00	\$513.00
CERTIFICATED TEACHER						0.58%
100.300.350.000.329	\$1,750.00	\$175.00	\$1,750.00	\$0.00	\$0.00	\$0.00
SUBSTITUTES/TEMPORARIES						0.00%
100.300.350.000.363	\$452.00	\$113.34	\$458.64	(\$6.64)	\$0.00	(\$6.64)
WORKERS COMPENSATION						-1.47%
100.300.350.000.364	\$7,000.00	\$562.50	\$6,583.68	\$416.32	\$0.00	\$416.32
INSURANCE-HEALTH/LIFE						5.95%
100.300.350.000.365	\$21,539.00	\$2,747.10	\$10,988.40	\$10,550.60	\$0.00	\$10,550.60
RETIREMENT CONTRIBUTION-TRS						48.98%
100.300.350.000.367	\$1,011.00	\$327.84	\$1,310.83	(\$299.83)	\$0.00	(\$299.83)
MEDICARE TAX						-29.66%
100.300.350.000.368	\$109.00	\$0.00	\$37.20	\$71.80	\$0.00	\$71.80
SOCIAL SECURITY TAX						65.87%
100.300.350.000.451	\$1,000.00	\$0.00	\$693.25	\$306.75	\$0.00	\$306.75
TEACHING SUPPLIES						30.68%
100.300.350.000.472	\$2,151.00	\$0.00	\$1,905.74	\$245.26	\$0.00	\$245.26
LIBRARY BOOKS						11.40%
100.300.350.000.473	\$734.00	\$0.00	\$734.00	\$0.00	\$0.00	\$0.00
PERIODICALS						0.00%
100.300.350.000.479	\$2,115.00	\$0.00	\$2,115.23	(\$0.23)	\$0.00	(\$0.23)
OTHER SUPPLIES AND MATERIALS						-0.01%
100.300.400.000.421	\$891.00	\$0.00	\$890.52	\$0.48	\$0.00	\$0.48
STAFF TRANSPORTATION						0.05%
100.300.400.000.479	\$1,609.00	\$0.00	\$1,609.00	\$0.00	\$0.00	\$0.00
ES PRINCIPAL SUPPLIES AND MATERIALS						0.00%
100.300.400.000.491	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00
DUES AND FEES						0.00%
100.300.450.000.324	\$37,500.00	\$2,449.70	\$36,194.32	\$1,305.68	\$0.00	\$1,305.68
SUPPORT STAFF						3.48%
100.300.450.000.329	\$600.00	\$0.00	\$1,384.63	(\$784.63)	\$0.00	(\$784.63)
SUBSTITUTES/TEMPORARIES						-130.77%
100.300.450.000.363	\$246.00	\$12.28	\$187.60	\$58.40	\$0.00	\$58.40
WORKERS COMPENSATION						23.74%
100.300.450.000.364	\$27,059.00	\$0.00	\$27,058.56	\$0.44	\$0.00	\$0.44

Petersburg School District

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
INSURANCE-HEALTH/LIFE						0.00%
100.300.450.000.366	\$8,924.00	\$538.93	\$8,010.20	\$913.80	\$0.00	\$913.80
RETIREMENT CONTRIBUTION-PERS						10.24%
100.300.450.000.367	\$539.00	\$35.52	\$453.14	\$85.86	\$0.00	\$85.86
MEDICARE TAX						15.93%
100.300.450.000.368	\$74.00	\$0.00	\$37.43	\$36.57	\$0.00	\$36.57
SOCIAL SECURITY TAX						49.42%
100.300.450.000.433	\$2,000.00	\$340.20	\$2,049.48	(\$49.48)	\$0.00	(\$49.48)
COMMUNICATIONS						-2.47%
100.300.450.000.434	\$500.00	\$0.00	\$55.45	\$444.55	\$0.00	\$444.55
POSTAGE						88.91%
100.300.450.000.454	\$800.00	\$0.00	\$398.31	\$401.69	\$0.00	\$401.69
OFFICE SUPPLIES						50.21%
100.500.100.000.362	\$3,000.00	\$0.00	\$1,400.75	\$1,599.25	\$0.00	\$1,599.25
UNEMPLOYMENT INSURANCE						53.31%
100.500.100.000.363	\$0.00	\$0.00	\$118.09	(\$118.09)	\$0.00	(\$118.09)
WORKERS COMPENSATION						0.00%
100.500.100.000.367	\$0.00	\$0.00	\$178.49	(\$178.49)	\$0.00	(\$178.49)
MEDICARE TAX						0.00%
100.500.100.000.369	\$33,000.00	\$47.53	\$31,675.29	\$1,324.71	\$0.00	\$1,324.71
OTHER EMPLOYEE BENEFITS						4.01%
100.500.100.000.474	\$14,700.00	\$0.00	\$14,673.75	\$26.25	\$0.00	\$26.25
CURRICULUM ADOPTION						0.18%
100.500.200.000.315	\$47,250.00	\$7,591.65	\$46,023.66	\$1,226.34	\$0.00	\$1,226.34
CERTIFICATED TEACHER						2.60%
100.500.200.000.363	\$339.00	\$38.05	\$230.72	\$108.28	\$0.00	\$108.28
WORKERS COMPENSATION						31.94%
100.500.200.000.364	\$15,220.00	\$2,536.74	\$15,220.44	(\$0.44)	\$0.00	(\$0.44)
INSURANCE-HEALTH/LIFE						0.00%
100.500.200.000.365	\$22,281.00	\$947.24	\$5,506.67	\$16,774.33	\$0.00	\$16,774.33
RETIREMENT CONTRIBUTION-TRS						75.29%
100.500.200.000.367	\$685.00	\$105.99	\$642.73	\$42.27	\$0.00	\$42.27
MEDICARE TAX						6.17%
100.500.200.000.418	\$2,300.00	\$0.00	\$2,223.00	\$77.00	\$0.00	\$77.00
OTHER PROFESSIONAL SERVICES						3.35%
100.500.200.000.421	\$5,100.00	\$366.37	\$5,189.53	(\$89.53)	\$0.00	(\$89.53)

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STAFF TRANSPORTATION						-1.76%
100.500.200.000.440	\$2,500.00	\$0.00	\$1,953.50	\$546.50	\$0.00	\$546.50
PURCHASED SERVICES						21.86%
100.500.200.000.451	\$3,150.00	\$3,357.00	\$5,918.10	(\$2,768.10)	\$0.00	(\$2,768.10)
DISTRICT WIDE SPED SUPPLIES						-87.88%
100.500.300.000.365	\$19,911.00	\$0.00	\$0.00	\$19,911.00	\$0.00	\$19,911.00
RETIREMENT CONTRIBUTION-TRS						100.00%
100.500.300.000.366	\$6,227.00	\$0.00	\$0.00	\$6,227.00	\$0.00	\$6,227.00
RETIREMENT CONTRIBUTION-PERS						100.00%
100.500.350.000.315	\$0.00	\$0.00	\$250.00	(\$250.00)	\$0.00	(\$250.00)
CERTIFICATED TEACHER						0.00%
100.500.350.000.318	\$92,433.00	\$15,322.20	\$91,933.00	\$500.00	\$0.00	\$500.00
CERTIFICATED SPECIALISTS						0.54%
100.500.350.000.324	\$46,000.00	\$4,366.00	\$45,339.31	\$660.69	\$0.00	\$660.69
SUPPORT STAFF						1.44%
100.500.350.000.329	\$1,500.00	\$0.00	\$830.88	\$669.12	\$0.00	\$669.12
SUBSTITUTES/TEMPORARIES						44.61%
100.500.350.000.363	\$1,157.00	\$98.70	\$693.49	\$463.51	\$0.00	\$463.51
WORKERS COMPENSATION						40.06%
100.500.350.000.364	\$27,059.00	\$2,254.88	\$27,058.56	\$0.44	\$0.00	\$0.44
INSURANCE-HEALTH/LIFE						0.00%
100.500.350.000.365	\$22,460.00	\$1,911.91	\$11,471.41	\$10,988.59	\$0.00	\$10,988.59
RETIREMENT CONTRIBUTION-TRS						48.93%
100.500.350.000.366	\$11,403.00	\$960.52	\$9,974.65	\$1,428.35	\$0.00	\$1,428.35
RETIREMENT CONTRIBUTION-PERS						12.53%
100.500.350.000.367	\$2,033.00	\$277.30	\$1,908.07	\$124.93	\$0.00	\$124.93
MEDICARE TAX						6.15%
100.500.350.000.368	\$93.00	\$0.00	\$18.96	\$74.04	\$0.00	\$74.04
SOCIAL SECURITY TAX						79.61%
100.500.350.000.417	\$39,890.00	\$0.00	\$39,890.00	\$0.00	\$0.00	\$0.00
TECHNOLOGY SUPPORT						0.00%
100.500.350.000.433	\$118,000.00	\$20,522.60	\$123,135.60	(\$5,135.60)	\$0.00	(\$5,135.60)
COMMUNICATIONS						-4.35%
100.500.350.000.440	\$78,000.00	(\$3,178.61)	\$68,513.34	\$9,486.66	\$0.00	\$9,486.66
PURCHASED SERVICES						12.16%
100.500.350.000.446	\$12,000.00	\$0.00	\$9,393.85	\$2,606.15	\$0.00	\$2,606.15

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PROPERTY INSURANCE						21.72%
100.500.350.000.450	\$11,000.00	\$0.00	\$10,472.35	\$527.65	\$0.00	\$527.65
SUPPLIES, MATERIALS & MEDIA						4.80%
100.500.350.000.475	\$55,500.00	\$1,228.44	\$55,040.42	\$459.58	\$0.00	\$459.58
TECHNOLOGY SUPPLIES						0.83%
100.500.400.000.313	\$186,400.00	\$16,336.39	\$186,448.61	(\$48.61)	\$0.00	(\$48.61)
PRINCIPAL						-0.03%
100.500.400.000.363	\$1,235.00	\$81.90	\$934.73	\$300.27	\$0.00	\$300.27
WORKERS COMPENSATION						24.31%
100.500.400.000.364	\$50,282.00	\$3,740.18	\$46,411.56	\$3,870.44	\$0.00	\$3,870.44
INSURANCE-HEALTH/LIFE						7.70%
100.500.400.000.365	\$45,596.00	\$2,039.29	\$23,273.51	\$22,322.49	\$0.00	\$22,322.49
RETIREMENT CONTRIBUTION-TRS						48.96%
100.500.400.000.367	\$2,703.00	\$236.88	\$2,703.53	(\$0.53)	\$0.00	(\$0.53)
MEDICARE TAX						-0.02%
100.500.600.000.321	\$80,100.00	\$6,725.00	\$80,400.00	(\$300.00)	\$0.00	(\$300.00)
NON-CERT DIRECTOR/COORD/MANAGR						-0.37%
100.500.600.000.324	\$30,600.00	\$4,371.46	\$27,776.29	\$2,823.71	\$0.00	\$2,823.71
SUPPORT STAFF						9.23%
100.500.600.000.325	\$190,500.00	\$13,656.22	\$191,985.17	(\$1,485.17)	\$0.00	(\$1,485.17)
MAINTENANCE/CUSTODIAL						-0.78%
100.500.600.000.329	\$14,000.00	\$1,829.15	\$14,015.17	(\$15.17)	\$0.00	(\$15.17)
SUBSTITUTES/TEMPORARIES						-0.11%
100.500.600.000.363	\$12,558.00	\$632.19	\$7,165.14	\$5,392.86	\$0.00	\$5,392.86
WORKERS COMPENSATION						42.94%
100.500.600.000.364	\$74,641.00	\$5,262.22	\$65,368.56	\$9,272.44	\$0.00	\$9,272.44
INSURANCE-HEALTH/LIFE						12.42%
100.500.600.000.366	\$83,605.00	\$5,423.59	\$64,760.27	\$18,844.73	\$0.00	\$18,844.73
RETIREMENT CONTRIBUTION-PERS						22.54%
100.500.600.000.367	\$4,990.00	\$367.41	\$4,265.99	\$724.01	\$0.00	\$724.01
MEDICARE TAX						14.51%
100.500.600.000.368	\$500.00	\$0.00	\$934.34	(\$434.34)	\$0.00	(\$434.34)
SOCIAL SECURITY TAX						-86.87%
100.500.600.000.418	\$12,000.00	\$1,871.00	\$7,768.73	\$4,231.27	\$0.00	\$4,231.27
OTHER PROFESSIONAL SERVICES						35.26%
100.500.600.000.421	\$1,100.00	\$0.00	\$1,050.92	\$49.08	\$0.00	\$49.08

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2023

To Date: 6/30/2023

Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
STAFF TRANSPORTATION						4.46%
100.500.600.000.431	\$30,000.00	\$2,512.60	\$26,479.02	\$3,520.98	\$0.00	\$3,520.98
WATER AND SEWER						11.74%
100.500.600.000.432	\$40,000.00	\$3,882.23	\$37,072.41	\$2,927.59	\$0.00	\$2,927.59
GARBAGE						7.32%
100.500.600.000.433	\$1,000.00	\$114.02	\$687.42	\$312.58	\$0.00	\$312.58
COMMUNICATIONS						31.26%
100.500.600.000.436	\$299,500.00	\$20,196.31	\$276,478.36	\$23,021.64	\$0.00	\$23,021.64
ENERGY - ELECTRICITY						7.69%
100.500.600.000.438	\$375,000.00	\$20,865.37	\$383,057.99	(\$8,057.99)	\$0.00	(\$8,057.99)
ENERGY - HEATING OIL						-2.15%
100.500.600.000.440	\$30,000.00	\$888.64	\$22,397.40	\$7,602.60	\$0.00	\$7,602.60
PURCHASED SERVICES						25.34%
100.500.600.000.446	\$91,063.00	\$0.00	\$91,062.78	\$0.22	\$0.00	\$0.22
PROPERTY INSURANCE						0.00%
100.500.600.000.452	\$52,000.00	\$6,849.63	\$50,616.10	\$1,383.90	\$0.00	\$1,383.90
MAINTENANCE/CONSTR SUPPLIES						2.66%
100.500.600.000.453	\$14,500.00	\$26.99	\$11,880.59	\$2,619.41	\$0.00	\$2,619.41
JANITORIAL SUPPLIES						18.06%
100.500.600.000.458	\$5,000.00	\$273.08	\$3,811.24	\$1,188.76	\$0.00	\$1,188.76
VEHICLE GAS AND OIL						23.78%
100.500.600.000.479	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
MAINTENANCE OTHER SUPPLIES AND MATERIALS						100.00%
100.500.600.000.491	\$3,937.00	\$4,248.56	\$4,248.56	(\$311.56)	\$0.00	(\$311.56)
DUES AND FEES						-7.91%
100.500.700.000.314	\$46,628.00	\$7,899.00	\$47,394.00	(\$766.00)	\$0.00	(\$766.00)
CERT DIRECTOR/COORD/MANAGER						-1.64%
100.500.700.000.363	\$304.00	\$39.60	\$237.60	\$66.40	\$0.00	\$66.40
WORKERS COMPENSATION						21.84%
100.500.700.000.364	\$14,000.00	\$2,254.88	\$13,529.28	\$470.72	\$0.00	\$470.72
INSURANCE-HEALTH/LIFE						3.36%
100.500.700.000.365	\$16,690.00	\$985.84	\$5,915.04	\$10,774.96	\$0.00	\$10,774.96
RETIREMENT CONTRIBUTION-TRS						64.56%
100.500.700.000.367	\$690.00	\$106.36	\$641.30	\$48.70	\$0.00	\$48.70
MEDICARE TAX						7.06%
100.500.900.000.556	\$0.00	\$75,000.00	\$75,000.00	(\$75,000.00)	\$0.00	(\$75,000.00)

# Petersburg School District

## Expenditure Budget Balance Report

 Summary Only

From Date: 6/1/2023

To Date: 6/30/2023

Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
TRANS TO STUDENT TRANSPORTA						0.00%
100.600.510.000.311	\$149,620.00	\$19,878.63	\$149,697.00	(\$77.00)	\$0.00	(\$77.00)
SUPERINTENDENT						-0.05%
100.600.510.000.324	\$60,000.00	\$5,000.00	\$60,000.00	\$0.00	\$0.00	\$0.00
SUPPORT STAFF						0.00%
100.600.510.000.363	\$1,335.00	\$125.97	\$1,066.28	\$268.72	\$0.00	\$268.72
WORKERS COMPENSATION						20.13%
100.600.510.000.364	\$36,828.00	\$3,068.60	\$36,823.20	\$4.80	\$0.00	\$4.80
INSURANCE-HEALTH/LIFE						0.01%
100.600.510.000.365	\$34,468.00	\$1,465.33	\$17,583.96	\$16,884.04	\$0.00	\$16,884.04
RETIREMENT CONTRIBUTION-TRS						48.98%
100.600.510.000.366	\$14,874.00	\$1,100.00	\$13,200.00	\$1,674.00	\$0.00	\$1,674.00
RETIREMENT CONTRIBUTION-PERS						11.25%
100.600.510.000.367	\$2,918.00	\$364.37	\$3,084.13	(\$166.13)	\$0.00	(\$166.13)
MEDICARE TAX						-5.69%
100.600.510.000.414	\$20,000.00	\$138.00	\$12,074.00	\$7,926.00	\$0.00	\$7,926.00
LEGAL SERVICES						39.63%
100.600.510.000.421	\$10,000.00	\$481.82	\$9,036.73	\$963.27	\$0.00	\$963.27
STAFF TRANSPORTATION						9.63%
100.600.510.000.433	\$1,200.00	\$237.24	\$1,428.45	(\$228.45)	\$0.00	(\$228.45)
COMMUNICATIONS						-19.04%
100.600.510.000.434	\$500.00	\$147.02	\$199.57	\$300.43	\$0.00	\$300.43
POSTAGE						60.09%
100.600.510.000.454	\$500.00	\$0.00	\$614.33	(\$114.33)	\$0.00	(\$114.33)
OFFICE SUPPLIES						-22.87%
100.600.510.000.476	\$5,000.00	\$35.42	\$3,787.52	\$1,212.48	\$0.00	\$1,212.48
COPIER SUPPLIES						24.25%
100.600.510.000.479	\$2,000.00	\$0.00	\$1,009.96	\$990.04	\$0.00	\$990.04
SUPERINTENDENT OTHER SUPPLIES AND MATERIALS						49.50%
100.600.510.000.491	\$15,400.00	\$0.00	\$15,320.19	\$79.81	\$0.00	\$79.81
DUES AND FEES						0.52%
100.600.511.000.421	\$3,100.00	\$0.00	\$3,031.00	\$69.00	\$0.00	\$69.00
BOARD- STAFF TRANSPORTATION						2.23%
100.600.511.000.479	\$8,800.00	\$88.30	\$8,322.35	\$477.65	\$0.00	\$477.65
BOE OTHER SUPPLIES AND MATERIALS						5.43%
100.600.550.000.321	\$115,770.00	\$13,221.86	\$113,386.00	\$2,384.00	\$0.00	\$2,384.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2023

To Date: 6/30/2023

Fiscal Year: 2022-2023

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
NON-CERT DIRECTOR/COORD/MANAGR						2.06%
100.600.550.000.329	\$4,500.00	\$5,590.92	\$6,369.87	(\$1,869.87)	\$0.00	(\$1,869.87)
SUBSTITUTES/TEMPORARIES						-41.55%
100.600.550.000.363	\$724.00	\$94.31	\$600.36	\$123.64	\$0.00	\$123.64
WORKERS COMPENSATION						17.08%
100.600.550.000.364	\$28,073.00	\$2,339.44	\$28,073.28	(\$0.28)	\$0.00	(\$0.28)
INSURANCE-HEALTH/LIFE						0.00%
100.600.550.000.366	\$27,088.00	\$2,003.29	\$24,039.37	\$3,048.63	\$0.00	\$3,048.63
RETIREMENT CONTRIBUTION-PERS						11.25%
100.600.550.000.367	\$1,654.00	\$265.84	\$1,654.76	(\$0.76)	\$0.00	(\$0.76)
MEDICARE TAX						-0.05%
100.600.550.000.368	\$280.00	\$248.99	\$297.28	(\$17.28)	\$0.00	(\$17.28)
SOCIAL SECURITY TAX						-6.17%
100.600.550.000.412	\$58,000.00	\$0.00	\$57,990.00	\$10.00	\$0.00	\$10.00
AUDITING & ACCOUNTING SERVICES						0.02%
100.600.550.000.418	\$12,000.00	\$0.00	\$11,603.76	\$396.24	\$0.00	\$396.24
OTHER PROFESSIONAL SERVICES						3.30%
100.600.550.000.421	\$2,400.00	\$0.00	\$2,345.47	\$54.53	\$0.00	\$54.53
STAFF TRANSPORTATION						2.27%
100.600.550.000.447	\$74,528.00	\$0.00	\$74,527.97	\$0.03	\$0.00	\$0.03
LIABILITY INSURANCE						0.00%
100.600.550.000.454	\$1,072.00	\$132.22	\$621.91	\$450.09	\$0.00	\$450.09
OFFICE SUPPLIES						41.99%
100.600.550.000.491	\$10,200.00	\$101.85	\$10,085.89	\$114.11	\$0.00	\$114.11
DUES AND FEES						1.12%
100.600.550.000.495	(\$33,000.00)	(\$15,996.37)	(\$36,142.11)	\$3,142.11	\$0.00	\$3,142.11
INDIRECT COST RECOVERY						-9.52%
Fund 100 Total:	\$9,116,906.00	\$1,156,446.86	\$8,596,391.40	\$520,514.60	\$0.00	\$520,514.60
Grand Total:	\$9,116,906.00	\$1,156,446.86	\$8,596,391.40	\$520,514.60	\$0.00	\$520,514.60

End of Report

Petersburg School District

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 06/01/2023

To Date: 06/30/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
47151	06/09/2023	TRAUTMAN, VICTOR	\$86.23	13	Printed	Payroll	<input checked="" type="checkbox"/>	06/30/2023	
72123	06/02/2023	AMPLIFY EDUCATION, INC	\$1,313.28	1194	Printed	Expense	<input type="checkbox"/>		
72124	06/02/2023	ARROWHEAD LP GAS-00236	\$75.00	1194	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72125	06/02/2023	CYNTHIA FRY-00628	\$240.00	1194	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72126	06/02/2023	ELSA WINTERSTEEN	\$280.00	1194	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72127	06/02/2023	INSTITUTE FOR MULTI-SENSORY EDUCATION, L	\$1,975.00	1194	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72128	06/02/2023	RING CENTRAL INC	\$2,698.27	1194	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72129	06/02/2023	US FOODS, INC.	\$4,372.57	1194	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72130	06/06/2023	ACT FINANCE	\$1,039.80	1199	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72131	06/06/2023	ALASKA MARINE LINES-00120	\$395.00	1199	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72132	06/06/2023	BRIGHTLY SOFTWARE, INC	\$4,248.56	1199	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72133	06/06/2023	BUSINESS CARD-00283	\$12,423.85	1199	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72134	06/06/2023	DOUGLAS JOHN WESSEN	\$6,186.50	1199	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72135	06/06/2023	GCI COMMUNICATION CORP-00953	\$2,067.80	1199	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72136	06/06/2023	MICHAEL BROCK-00408	\$5.44	1199	Printed	Expense	<input type="checkbox"/>		
72137	06/06/2023	PENNIE CAPLES-01868	\$240.00	1199	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72138	06/06/2023	SCHOOL DATEBOOKS, INC.	\$916.88	1199	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72141	06/06/2023	STIKINE SERVICES, INC	\$400.00	1200	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72142	06/09/2023	ALASKA COMMISSION ON POSTSECONDARY EDUCA	\$381.97	1196	Printed	Payroll Ded	<input checked="" type="checkbox"/>	06/30/2023	
72143	06/09/2023	ATP-00262	\$7,373.75	1196	Printed	Payroll Ded	<input checked="" type="checkbox"/>	06/30/2023	
72144	06/09/2023	PETERSBURG SCHOOL DISTRICT	\$3,000.00	1196	Printed	Payroll Ded	<input checked="" type="checkbox"/>	06/30/2023	
72145	06/12/2023	AARON BRADFORD	\$42.00	1206	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72146	06/12/2023	ALASKA MARINE LINES-00120	\$475.49	1206	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	

Petersburg School District

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 06/01/2023

To Date: 06/30/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
72147	06/12/2023	AMPLIFY EDUCAITON, INC	\$74,581.28	1206	Printed	Expense	<input type="checkbox"/>		
72148	06/12/2023	ANDREA FITTJE	\$63.00	1206	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72149	06/12/2023	AT&T MOBILITY-00004	\$846.93	1206	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72150	06/12/2023	BRENDA LOUISE	\$3.00	1206	Printed	Expense	<input type="checkbox"/>		
72151	06/12/2023	COURTNEY MORRISON-00593	\$6.00	1206	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72152	06/12/2023	JENNY PAYNE	\$63.00	1206	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72153	06/12/2023	KELSIE CAPLES	\$66.00	1206	Printed	Expense	<input type="checkbox"/>		
72154	06/12/2023	LEAH VICK	\$60.00	1206	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72155	06/12/2023	MAVIS WORTHINGTON-01553	\$63.00	1206	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72156	06/12/2023	PEARSON CLINICAL ASSESSMENT	\$235.18	1206	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72157	06/12/2023	PETERSBURG MEDICAL CENTER-01892	\$10,912.50	1206	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72158	06/12/2023	PRICILA CHIM	\$66.00	1206	Printed	Expense	<input type="checkbox"/>		
72159	06/12/2023	RACHEL HUDSON	\$63.00	1206	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72160	06/12/2023	STEPHEN FRENTZ	\$4.50	1206	Printed	Expense	<input type="checkbox"/>		
72161	06/12/2023	TIFFANY ECKLES	\$60.00	1206	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72162	06/12/2023	VICTORIA MOORE-02593	\$13.50	1206	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72163	06/14/2023	KELLEY CONNECT CO	\$7,907.98	1207	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72164	06/14/2023	STIKINE SERVICES, INC	\$300.00	1207	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72165	06/14/2023	TK ELEVATOR CORPORATION	\$661.00	1207	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72166	06/14/2023	UNUM LIFE INSURANCE COMPANY OF-02556	\$405.62	1207	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72167	06/14/2023	US FOODS, INC.	\$3,912.09	1207	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72168	06/15/2023	ALASKA MARINE LINES-00120	\$534.35	1208	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72169	06/15/2023	DIRTY DOG FABRICATION, LLC	\$180.00	1208	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	

Petersburg School District

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 06/01/2023

To Date: 06/30/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
72170	06/15/2023	FARRAGUT FARM-00882	\$2,400.00	1208	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72171	06/15/2023	REGION V OF ALASKA SCHOOL ACTIVITIES	\$1,198.00	1208	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72172	06/20/2023	ARROWHEAD LP GAS-00236	\$250.69	1210	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72173	06/20/2023	CYNTHIA FRY-00628	\$46.32	1210	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72174	06/20/2023	LEES CLOTHING, INC.-01409	\$2,443.55	1210	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72175	06/20/2023	PUBLIC EDUCATION HEALTH TRUST-01982	\$121,534.80	1210	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72176	06/20/2023	XEROX CORPORATION-02716	\$107.40	1210	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72177	06/26/2023	APEX REFRIGERATION AND HEATING	\$567.64	1218	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72178	06/26/2023	BEST WESTERN COUNTRY LANE	\$1,485.00	1218	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72179	06/26/2023	MATTINGLY ELECTRIC, LLC-01551	\$321.00	1218	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72180	06/26/2023	SCHOOL SPECIALTY	\$663.52	1218	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72181	06/26/2023	US FOODS, INC.	\$3,698.42	1218	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72182	06/28/2023	APEA-00222	\$517.94	1220	Printed	Payroll Ded	<input checked="" type="checkbox"/>	07/31/2023	
72183	06/28/2023	GREAT-WEST LIFE & ANNUITY	\$16,799.00	1220	Printed	Payroll Ded	<input checked="" type="checkbox"/>	07/31/2023	
72184	06/28/2023	MINNESOTA CHILD SUPPORT PAYMENT CENTER	\$520.00	1220	Printed	Payroll Ded	<input checked="" type="checkbox"/>	07/31/2023	
72185	06/28/2023	STATE OF ALASKA-02310	\$137,449.65	1221	Printed	Payroll Ded	<input checked="" type="checkbox"/>	07/31/2023	
72186	06/28/2023	STATE OF ALASKA-02310	\$29,296.34	1222	Printed	Payroll Ded	<input checked="" type="checkbox"/>	07/31/2023	
72187	06/30/2023	AFLAC-00068	\$456.71	1224	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72188	06/30/2023	ARCHITECTURAL SUPPLY CO	\$609.53	1224	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72189	06/30/2023	HAMMER & WIKAN-01038	\$212.36	1224	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72190	06/30/2023	PETERSBURG PARKS & RECREATIO-01895	\$1,761.06	1224	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	

Petersburg School District

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 06/01/2023

To Date: 06/30/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
72191	06/30/2023	USI NORTHWEST	\$1,000.00	1224	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72192	06/06/2023	STIKINE SERVICES, INC	\$800.00	1225	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2023	
72193	06/30/2023	ALASKA DEPARTMENT OF LABOR	\$420.00	1226	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72194	06/30/2023	AT&T MOBILITY-00004	\$846.93	1226	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72195	06/30/2023	DIRTY DOG FABRICATION, LLC	\$180.00	1226	Printed	Expense	<input type="checkbox"/>		
72196	06/30/2023	GCI COMMUNICATION CORP-00953	\$2,067.80	1226	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72197	06/30/2023	KELLEY CONNECT CO	\$5,385.41	1226	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72198	06/30/2023	SOUTHEAST EXTINGUISHER SERVICE, INC	\$790.00	1226	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	

Total Amount: \$485,074.39

End of Report

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OPERATING ACCOUNT

From Date: 06/01/2023

To Date: 06/30/2023

From Voucher:

To Voucher:

06/09/2023	EFTPS-00804	\$53,188.11	1197	Posted to G/L PR	<input type="checkbox"/>
06/09/2023	EFTPS-00804	\$225.43	1197	Posted to G/L PR	<input type="checkbox"/>
06/09/2023	EFTPS-00804	\$225.43	1197	Posted to G/L PR	<input type="checkbox"/>
06/09/2023	EFTPS-00804	\$9,798.99	1197	Posted to G/L PR	<input type="checkbox"/>
06/09/2023	EFTPS-00804	\$9,798.99	1197	Posted to G/L PR	<input type="checkbox"/>
06/09/2023	FIRST BANK-00894	\$523,500.91	1198	Posted to G/L PR	<input type="checkbox"/>
06/09/2023	FIRST BANK-00894	\$2,050.00	1198	Posted to G/L PR	<input type="checkbox"/>
06/16/2023	REVTRAK INC.-02052	\$96.85	1209	Posted to G/L AP	<input type="checkbox"/>
06/16/2023	REVTRAK INC.-02052	\$104.93	1209	Posted to G/L AP	<input type="checkbox"/>
06/16/2023	FIRST BANK-00894	\$5.00	1209	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	-\$0.90	1211	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$190.00	1211	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$590.00	1211	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$34.97	1211	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$25.32	1211	Posted to G/L AP	<input type="checkbox"/>
06/21/2023	P-CARD PROGRAM-01850	\$739.20	1213	Posted to G/L AP	<input type="checkbox"/>
06/21/2023	P-CARD PROGRAM-01850	-\$39.50	1213	Posted to G/L AP	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OPERATING ACCOUNT

From Date: 06/01/2023

To Date: 06/30/2023

From Voucher:

To Voucher:

Date	Description	Amount	Account	Status	AP
06/21/2023	P-CARD PROGRAM-01850	\$1,085.57	1213	Posted to G/L	<input type="checkbox"/>
06/21/2023	P-CARD PROGRAM-01850	\$300.00	1213	Posted to G/L	<input type="checkbox"/>
06/21/2023	P-CARD PROGRAM-01850	\$1,000.00	1213	Posted to G/L	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$215.70	1214	Posted to G/L	<input type="checkbox"/>
06/27/2023	AMAZON.COM-00164	\$62.15	1214	Posted to G/L	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$625.44	1214	Posted to G/L	<input type="checkbox"/>
06/27/2023	AMAZON.COM-00164	\$132.22	1214	Posted to G/L	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$4.00	1214	Posted to G/L	<input type="checkbox"/>
06/27/2023	AMAZON.COM-00164	\$2,172.05	1214	Posted to G/L	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$168.81	1214	Posted to G/L	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$107.98	1214	Posted to G/L	<input type="checkbox"/>
06/27/2023	RESPONDUS INC	\$2,595.00	1214	Posted to G/L	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$80.05	1214	Posted to G/L	<input type="checkbox"/>
06/27/2023	ASAA-00239	\$240.00	1214	Posted to G/L	<input type="checkbox"/>
06/27/2023	ALASKA POWER & TELEPHONE-00125	\$57.01	1214	Posted to G/L	<input type="checkbox"/>
06/27/2023	ALASKA POWER & TELEPHONE-00125	\$57.01	1214	Posted to G/L	<input type="checkbox"/>
06/27/2023	ALASKA POWER & TELEPHONE-00125	\$108.49	1214	Posted to G/L	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OPERATING ACCOUNT

From Date: 06/01/2023

To Date: 06/30/2023

From Voucher:

To Voucher:

Date	Description	Amount	Account	Posted	AP	Check
06/27/2023	ALASKA POWER & TELEPHONE-00125	\$108.49	1214	Posted to G/L	AP	<input type="checkbox"/>
06/27/2023	PETRO MARINE SERVICES-01909	\$20,865.37	1214	Posted to G/L	AP	<input type="checkbox"/>
06/27/2023	PETERSBURG BOROUGH-01881	\$20,196.31	1214	Posted to G/L	AP	<input type="checkbox"/>
06/27/2023	PETERSBURG BOROUGH-01881	\$2,512.60	1214	Posted to G/L	AP	<input type="checkbox"/>
06/27/2023	PETERSBURG BOROUGH-01881	\$3,882.23	1214	Posted to G/L	AP	<input type="checkbox"/>
06/27/2023	PETERSBURG BOROUGH-01881	\$273.08	1214	Posted to G/L	AP	<input type="checkbox"/>
06/27/2023	AMAZON.COM-00164	\$389.05	1214	Posted to G/L	AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$42.60	1214	Posted to G/L	AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$372.00	1214	Posted to G/L	AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$723.59	1214	Posted to G/L	AP	<input type="checkbox"/>
06/27/2023	UNITED STATES POSTAL SERVICE-02544	\$131.27	1214	Posted to G/L	AP	<input type="checkbox"/>
06/27/2023	COMMON GROUNDS-00561	\$75.25	1215	Posted to G/L	AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$756.71	1215	Posted to G/L	AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$4.99	1215	Posted to G/L	AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$133.00	1216	Posted to G/L	AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$405.05	1216	Posted to G/L	AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$125.98	1216	Posted to G/L	AP	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OPERATING ACCOUNT

From Date: 06/01/2023

To Date: 06/30/2023

From Voucher:

To Voucher:

06/27/2023	P-CARD PROGRAM-01850	\$291.19	1216	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$291.19	1216	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$12.24	1216	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$17.79	1216	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$47.47	1216	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$48.03	1216	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$72.83	1216	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$61.06	1216	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$400.00	1216	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$1,749.77	1216	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$334.97	1216	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$334.97	1216	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$295.25	1216	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$446.62	1216	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$446.62	1216	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	P-CARD PROGRAM-01850	\$501.67	1216	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	HAMMER & WIKAN-01038	\$31.98	1217	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	HAMMER & WIKAN-01038	\$26.99	1217	Posted to G/L AP	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OPERATING ACCOUNT

From Date: 06/01/2023

To Date: 06/30/2023

From Voucher:

To Voucher:

06/27/2023	HAMMER & WIKAN-01038	\$878.28	1217	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	HAMMER & WIKAN-01038	\$85.98	1217	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	HAMMER & WIKAN-01038	\$113.91	1217	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	HAMMER & WIKAN-01038	\$349.17	1217	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	HAMMER & WIKAN-01038	\$22.90	1217	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	HAMMER & WIKAN-01038	\$398.77	1217	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	PETERSBURG REXALL DRUG-01898	\$17.67	1217	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	PISTON & RUDDER SERVICES, INC	\$23.65	1217	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	ALASKA FLOORCOVERING LLC	\$63.00	1217	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	AMAZON.COM-00164	\$485.10	1217	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	AMAZON.COM-00164	\$402.27	1217	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	AMAZON.COM-00164	\$417.22	1217	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	AMAZON.COM-00164	\$87.42	1217	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	HAMMER & WIKAN-01038	\$572.90	1217	Posted to G/L AP	<input type="checkbox"/>
06/27/2023	HAMMER & WIKAN-01038	\$167.96	1217	Posted to G/L AP	<input type="checkbox"/>
06/30/2023	FIRST BANK-00894	\$60,933.19	1219	Posted to G/L PR	<input type="checkbox"/>
06/30/2023	FIRST BANK-00894	\$4,010.00	1219	Posted to G/L PR	<input type="checkbox"/>
06/30/2023	EFTPS-00804	\$5,259.18	1223	Posted to G/L PR	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OPERATING ACCOUNT

From Date: 06/01/2023

To Date: 06/30/2023

From Voucher:

To Voucher:

06/30/2023	EFTPS-00804	\$714.96	1223	Posted to G/L PR	<input type="checkbox"/>
06/30/2023	EFTPS-00804	\$714.96	1223	Posted to G/L PR	<input type="checkbox"/>
06/30/2023	EFTPS-00804	\$1,132.49	1223	Posted to G/L PR	<input type="checkbox"/>
06/30/2023	EFTPS-00804	\$1,132.49	1223	Posted to G/L PR	<input type="checkbox"/>

Total for Fund:

91

Total Amount:

\$743,936.89

Total Amount:

\$743,936.89

End of Report



A part of BMO Financial Group

INVOICE

June 20, 2023

Petersburg School Dist  
201 Charles W St Box 289  
Petersburg, AK 99833

ATTN:

Invoice Number: 0703724-2306  
Invoice Amount: \$ 71,044.98



This invoice amount represents the total balances of all Corporate Card accounts for the billing period ending June 20, 2023.

Your payment is due July 17, 2023.

Payment will be automatically withdrawn from your bank account if your organization has pre-arranged payment. If not, please remit payment by electronic means or by mailing a cheque for the Invoice amount to the appropriate address below. Payments must be sent with a detailed breakdown of how the payment needs to be applied, including the 16-digit card numbers or billing account and the total amount to be paid.

BMO Harris Accounts Payment By Mail	Diners Club Accounts Payment By Mail
BMO Harris P.O. Box 5732 Carol Stream, IL 60197-5732	Diners Club P.O. Box 5732 Carol Stream, IL 60197-5732
Payment By Overnight Delivery	Payment By Overnight Delivery
FIS BMO Harris Bank Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440	FIS BMO Harris Bank Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440

If you have any questions regarding this invoice or supporting documents, please contact Corporate Client Services:

BMO Harris Accounts	Diners Club Accounts
By Phone: 1-855-825-9234	By Phone: 1-800-2-DINERS (1-800-234-6377)
By e-mail: corporate.clientservices@bmo.com (mailto:corporate.clientservices@bmo.com)	By e-mail: dinersclub.service@bmo.com (mailto:dinersclub.service@bmo.com)

Thank you for your continued business.



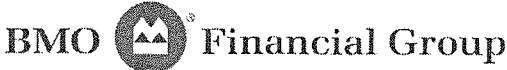
Please attach a copy of this invoice or the information below this line with your cheque payment.

Petersburg School Dist  
201 Charles W St Box 289  
Petersburg, AK 99833

Invoice Number: 0703724-2306  
Amount Paid: \$ 71,044.98  
Payment Due Date: July 17, 2023

RUN DATE: 06/21/2023





# Statement

**Account Name:** CABRAL, JAIME **Card Number:** xxxx-xxxx-xxxx-4710  
**Company Name:** PETERSBURG SCHOOL DIST **Account Limit:** \$ 0.00  
**Employee ID:** 7999995418021878  
**Statement Date (MM/DD/YYYY):** 06/20/2023 **Currency:** U.S. DOLLAR

**Statement Summary:**

*Report any items which do not agree with your records within 30 days of the statement date.*

**Payments:** \$ 0.00  
**Adjustments:** \$ 0.00  
**Net Purchases:** \$ 6,015.70  
**Cash Advance:** \$ 0.00  
**Fees:** \$ 0.00  
**Other Charges:** \$ 0.00  
**New Account Balance:** \$ 6,015.70

**For your records only. No payment required.**

**Transaction Summary:**

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
05/19	05/22 474683725	KETCHIKAN AIRPORT KETCHIKAN AK	\$ 133.00 038605	\$ 0.00	\$ 133.00
05/20	05/22 474683724	SUBWAY 12666 JUNEAU AK	\$ 119.98 060843	\$ 6.00	\$ 125.98
05/20	05/22 474683726	HANGAR ON THE WHARF JUNEAU AK	\$ 385.76 045011	\$ 19.29	\$ 405.05
05/21	05/22 474683723	ENTERPRISE RENT-A-CAR JUNEAU AK	\$ 291.19 066262	\$ 0.00	\$ 291.19
05/21	05/22 474683722	ENTERPRISE RENT-A-CAR JUNEAU AK	\$ 291.19 062639	\$ 0.00	\$ 291.19
05/21	05/24 474912124	MIKES AIRPORT EXPRESS JUNEAU AK	\$ 17.79 011045	\$ 0.00	\$ 17.79
05/21	05/24 474912048	MIKES AIRPORT EXPRESS JUNEAU AK	\$ 12.24 013590	\$ 0.00	\$ 12.24
05/22	05/23 474849880	AIRBNB HM8R32J355 4158005959 CA	\$ 1,979.07 004139	\$ 170.70 (e)	\$ 2,149.77
05/25	05/29 475668726	LEE'S CLOTHING PETERSBURG AK	\$ 61.06 077444	\$ 0.00 (e)	\$ 61.06
05/28	05/29 475668651	ENTERPRISE RENT-A-CAR ANCHORAGE AK	\$ 334.97 080128	\$ 0.00	\$ 334.97
05/28	05/29 475668652	ENTERPRISE RENT-A-CAR ANCHORAGE AK	\$ 334.97 060985	\$ 0.00	\$ 334.97
06/04	06/05 476506336	ENTERPRISE RENT-A-CAR ANCHORAGE AK	\$ 295.25 083518	\$ 0.00	\$ 295.25
06/04	06/05 476506335	ENTERPRISE RENT-A-CAR ANCHORAGE AK	\$ 446.62 021040	\$ 0.00	\$ 446.62

06/04	06/05	ENTERPRISE RENT-A-CAR ANCHORAGE AK	\$ 446.62	\$ 0.00	\$ 446.62
	476506337		005633		
06/04	06/05	NATIONAL CAR RENTAL ANCHORAGE AK	\$ 501.67	\$ 0.00	\$ 501.67
	476506338		020318		
06/04	06/06	SPEEDWAY 5319 ANCHORAGE AK	\$ 47.47	\$ 0.00	\$ 47.47
	476881384		029911		
06/04	06/06	SPEEDWAY 5319 ANCHORAGE AK	\$ 48.03	\$ 0.00	\$ 48.03
	476881385		084493		
06/04	06/06	SPEEDWAY 5319 ANCHORAGE AK	\$ 72.83	\$ 0.00	\$ 72.83
	476881386		087674		

<b>TOTAL CREDITS</b>	<b>xxxx-xxxx-xxxx-4710</b>	<b>\$ 0.00</b>
<b>TOTAL DEBITS</b>	<b>xxxx-xxxx-xxxx-4710</b>	<b>\$ 6,015.70</b>



## Statement

<b>Account Name:</b>	KLUDT-PAINTER, JON	<b>Card Number:</b>	xxxx-xxxx-xxxx-8382
<b>Company Name:</b>	PETERSBURG SCHOOL DIST	<b>Account Limit:</b>	\$ 25,000.00
<b>Employee ID:</b>	7999995418021852		
<b>Statement Date (MM/DD/YYYY):</b>	06/20/2023	<b>Currency:</b>	U.S. DOLLAR

### Statement Summary:

*Report any items which do not agree with your records within 30 days of the statement date.*

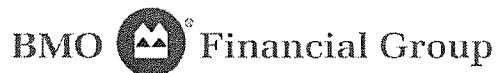
<b>Payments:</b>	\$ 0.00
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 839.39
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 839.39

**For your records only. No payment required.**

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
05/18	05/22 474683567	USPS.COM CLICKNSHIP 800-3447779 DC	\$ -0.85 000000	\$ -0.05 (e)	\$ -0.90
05/20	05/22 474683643	APPLE.COM/US CUPERTINO CA	\$ 190.00 045914	\$ 0.00	\$ 190.00
05/20	05/22 474683644	APPLE.COM/US 800-676-2775 CA	\$ 590.00 073350	\$ 0.00	\$ 590.00
05/22	05/22 474683645	AMZN MKTP US Z74470I03 AMZN.COM/BILL WA	\$ 34.97 036925	\$ 0.00	\$ 34.97
06/01	06/02 476273533	AMZN MKTP US LL7UF2783 AMZN.COM/BILL WA	\$ 25.32 032250	\$ 0.00	\$ 25.32
			<b>TOTAL CREDITS</b>	xxxx-xxxx-xxxx-8382	\$ -0.90
			<b>TOTAL DEBITS</b>	xxxx-xxxx-xxxx-8382	\$ 840.29





## Statement

<b>Account Name:</b>	SANDHOFER, MARSHA	<b>Card Number:</b>	xxxx-xxxx-xxxx-9657
<b>Company Name:</b>	PETERSBURG SCHOOL DIST	<b>Account Limit:</b>	\$ 5,000.00
<b>Employee ID:</b>	7999995746002434		
<b>Statement Date (MM/DD/YYYY):</b>	06/20/2023	<b>Currency:</b>	U.S. DOLLAR

### Statement Summary:

*Report any items which do not agree with your records within 30 days of the statement date.*

<b>Payments:</b>	\$ 0.00
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 3,085.27
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 3,085.27

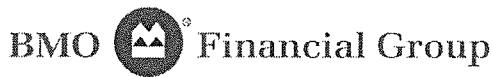
**For your records only. No payment required.**

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
05/19	05/22 474683802	BSN SPORTS LLC FARMERS BRANC TX	\$ 739.20 059493	\$ 0.00	\$ 739.20
05/19	05/22 474683804	AMHS WEB RESERVATION JUNEAU AK	\$ -39.50 000000	\$ 0.00 (e)	\$ -39.50
05/19	05/22 474683803	BSN SPORTS LLC FARMERS BRANC TX	\$ 1,085.57 074622	\$ 0.00	\$ 1,085.57
05/21	05/22 474683805	ALASKA CAR RENTAL KETCHIKAN AK	\$ 277.78 000300	\$ 22.22	\$ 300.00
05/25	05/26 475395139	SOUTHEASTSTUIDOSAK WICHITA KS	\$ 921.66 041991	\$ 78.34 (e)	\$ 1,000.00

<b>TOTAL CREDITS</b>	xxxx-xxxx-xxxx-9657	\$ -39.50
<b>TOTAL DEBITS</b>	xxxx-xxxx-xxxx-9657	\$ 3,124.77





## Statement

<b>Account Name:</b>	JOHNSON MCINTOSH, CARLEE	<b>Card Number:</b>	xxxx-xxxx-xxxx-6889
<b>Company Name:</b>	PETERSBURG SCHOOL DIST	<b>Account Limit:</b>	\$ 5,000.00
<b>Employee ID:</b>	7999995418021886		
<b>Statement Date (MM/DD/YYYY):</b>	06/20/2023	<b>Currency:</b>	U.S. DOLLAR

### Statement Summary:

*Report any items which do not agree with your records within 30 days of the statement date.*

<b>Payments:</b>	\$ 0.00
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 836.95
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 836.95

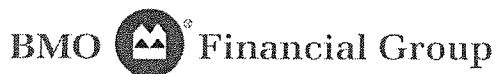
**For your records only. No payment required.**

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
05/22	05/23 474849881	SQ COMMON GROUNDS, LL PETERSBURG AK	\$ 75.25 072200	\$ 0.00	\$ 75.25
05/25	05/25 475093325	AIRBNB HMAT4HHS8K 4158005959 CA	\$ 696.63 044953	\$ 60.08 (e)	\$ 756.71
06/19	06/20 478969813	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 4.99 024054	\$ 0.00 (e)	\$ 4.99

<b>TOTAL CREDITS</b>	xxxx-xxxx-xxxx-6889	<b>\$ 0.00</b>
<b>TOTAL DEBITS</b>	xxxx-xxxx-xxxx-6889	<b>\$ 836.95</b>





## Statement

<b>Account Name:</b>	MORRISON, KAREN	<b>Card Number:</b>	xxxx-xxxx-xxxx-5856
<b>Company Name:</b>	PETERSBURG SCHOOL DIST	<b>Account Limit:</b>	\$ 200,000.00
<b>Employee ID:</b>	7999995418021894		
<b>Statement Date (MM/DD/YYYY):</b>	06/20/2023	<b>Currency:</b>	U.S. DOLLAR

### Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

<b>Payments:</b>	\$ 0.00
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 56,122.50
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 56,122.50

For your records only. No payment required.

### Transaction Summary:

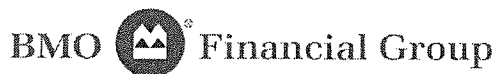
Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
05/19	05/22 474683647	BULK BOOKSTORE 5038678738 OR	\$ 215.70 007174	\$ 0.00	\$ 215.70
05/22	05/23 474849864	AMZN MKTP US B08TW25B3 AMZN.COM/BILL WA	\$ 54.98 070363	\$ 0.00	\$ 54.98
05/24	05/25 475093324	SQ GLACIER EXPRESS CA PETERSBURG AK	\$ 283.20 026673	\$ 16.99	\$ 300.19
05/24	05/25 475093323	SQ COMMON GROUNDS, LL PETERSBURG AK	\$ 325.25 033684	\$ 0.00	\$ 325.25
05/25	05/26 475395138	AMZN MKTP US NG2S53XI3 AMZN.COM/BILL WA	\$ 7.17 041105	\$ 0.00	\$ 7.17
05/28	05/29 475668650	AMZN MKTP US ID62L0IV3 AMZN.COM/BILL WA	\$ 132.22 058315	\$ 0.00	\$ 132.22
05/30	05/31 475902231	NYTIMES NYTIMES DISC 800-698-4637 NY	\$ 4.00 093046	\$ 0.00 (e)	\$ 4.00
05/30	05/31 475902307	AMZN MKTP US S942Y9ZI3 AMZN.COM/BILL WA	\$ 47.50 058768	\$ 0.00	\$ 47.50
05/31	06/01 476165819	AMZN MKTP US D38RK4OU3 AMZN.COM/BILL WA	\$ 27.20 082764	\$ 0.00	\$ 27.20
05/31	06/01 476165818	AMZN MKTP US Q609F14Y3 AMZN.COM/BILL WA	\$ 112.54 091993	\$ 0.00	\$ 112.54
06/02	06/05 476506259	AMZN MKTP US G86QG9BW3 AMZN.COM/BILL WA	\$ 741.35 062974	\$ 0.00	\$ 741.35
06/02	06/05 476506258	AMZN MKTP US BO83C25Q3 AMZN.COM/BILL WA	\$ 107.98 010046	\$ 0.00	\$ 107.98
06/03	06/05 476506260	AMZN MKTP US P968K7CN3 AMZN.COM/BILL WA	\$ 18.95 017535	\$ 0.00	\$ 18.95

06/05	06/07 476961954	RESPONDUS INC 425-497-0389 WA	\$ 2,595.00 046021	\$ 0.00 (e)	\$ 2,595.00
06/06	06/07 476961878	SCHOOL SPECIALTY ECOMM 888-388-3224 WI	\$ 563.52 085511	\$ 33.81	\$ 597.33
06/06	06/07 476961955	PREMIER AIRPORT SHUTTL 360-754-7113 WA	\$ 80.05 064496	\$ 0.00	\$ 80.05
06/07	06/08 477250884	AMAZON.COM MZ2N28C53 AMZN.COM/BILL WA	\$ 125.95 048391	\$ 0.00	\$ 125.95
06/07	06/08 477250882	AMAZON.COM VD5746K33 A AMZN.COM/BILL WA	\$ 110.91 072051	\$ 0.00	\$ 110.91
06/07	06/08 477250883	AMZN MKTP US TV84D5L63 AMZN.COM/BILL WA	\$ 552.70 032915	\$ 0.00	\$ 552.70
06/08	06/09 477468934	USPS.COM CLICKNSHIP 800-3447779 DC	\$ 9.65 094238	\$ 0.00	\$ 9.65
06/10	06/12 477597553	AMZN MKTP US BQ3FJ4VI3 AMZN.COM/BILL WA	\$ 69.99 016135	\$ 0.00	\$ 69.99
06/11	06/12 477597554	SCHOOL SPECIALTY ECOMM 888-388-3224 WI	\$ -597.33 004008	\$ 0.00 (e)	\$ -597.33
06/12	06/13 477964210	IN ALASKA SCHOOL ACTI 907-5633723 AK	\$ 240.00 045951	\$ 0.00	\$ 240.00
06/12	06/13 477964206	ALASKA TELEPHONE COMPA PORT TOWNSEND WA	\$ 108.49 099120	\$ 0.00	\$ 108.49
06/12	06/13 477964207	ALASKA TELEPHONE COMPA PORT TOWNSEND WA	\$ 57.01 027753	\$ 0.00	\$ 57.01
06/12	06/13 477964208	AMZN MKTP US AA1OF7DJ3 AMZN.COM/BILL WA	\$ 124.99 059286	\$ 0.00	\$ 124.99
06/12	06/13 477964130	ALASKA TELEPHONE COMPA PORT TOWNSEND WA	\$ 108.49 052419	\$ 0.00	\$ 108.49
06/12	06/13 477964209	AMZN MKTP US XL03S6TL3 AMZN.COM/BILL WA	\$ 118.09 029679	\$ 0.00	\$ 118.09
06/12	06/13 477964129	ALASKA TELEPHONE COMPA PORT TOWNSEND WA	\$ 57.01 033388	\$ 0.00	\$ 57.01
06/13	06/14 478042293	PETRO MARINE SERVICES PETERSBURG AK	\$ 20,865.37 019613	\$ 0.00	\$ 20,865.37
06/13	06/14 478042292	PSN PETERSBURG UTILITY PETERSBURG AK	\$ 26,864.22 000360	\$ 0.00 (e)	\$ 26,864.22
06/14	06/15 478334638	AMZN MKTP US AF67V7HY3 AMZN.COM/BILL WA	\$ 389.05 095110	\$ 0.00	\$ 389.05
06/15	06/15 478334639	UPS 1ZV1C3T51320030018 800-811-1648 GA	\$ 23.14 057260	\$ 0.00	\$ 23.14
06/15	06/16 478547335	AMZN MKTP US XO4SR11L3 AMZN.COM/BILL WA	\$ 56.27 030766	\$ 0.00	\$ 56.27
06/15	06/16 478547336	FIRST FOR INSPIRATION 603-6663906 NH	\$ 353.40 006247	\$ 18.60	\$ 372.00
06/16	06/19 478834697	USPS.COM CLICKNSHIP 800-3447779 DC	\$ 103.80 015558	\$ 0.00	\$ 103.80
06/16	06/19 478834698	USPS.COM CLICKNSHIP 800-3447779 DC	\$ 17.82 019384	\$ 0.00	\$ 17.82
06/16	06/19 478834699	AMAZON.COM J32FC7KH3 AMZN.COM/BILL WA	\$ 53.36 042288	\$ 0.00	\$ 53.36

06/17	06/19 478834934	AMZN MKTP US T60Q24O23 AMZN.COM/BILL WA	\$ 181.06 082018	\$ 0.00	
06/18	06/19 478834935	UPS ADJ00372671102431 800-811-1648 GA	\$ 18.02 056744	\$ 1.44 (e)	\$ 19.46
06/18	06/20 478969812	HYATT PLACE PHOENIX GI GILBERT AZ	\$ 723.59 064717	\$ 0.00	\$ 723.59

**TOTAL CREDITS** xxxx-xxxx-xxxx-5856 \$ -597.33  
**TOTAL DEBITS** xxxx-xxxx-xxxx-5856 \$ 56,719.83





## Statement

<b>Account Name:</b>	BULLER, AARON S	<b>Card Number:</b>	xxxx-xxxx-xxxx-3497
<b>Company Name:</b>	PETERSBURG SCHOOL DIST	<b>Account Limit:</b>	\$ 45,000.00
<b>Employee ID:</b>	1025		
<b>Statement Date (MM/DD/YYYY):</b>	06/20/2023	<b>Currency:</b>	U.S. DOLLAR

### Statement Summary:

*Report any items which do not agree with your records within 30 days of the statement date.*

<b>Payments:</b>	\$ 0.00
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 4,145.17
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 4,145.17

**For your records only. No payment required.**

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
05/19	05/22 474683646	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 31.98 068525	\$ 0.00 (e)	\$ 31.98
05/23	05/24 474912047	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 26.99 060038	\$ 0.00 (e)	\$ 26.99
05/24	05/25 475093245	AMAZON.COM 9G4VD1MB3 A AMZN.COM/BILL WA	\$ 364.87 066252	\$ 37.40	\$ 402.27
05/24	05/25 475093246	AMZN MKTP US U621891D3 AMZN.COM/BILL WA	\$ 417.22 035708	\$ 0.00	\$ 417.22
05/24	05/26 475395137	PETERSBURG REXALL DRUG PETERSBURG AK	\$ 17.67 051157	\$ 0.00 (e)	\$ 17.67
05/25	05/25 475093322	AMZN MKTP US 093BP4J03 AMZN.COM/BILL WA	\$ 440.00 023257	\$ 45.10	\$ 485.10
05/26	05/29 475668649	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 878.28 079203	\$ 0.00 (e)	\$ 878.28
06/02	06/05 476506257	PISTON AND RUDDER SERV PETERSBURG AK	\$ 23.65 008121	\$ 0.00 (e)	\$ 23.65
06/05	06/06 476881308	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 85.98 080689	\$ 0.00 (e)	\$ 85.98
06/06	06/07 476961877	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 113.91 092190	\$ 0.00 (e)	\$ 113.91
06/06	06/08 477250881	ALASKA FLOORCOVERING PETERSBURG AK	\$ 63.00 033727	\$ 0.00 (e)	\$ 63.00
06/07	06/08 477250880	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 572.90 019590	\$ 0.00 (e)	\$ 572.90
06/08	06/09 477468933	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 349.17 074583	\$ 0.00 (e)	\$ 349.17

06/10	06/12 477597552	AMZN MKTP US YW4XO7FU3 AMZN.COM/BILL WA	\$ 87.42 039374	\$ 0.00	\$ 87.42
06/12	06/13 477964128	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 167.96 032551	\$ 0.00 (e)	\$ 167.96
06/14	06/15 478334562	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 22.90 064354	\$ 0.00 (e)	\$ 22.90
06/16	06/19 478834696	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 398.77 001872	\$ 0.00 (e)	\$ 398.77

<b>TOTAL CREDITS</b>	<b>xxxx-xxxx-xxxx-3497</b>	<b>\$ 0.00</b>
<b>TOTAL DEBITS</b>	<b>xxxx-xxxx-xxxx-3497</b>	<b>\$ 4,145.17</b>

# Petersburg School District

## Trial Balance

As of June 30, 2023

	DEBIT	CREDIT
1-0110 First Bank Checking	146,617.09	
1-0140 First Bank Gaming	1,779.51	
1-0160 ASB CD	0.00	
2-0020 Activity School Fee-5.00		0.00
2-0035 Activity Director		149.96
2-0040 Activity Pass Sales-Students		753.02
2-0045 Activities-Viking Store		361.23
2-0050 Shop Sales		33,033.87
2-0080 Art	155.37	
2-0085 Artfest	2,432.05	
2-0090 Assoc Student Body Government		7,030.60
2-0097 Baseball	3,121.56	
2-0098 Baseball Field		251.00
2-0195 Class of 2014		0.00
2-0200 Class of 2015		97.99
2-0205 Class of 2016		0.00
2-0217 Class of 2017		0.00
2-0218 Class of 2018		0.00
2-0219 Class of 2019		0.00
2-0220 Class of 2020		0.00
2-0221 Class of 2021		583.18
2-0222 Class of 2022		952.90
2-0223 Class of 2023		1,002.41
2-0224 Class of 2024		2,340.48
2-0225 Class of 2025		2,478.43
2-0250 Close-Up		3,488.88
2-0260 Concessions		2,480.05
2-0280 Cross Country		615.69
2-0290 School wide play		2,539.32
2-0293 DDF		375.80
2-0294 Dig Pink		432.80
2-0295 Ed Camp		0.00
2-0297 Elementary Earth Club		58.00
2-0315 Elementary PIA		395.00
2-0320 Elementary School Store		1,451.18
2-0325 Elementary Stikine River		9,006.73
2-0330 Elementary Memory Book		3,087.09
2-0337 Track Improvement Project		1,958.28
2-0344 School Garden		5,429.42
2-0350 Gym Sign Advertisements		1,633.80
2-0370 Honor Society		753.17
2-0380 Honors English		100.90
2-0400 Integrated		36.68
2-0402 Interact Club (Rotary)		0.00
2-0405 Jazz Band-High School		3,146.11

	DEBIT	CREDIT
2-0410 Jewelry		991.05
2-0417 LeConte Survey		842.62
2-0420 ES Student Council		272.31
2-0430 Little Norway Tournament		0.25
2-0440 Mark Fosse Award		193.60
2-0450 Marquee		197.49
2-0460 Mathematics		603.40
2-0490 MS Baking Club		813.69
2-0500 MS Band		107.55
2-0510 MS Cheerleaders		389.59
2-0520 MS Robotics		3,322.26
2-0527 MS Student Council		2,644.01
2-0530 MS Tournament/Activities		322.98
2-0540 MS Yearbook and Pro		6,143.86
2-0550 Music-High School		5,121.06
2-0560 Natural Helpers		1,227.91
2-0570 NYOs		147.10
2-0580 Culinary Arts		451.41
2-0595 PHS Library		1,926.27
2-0597 Scholarships		0.00
2-0600 Principal - High School		886.97
2-0601 Principal - Middle School		125.07
2-0605 PIA Undisbursed Funds		274.23
2-0610 PTSA Scholarship		200.00
2-0612 EF Puerto Rico		50.13
2-0615 Raffle		1,140.53
2-0625 Region V Tournaments		1,507.91
2-0630 Rory Smith Scholarship		25.00
2-0634 MS Run Club		50.00
2-0640 Pixellot Advertisements		3,275.61
2-0647 Softball		440.52
2-0648 SPED Memorial Account		10,000.50
2-0649 PSD Shred Safe		2,504.68
2-0650 Stereo Repair/Replacement		906.59
2-0655 Student Testing Fees		273.00
2-0670 Swim/Dive Team		324.35
2-0690 Track	651.48	
2-0699 Tsunami Bowl		1,951.27
2-0700 Unallocated Interest		319.00
2-0710 Varsity Cheer/Stunt		4,231.31
2-0730 Viking Basketball		2,294.90
2-0738 Viking Productions		38.13
2-0740 Volleyball		2,468.51
2-0745 Student Support Fund		2,379.23
2-0750 Work Experience		1,022.00
2-0760 Wrestling		4,004.69
2-0780 Yearbook		2,451.21
Opening Balance Equity		0.00
Other Miscellaneous Expense	130.66	
<b>TOTAL</b>	<b>\$154,887.72</b>	<b>\$154,887.72</b>

## Petersburg School District

### Revenue Report

 Summary Only

From Date: 7/1/2023

To Date: 8/31/2023

**Fiscal Year: 2023-2024**

Account Number / Description

Budget

Range To Date

YTD

Uncollected Balance

% Remaining

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
<b>Fund: 100 GENERAL FUND</b>					
100.000.000.000.011 CITY DIRECT APPROPRIATIONS	\$3,000,000.00	\$250,000.00	\$250,000.00	\$2,750,000.00	91.67%
100.000.000.000.031 INTEREST	\$700.00	\$47.95	\$47.95	\$652.05	93.15%
100.000.000.000.040 OTHER LOCAL REVENUES	\$60,000.00	\$31,701.75	\$31,701.75	\$28,298.25	47.16%
100.000.000.000.043 STUDENT ACTIVITY REVENUE	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00%
100.000.000.000.044 STUDENT FEES	\$52,000.00	\$0.00	\$0.00	\$52,000.00	100.00%
100.000.000.000.047 E-RATE REVENUE	\$93,134.00	\$7,761.20	\$7,761.20	\$85,372.80	91.67%
100.000.000.000.051 FOUNDATION PROGRAM	\$5,485,284.00	\$476,444.00	\$476,444.00	\$5,008,840.00	91.31%
100.000.000.000.056 TRS ON-BEHALF PAYMENTS	\$485,409.00	\$0.00	\$0.00	\$485,409.00	100.00%
100.000.000.000.057 PERS ON-BEHALF PAYMENTS	\$44,645.00	\$0.00	\$0.00	\$44,645.00	100.00%
100.000.000.000.090 OTHER STATE REVENUES	\$20,435.00	\$0.00	\$0.00	\$20,435.00	100.00%
<b>Fund 100 Total:</b>	<b>\$9,245,607.00</b>	<b>\$765,954.90</b>	<b>\$765,954.90</b>	<b>\$8,479,652.10</b>	<b>91.72%</b>
<b>Grand Total:</b>	<b>\$9,245,607.00</b>	<b>\$765,954.90</b>	<b>\$765,954.90</b>	<b>\$8,479,652.10</b>	<b>91.72%</b>

End of Report

# Petersburg School District

## Expenditure Budget Balance Report

 Summary Only

From Date: 7/1/2023

To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
Fund: 100 GENERAL FUND						
100.100.100.000.315 CERTIFICATED TEACHER	\$773,271.00	\$0.00	\$0.00	\$773,271.00	\$480,488.00	\$292,783.00 37.86%
100.100.100.000.329 HS REG INSTRUCTION SUB	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00 100.00%
100.100.100.000.363 WORKERS COMPENSATION	\$3,976.00	\$0.00	\$0.00	\$3,976.00	\$0.00	\$3,976.00 100.00%
100.100.100.000.364 INSURANCE-HEALTH/LIFE	\$202,000.00	\$0.00	\$0.00	\$202,000.00	\$2,500.00	\$199,500.00 98.76%
100.100.100.000.365 RETIREMENT CONTRIBUTION-TRS	\$196,573.00	\$0.00	\$0.00	\$196,573.00	\$0.00	\$196,573.00 100.00%
100.100.100.000.367 MEDICARE TAX	\$11,000.00	\$0.00	\$0.00	\$11,000.00	\$0.00	\$11,000.00 100.00%
100.100.100.000.368 SOCIAL SECURITY TAX	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00 100.00%
100.100.100.000.421 STAFF TRANSPORTATION	\$0.00	\$0.00	\$0.00	\$0.00	\$6,576.00	(\$6,576.00) 0.00%
100.100.100.000.426 STUDENT TRANSPORTATION	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00 100.00%
100.100.100.000.450 FRESHMAN LAPTOP COMPUTERS	\$48,000.00	\$0.00	\$0.00	\$48,000.00	\$0.00	\$48,000.00 100.00%
100.100.100.000.451 GENERAL HS TEACHING SUPPLIES	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00 100.00%
100.100.100.000.474 HS CURRICULUM ADOPTION	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00 100.00%
100.100.100.000.476 HS COPIER SUPPLIES	\$9,000.00	\$6,271.77	\$6,271.77	\$2,728.23	\$1,500.00	\$1,228.23 13.65%
100.100.100.000.491 HS DUES AND FEES	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00 100.00%
100.100.100.001.451 HS ENGLISH SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00 100.00%
100.100.100.002.451 HS MATH SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00 100.00%
100.100.100.003.451 HS SCIENCE SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00 100.00%
100.100.100.004.451	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2023

To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
HS SOCIAL STUDIES SUPPLIES						100.00%
100.100.100.007.451	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
HS PE SUPPLIES						100.00%
100.100.100.008.451	\$1,000.00	\$455.04	\$455.04	\$544.96	\$0.00	\$544.96
HS MUSIC SUPPLIES						54.50%
100.100.100.009.451	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
HS ART/JEWELRY/PHOTO SUPPLIES						100.00%
100.100.100.021.451	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
HS SPANISH SUPPLIES						100.00%
100.100.160.000.315	\$88,862.00	\$0.00	\$0.00	\$88,862.00	\$87,487.00	\$1,375.00
CERTIFICATED TEACHER						1.55%
100.100.160.000.329	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
HS CTE SUB						100.00%
100.100.160.000.363	\$455.00	\$0.00	\$0.00	\$455.00	\$0.00	\$455.00
WORKERS COMPENSATION						100.00%
100.100.160.000.364	\$28,548.00	\$0.00	\$0.00	\$28,548.00	\$0.00	\$28,548.00
INSURANCE-HEALTH/LIFE						100.00%
100.100.160.000.365	\$22,550.00	\$0.00	\$0.00	\$22,550.00	\$0.00	\$22,550.00
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.160.000.367	\$1,275.00	\$0.00	\$0.00	\$1,275.00	\$0.00	\$1,275.00
MEDICARE TAX						100.00%
100.100.160.000.368	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	\$60.00
SOCIAL SECURITY TAX						100.00%
100.100.160.006.451	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
AQUACULTURE SUPPLIES						100.00%
100.100.160.300.451	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
CULINARY SUPPLIES						100.00%
100.100.160.309.451	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
FOOD SCIENCE/CULINARY						100.00%
100.100.160.310.451	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
SHOP SUPPLIES						100.00%
100.100.200.000.315	\$73,148.00	\$0.00	\$0.00	\$73,148.00	\$69,424.00	\$3,724.00
CERTIFICATED TEACHER						5.09%
100.100.200.000.323	\$143,000.00	\$442.58	\$442.58	\$142,557.42	\$84,539.96	\$58,017.46
AIDES						40.57%
100.100.200.000.329	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$1,485.00	\$6,515.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2023

To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
HS SPED SUB						81.44%
100.100.200.000.363	\$1,124.00	\$2.22	\$2.22	\$1,121.78	\$0.00	\$1,121.78
WORKERS COMPENSATION						99.80%
100.100.200.000.364	\$88,000.00	\$0.00	\$0.00	\$88,000.00	\$2,500.00	\$85,500.00
INSURANCE-HEALTH/LIFE						97.16%
100.100.200.000.365	\$18,476.00	\$0.00	\$0.00	\$18,476.00	\$0.00	\$18,476.00
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.200.000.366	\$35,893.00	\$0.00	\$0.00	\$35,893.00	\$0.00	\$35,893.00
RETIREMENT CONTRIBUTION-PERS						100.00%
100.100.200.000.367	\$3,250.00	\$6.42	\$6.42	\$3,243.58	\$0.00	\$3,243.58
MEDICARE TAX						99.80%
100.100.200.000.368	\$500.00	\$27.44	\$27.44	\$472.56	\$0.00	\$472.56
SOCIAL SECURITY TAX						94.51%
100.100.200.000.451	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
HS SPED SUPPLIES						100.00%
100.100.300.000.315	\$63,102.00	\$0.00	\$0.00	\$63,102.00	\$61,194.00	\$1,908.00
CERTIFICATED TEACHER						3.02%
100.100.300.000.323	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
AIDES						100.00%
100.100.300.000.329	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
SUBSTITUTES/TEMPORARIES						100.00%
100.100.300.000.363	\$450.00	\$0.00	\$0.00	\$450.00	\$0.00	\$450.00
WORKERS COMPENSATION						100.00%
100.100.300.000.364	\$48,162.00	\$0.00	\$0.00	\$48,162.00	\$0.00	\$48,162.00
INSURANCE-HEALTH/LIFE						100.00%
100.100.300.000.365	\$16,103.00	\$0.00	\$0.00	\$16,103.00	\$0.00	\$16,103.00
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.300.000.366	\$6,275.00	\$0.00	\$0.00	\$6,275.00	\$0.00	\$6,275.00
RETIREMENT CONTRIBUTION-PERS						100.00%
100.100.300.000.367	\$1,292.00	\$0.00	\$0.00	\$1,292.00	\$0.00	\$1,292.00
MEDICARE TAX						100.00%
100.100.300.000.368	\$62.00	\$0.00	\$0.00	\$62.00	\$0.00	\$62.00
SOCIAL SECURITY TAX						100.00%
100.100.300.000.451	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
SECONDARY COUNSELOR SUPPLIES						100.00%
100.100.350.000.315	\$77,460.00	\$0.00	\$0.00	\$77,460.00	\$76,448.00	\$1,012.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2023

To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
CERTIFICATED TEACHER						1.31%
100.100.350.000.329	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00
SUBSTITUTES/TEMPORARIES						100.00%
100.100.350.000.363	\$392.00	\$0.00	\$0.00	\$392.00	\$0.00	\$392.00
WORKERS COMPENSATION						100.00%
100.100.350.000.364	\$9,366.00	\$0.00	\$0.00	\$9,366.00	\$1,000.00	\$8,366.00
INSURANCE-HEALTH/LIFE						89.32%
100.100.350.000.365	\$19,768.00	\$0.00	\$0.00	\$19,768.00	\$0.00	\$19,768.00
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.350.000.367	\$1,134.00	\$0.00	\$0.00	\$1,134.00	\$0.00	\$1,134.00
MEDICARE TAX						100.00%
100.100.350.000.368	\$47.00	\$0.00	\$0.00	\$47.00	\$0.00	\$47.00
SOCIAL SECURITY TAX						100.00%
100.100.350.000.451	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00
TEACHING SUPPLIES						100.00%
100.100.350.000.472	\$2,300.00	\$0.00	\$0.00	\$2,300.00	\$1,994.01	\$305.99
SECONDARY LIBRARY BOOKS						13.30%
100.100.350.000.473	\$800.00	\$0.00	\$0.00	\$800.00	\$291.00	\$509.00
SECONDARY PERIODICALS						63.63%
100.100.350.000.479	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
SECONDARY SUPPLIES AND MATERIALS						100.00%
100.100.400.000.421	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
SECONDARY PRINCIPAL TRANSPORTATION						100.00%
100.100.400.000.479	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
SECONDARY PRINCIPAL SUPPLIES AND MATERIALS						100.00%
100.100.400.000.491	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00
PRINCIPAL DUES AND FEES						100.00%
100.100.450.000.324	\$66,000.00	\$0.00	\$0.00	\$66,000.00	\$67,181.02	(\$1,181.02)
SUPPORT STAFF						-1.79%
100.100.450.000.329	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00
SUBSTITUTES/TEMPORARIES						100.00%
100.100.450.000.363	\$334.00	\$0.00	\$0.00	\$334.00	\$0.00	\$334.00
WORKERS COMPENSATION						100.00%
100.100.450.000.364	\$12,288.00	\$0.00	\$0.00	\$12,288.00	\$3,000.00	\$9,288.00
INSURANCE-HEALTH/LIFE						75.59%
100.100.450.000.366	\$16,566.00	\$0.00	\$0.00	\$16,566.00	\$0.00	\$16,566.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2023

To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
RETIREMENT CONTRIBUTION-PERS						100.00%
100.100.450.000.367	\$960.00	\$0.00	\$0.00	\$960.00	\$0.00	\$960.00
MEDICARE TAX						100.00%
100.100.450.000.368	\$37.00	\$0.00	\$0.00	\$37.00	\$0.00	\$37.00
SOCIAL SECURITY TAX						100.00%
100.100.450.000.433	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
SECONDARY COMMUNICATIONS						100.00%
100.100.450.000.434	\$400.00	\$0.00	\$0.00	\$400.00	\$100.00	\$300.00
SECONDARY POSTAGE						75.00%
100.100.450.000.454	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00
SECONDARY OFFICE SUPPLIES						100.00%
100.100.700.000.316	\$9,437.00	\$0.00	\$0.00	\$9,437.00	\$5,653.58	\$3,783.42
CERTIFICATED EXTRA DUTY PAY						40.09%
100.100.700.000.322	\$1,038.00	\$0.00	\$0.00	\$1,038.00	\$0.00	\$1,038.00
NON-CERT SPECIALIST/EXTRA DUTY						100.00%
100.100.700.000.329	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$1,000.00	\$1,000.00
SUBSTITUTES/TEMPORARIES						50.00%
100.100.700.000.363	\$63.00	\$0.00	\$0.00	\$63.00	\$0.00	\$63.00
WORKERS COMPENSATION						100.00%
100.100.700.000.365	\$13,407.00	\$0.00	\$0.00	\$13,407.00	\$0.00	\$13,407.00
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.000.366	\$260.00	\$0.00	\$0.00	\$260.00	\$0.00	\$260.00
RETIREMENT CONTRIBUTION-PERS						100.00%
100.100.700.000.367	\$181.00	\$0.00	\$0.00	\$181.00	\$0.00	\$181.00
MEDICARE TAX						100.00%
100.100.700.000.368	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00
SOCIAL SECURITY TAX						100.00%
100.100.700.000.421	\$6,700.00	\$0.00	\$0.00	\$6,700.00	\$223.60	\$6,476.40
STAFF TRANSPORTATION						96.66%
100.100.700.000.426	\$22,877.00	\$0.00	\$0.00	\$22,877.00	\$0.00	\$22,877.00
STUDENT TRANSPORTATION						100.00%
100.100.700.000.433	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
COMMUNICATIONS						100.00%
100.100.700.000.479	\$6,731.00	\$0.00	\$0.00	\$6,731.00	\$0.00	\$6,731.00
OTHER SUPPLIES AND MATERIALS						100.00%
100.100.700.000.491	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00

# Petersburg School District

## Expenditure Budget Balance Report

 Summary Only

From Date: 7/1/2023

To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
DUES AND FEES						100.00%
100.100.700.110.316	\$3,545.00	\$0.00	\$0.00	\$3,545.00	\$1,584.80	\$1,960.20
CERTIFICATED EXTRA DUTY PAY						55.29%
100.100.700.110.329	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
CROSS COUNTRY SUB						100.00%
100.100.700.110.363	\$20.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
WORKERS COMPENSATION						100.00%
100.100.700.110.367	\$59.00	\$0.00	\$0.00	\$59.00	\$0.00	\$59.00
MEDICARE TAX						100.00%
100.100.700.110.368	\$31.00	\$0.00	\$0.00	\$31.00	\$0.00	\$31.00
SOCIAL SECURITY TAX						100.00%
100.100.700.110.426	\$17,010.00	\$0.00	\$0.00	\$17,010.00	\$0.00	\$17,010.00
XCOUNTRY TRANSPORTATION						100.00%
100.100.700.110.479	\$1,265.00	\$0.00	\$0.00	\$1,265.00	\$127.50	\$1,137.50
XCOUNTRY SUPPLIES AND MATERIALS						89.92%
100.100.700.120.322	\$7,298.00	\$0.00	\$0.00	\$7,298.00	\$7,298.00	\$0.00
NON-CERT SPECIALIST/EXTRA DUTY						0.00%
100.100.700.120.363	\$37.00	\$0.00	\$0.00	\$37.00	\$0.00	\$37.00
WORKERS COMPENSATION						100.00%
100.100.700.120.367	\$106.00	\$0.00	\$0.00	\$106.00	\$0.00	\$106.00
MEDICARE TAX						100.00%
100.100.700.120.368	\$452.00	\$0.00	\$0.00	\$452.00	\$0.00	\$452.00
SOCIAL SECURITY TAX						100.00%
100.100.700.120.426	\$7,200.00	\$0.00	\$0.00	\$7,200.00	\$0.00	\$7,200.00
SWIM TRANSPORTATION						100.00%
100.100.700.120.479	\$1,414.00	\$0.00	\$0.00	\$1,414.00	\$0.00	\$1,414.00
SWIM SUPPLIES AND MATERIALS						100.00%
100.100.700.130.316	\$6,045.00	\$0.00	\$0.00	\$6,045.00	\$6,045.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.130.322	\$2,419.00	\$0.00	\$0.00	\$2,419.00	\$0.00	\$2,419.00
NON-CERT SPECIALIST/EXTRA DUTY						100.00%
100.100.700.130.329	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$8,910.00	(\$4,910.00)
SUBSTITUTES/TEMPORARIES						-122.75%
100.100.700.130.363	\$63.00	\$0.00	\$0.00	\$63.00	\$0.00	\$63.00
WORKERS COMPENSATION						100.00%
100.100.700.130.367	\$180.00	\$0.00	\$0.00	\$180.00	\$0.00	\$180.00

## Petersburg School District

### Expenditure Budget Balance Report

 Summary Only

From Date: 7/1/2023

To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
MEDICARE TAX						100.00%
100.100.700.130.368	\$248.00	\$0.00	\$0.00	\$248.00	\$0.00	\$248.00
SOCIAL SECURITY TAX						100.00%
100.100.700.130.426	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
GIRLS BB TRANSPORTATION						100.00%
100.100.700.140.316	\$4,795.00	\$0.00	\$0.00	\$4,795.00	\$0.00	\$4,795.00
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.140.322	\$1,901.00	\$0.00	\$0.00	\$1,901.00	\$0.00	\$1,901.00
NON-CERT SPECIALIST/EXTRA DUTY						100.00%
100.100.700.140.329	\$360.00	\$0.00	\$0.00	\$360.00	\$0.00	\$360.00
SUBSTITUTES/TEMPORARIES						100.00%
100.100.700.140.363	\$35.00	\$0.00	\$0.00	\$35.00	\$0.00	\$35.00
WORKERS COMPENSATION						100.00%
100.100.700.140.367	\$102.00	\$0.00	\$0.00	\$102.00	\$0.00	\$102.00
MEDICARE TAX						100.00%
100.100.700.140.426	\$19,113.00	\$0.00	\$0.00	\$19,113.00	\$0.00	\$19,113.00
VB TRANSPORTATION						100.00%
100.100.700.150.316	\$834.00	\$0.00	\$0.00	\$834.00	\$834.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.150.363	\$5.00	\$0.00	\$0.00	\$5.00	\$0.00	\$5.00
WORKERS COMPENSATION						100.00%
100.100.700.150.367	\$12.00	\$0.00	\$0.00	\$12.00	\$0.00	\$12.00
MEDICARE TAX						100.00%
100.100.700.160.322	\$6,113.00	\$0.00	\$0.00	\$6,113.00	\$2,383.00	\$3,730.00
NON-CERT SPECIALIST/EXTRA DUTY						61.02%
100.100.700.160.363	\$30.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
WORKERS COMPENSATION						100.00%
100.100.700.160.367	\$89.00	\$0.00	\$0.00	\$89.00	\$0.00	\$89.00
MEDICARE TAX						100.00%
100.100.700.160.368	\$379.00	\$0.00	\$0.00	\$379.00	\$0.00	\$379.00
SOCIAL SECURITY TAX						100.00%
100.100.700.160.426	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00
CHEERLEADING TRANSPORTATION						100.00%
100.100.700.170.322	\$6,500.00	\$0.00	\$0.00	\$6,500.00	\$0.00	\$6,500.00
NON-CERT SPECIALIST/EXTRA DUTY						100.00%
100.100.700.170.363	\$33.00	\$0.00	\$0.00	\$33.00	\$0.00	\$33.00

# Petersburg School District

## Expenditure Budget Balance Report

 Summary Only

From Date: 7/1/2023

To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
WORKERS COMPENSATION						100.00%
100.100.700.170.367	\$94.00	\$0.00	\$0.00	\$94.00	\$0.00	\$94.00
MEDICARE TAX						100.00%
100.100.700.170.426	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
TRACK TRANSPORTATION						100.00%
100.100.700.180.316	\$834.00	\$0.00	\$0.00	\$834.00	\$977.49	(\$143.49)
CERTIFICATED EXTRA DUTY PAY						-17.21%
100.100.700.180.363	\$5.00	\$0.00	\$0.00	\$5.00	\$0.00	\$5.00
WORKERS COMPENSATION						100.00%
100.100.700.180.367	\$12.00	\$0.00	\$0.00	\$12.00	\$0.00	\$12.00
MEDICARE TAX						100.00%
100.100.700.190.316	\$0.00	\$0.00	\$0.00	\$0.00	\$3,753.00	(\$3,753.00)
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.190.421	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00
MUSIC STAFF TRANSPORTATION						100.00%
100.100.700.190.426	\$3,300.00	\$0.00	\$0.00	\$3,300.00	\$0.00	\$3,300.00
MUSIC TRANSPORTATION						100.00%
100.100.700.195.316	\$1,529.00	\$0.00	\$0.00	\$1,529.00	\$0.00	\$1,529.00
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.195.363	\$8.00	\$0.00	\$0.00	\$8.00	\$0.00	\$8.00
WORKERS COMPENSATION						100.00%
100.100.700.195.367	\$22.00	\$0.00	\$0.00	\$22.00	\$0.00	\$22.00
MEDICARE TAX						100.00%
100.100.700.200.316	\$1,529.00	\$0.00	\$0.00	\$1,529.00	\$1,529.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.200.363	\$8.00	\$0.00	\$0.00	\$8.00	\$0.00	\$8.00
WORKERS COMPENSATION						100.00%
100.100.700.200.367	\$22.00	\$0.00	\$0.00	\$22.00	\$0.00	\$22.00
MEDICARE TAX						100.00%
100.100.700.205.316	\$2,294.00	\$0.00	\$0.00	\$2,294.00	\$0.00	\$2,294.00
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.205.363	\$11.00	\$0.00	\$0.00	\$11.00	\$0.00	\$11.00
WORKERS COMPENSATION						100.00%
100.100.700.205.367	\$33.00	\$0.00	\$0.00	\$33.00	\$0.00	\$33.00
MEDICARE TAX						100.00%
100.100.700.210.322	\$6,130.00	\$0.00	\$0.00	\$6,130.00	\$0.00	\$6,130.00

## Petersburg School District

### Expenditure Budget Balance Report

 Summary Only

From Date: 7/1/2023

To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
NON-CERT SPECIALIST/EXTRA DUTY						100.00%
100.100.700.210.363	\$31.00	\$0.00	\$0.00	\$31.00	\$0.00	\$31.00
WORKERS COMPENSATION						100.00%
100.100.700.210.367	\$89.00	\$0.00	\$0.00	\$89.00	\$0.00	\$89.00
MEDICARE TAX						100.00%
100.100.700.210.368	\$380.00	\$0.00	\$0.00	\$380.00	\$0.00	\$380.00
SOCIAL SECURITY TAX						100.00%
100.100.700.210.426	\$21,000.00	\$0.00	\$0.00	\$21,000.00	\$0.00	\$21,000.00
WRESTLING TRANSPORTATION						100.00%
100.100.700.220.316	\$8,464.00	\$0.00	\$0.00	\$8,464.00	\$9,048.00	(\$584.00)
CERTIFICATED EXTRA DUTY PAY						-6.90%
100.100.700.220.329	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$8,910.00	(\$4,410.00)
SUBSTITUTES/TEMPORARIES						-98.00%
100.100.700.220.363	\$64.00	\$0.00	\$0.00	\$64.00	\$0.00	\$64.00
WORKERS COMPENSATION						100.00%
100.100.700.220.367	\$188.00	\$0.00	\$0.00	\$188.00	\$0.00	\$188.00
MEDICARE TAX						100.00%
100.100.700.220.368	\$279.00	\$0.00	\$0.00	\$279.00	\$0.00	\$279.00
SOCIAL SECURITY TAX						100.00%
100.100.700.220.426	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
BOYS BB TRANSPORTATION						100.00%
100.100.700.230.316	\$834.00	\$0.00	\$0.00	\$834.00	\$834.01	(\$0.01)
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.230.363	\$4.00	\$0.00	\$0.00	\$4.00	\$0.00	\$4.00
WORKERS COMPENSATION						100.00%
100.100.700.230.367	\$12.00	\$0.00	\$0.00	\$12.00	\$0.00	\$12.00
MEDICARE TAX						100.00%
100.100.700.240.316	\$7,298.00	\$0.00	\$0.00	\$7,298.00	\$8,159.80	(\$861.80)
CERTIFICATED EXTRA DUTY PAY						-11.81%
100.100.700.240.322	\$2,085.00	\$0.00	\$0.00	\$2,085.00	\$0.00	\$2,085.00
NON-CERT SPECIALIST/EXTRA DUTY						100.00%
100.100.700.240.329	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$505.00	\$495.00
SUBSTITUTES/TEMPORARIES						49.50%
100.100.700.240.363	\$64.00	\$0.00	\$0.00	\$64.00	\$0.00	\$64.00
WORKERS COMPENSATION						100.00%
100.100.700.240.367	\$151.00	\$0.00	\$0.00	\$151.00	\$0.00	\$151.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2023

To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
MEDICARE TAX						100.00%
100.100.700.240.368	\$191.00	\$0.00	\$0.00	\$191.00	\$0.00	\$191.00
SOCIAL SECURITY TAX						100.00%
100.100.700.240.426	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
BASEBALL TRANSPORTATION						100.00%
100.100.700.240.479	\$0.00	\$0.00	\$0.00	\$0.00	\$999.00	(\$999.00)
BASEBALL SUPPLIES AND MATERIALS						0.00%
100.200.100.000.314	\$29,000.00	\$0.00	\$0.00	\$29,000.00	\$29,431.40	(\$431.40)
CERT DIRECTOR/COORD/MANAGER						-1.49%
100.200.100.000.315	\$381,300.00	\$0.00	\$0.00	\$381,300.00	\$365,932.00	\$15,368.00
CERTIFICATED TEACHER						4.03%
100.200.100.000.329	\$8,500.00	\$0.00	\$0.00	\$8,500.00	\$0.00	\$8,500.00
SUBSTITUTES/TEMPORARIES						100.00%
100.200.100.000.363	\$2,100.00	\$0.00	\$0.00	\$2,100.00	\$0.00	\$2,100.00
WORKERS COMPENSATION						100.00%
100.200.100.000.364	\$141,035.00	\$0.00	\$0.00	\$141,035.00	\$3,000.00	\$138,035.00
INSURANCE-HEALTH/LIFE						97.87%
100.200.100.000.365	\$103,943.00	\$0.00	\$0.00	\$103,943.00	\$0.00	\$103,943.00
RETIREMENT CONTRIBUTION-TRS						100.00%
100.200.100.000.367	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00
MEDICARE TAX						100.00%
100.200.100.000.368	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
SOCIAL SECURITY TAX						100.00%
100.200.100.000.451	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00
MS GENERAL TEACHING SUPPLIES						100.00%
100.200.100.000.474	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00
MS CURRICULUM ADOPTION						100.00%
100.200.100.000.476	\$8,000.00	\$3,692.92	\$3,692.92	\$4,307.08	\$1,500.00	\$2,807.08
MS COPIER SUPPLIES						35.09%
100.200.100.001.451	\$500.00	\$141.96	\$141.96	\$358.04	\$0.00	\$358.04
MS ENGLISH SUPPLIES						71.61%
100.200.100.002.451	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
MS MATH SUPPLIES						100.00%
100.200.100.003.451	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
MS SCIENCE SUPPLIES						100.00%
100.200.100.004.451	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2023

To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
MS SOCIAL STUDIES SUPPLIES						100.00%
100.200.100.008.451	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
MS MUSIC SUPPLIES						100.00%
100.200.100.009.451	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
MS ART/JEWELRY/PHOTO SUPPLIES						100.00%
100.200.100.016.451	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
6TH TEACHING SUPPLIES						100.00%
100.200.100.019.451	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
MS ROBOTICS						100.00%
100.200.200.000.315	\$75,179.00	\$0.00	\$0.00	\$75,179.00	\$56,370.05	\$18,808.95
CERTIFICATED TEACHER						25.02%
100.200.200.000.323	\$78,200.00	\$417.32	\$417.32	\$77,782.68	\$98,168.98	(\$20,386.30)
AIDES						-26.07%
100.200.200.000.329	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$1,485.00	\$2,515.00
SUBSTITUTES/TEMPORARIES						62.88%
100.200.200.000.363	\$789.00	\$2.09	\$2.09	\$786.91	\$0.00	\$786.91
WORKERS COMPENSATION						99.74%
100.200.200.000.364	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00
INSURANCE-HEALTH/LIFE						100.00%
100.200.200.000.365	\$15,168.00	\$0.00	\$0.00	\$15,168.00	\$0.00	\$15,168.00
RETIREMENT CONTRIBUTION-TRS						100.00%
100.200.200.000.366	\$19,628.00	\$0.00	\$0.00	\$19,628.00	\$0.00	\$19,628.00
RETIREMENT CONTRIBUTION-PERS						100.00%
100.200.200.000.367	\$2,097.00	\$6.05	\$6.05	\$2,090.95	\$0.00	\$2,090.95
MEDICARE TAX						99.71%
100.200.200.000.368	\$434.00	\$25.87	\$25.87	\$408.13	\$0.00	\$408.13
SOCIAL SECURITY TAX						94.04%
100.200.200.000.451	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
MS SPED SUPPLIES						100.00%
100.200.450.000.323	\$0.00	\$0.00	\$0.00	\$0.00	\$6,812.87	(\$6,812.87)
AIDES						0.00%
100.200.450.000.324	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$32,441.89	\$7,558.11
SUPPORT STAFF						18.90%
100.200.450.000.329	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00
SUBSTITUTES/TEMPORARIES						100.00%
100.200.450.000.363	\$203.00	\$0.00	\$0.00	\$203.00	\$0.00	\$203.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2023

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Fiscal Year: 2023-2024

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Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
WORKERS COMPENSATION						100.00%
100.200.450.000.364	\$28,546.00	\$0.00	\$0.00	\$28,546.00	\$0.00	\$28,546.00
INSURANCE-HEALTH/LIFE						100.00%
100.200.450.000.366	\$10,040.00	\$0.00	\$0.00	\$10,040.00	\$0.00	\$10,040.00
RETIREMENT CONTRIBUTION-PERS						100.00%
100.200.450.000.367	\$588.00	\$0.00	\$0.00	\$588.00	\$0.00	\$588.00
MEDICARE TAX						100.00%
100.200.450.000.368	\$37.00	\$0.00	\$0.00	\$37.00	\$0.00	\$37.00
SOCIAL SECURITY TAX						100.00%
100.200.450.000.433	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
COMMUNICATIONS						100.00%
100.200.450.000.434	\$300.00	\$0.00	\$0.00	\$300.00	\$100.00	\$200.00
MS POSTAGE						66.67%
100.200.450.000.454	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00
MS OFFICE SUPPLIES						100.00%
100.200.700.000.316	\$5,934.00	\$0.00	\$0.00	\$5,934.00	\$5,167.93	\$766.07
CERTIFICATED EXTRA DUTY PAY						12.91%
100.200.700.000.322	\$6,156.00	\$0.00	\$0.00	\$6,156.00	\$2,281.00	\$3,875.00
NON-CERT SPECIALIST/EXTRA DUTY						62.95%
100.200.700.000.329	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$891.00	\$109.00
SUBSTITUTES/TEMPORARIES						10.90%
100.200.700.000.363	\$66.00	\$0.00	\$0.00	\$66.00	\$0.00	\$66.00
WORKERS COMPENSATION						100.00%
100.200.700.000.367	\$190.00	\$0.00	\$0.00	\$190.00	\$0.00	\$190.00
MEDICARE TAX						100.00%
100.200.700.000.368	\$444.00	\$0.00	\$0.00	\$444.00	\$0.00	\$444.00
SOCIAL SECURITY TAX						100.00%
100.200.700.000.426	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
MS ACTIVITIES STUDENT TRANSPORTATION						100.00%
100.200.700.000.479	\$590.00	\$0.00	\$0.00	\$590.00	\$677.50	(\$87.50)
MS ACTIVITIES SUPPLIES AND MATERIALS						-14.83%
100.300.100.000.315	\$1,051,416.00	\$3,601.00	\$3,601.00	\$1,047,815.00	\$761,964.31	\$285,850.69
CERTIFICATED TEACHER						27.19%
100.300.100.000.323	\$27,000.00	\$0.00	\$0.00	\$27,000.00	\$24,767.05	\$2,232.95
AIDES						8.27%
100.300.100.000.329	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$1,485.00	\$18,515.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

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To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SUBSTITUTES/TEMPORARIES						92.58%
100.300.100.000.363	\$5,506.00	\$18.05	\$18.05	\$5,487.95	\$0.00	\$5,487.95
WORKERS COMPENSATION						99.67%
100.300.100.000.364	\$309,600.00	\$0.00	\$0.00	\$309,600.00	\$3,000.00	\$306,600.00
INSURANCE-HEALTH/LIFE						99.03%
100.300.100.000.365	\$268,322.00	\$469.16	\$469.16	\$267,852.84	\$0.00	\$267,852.84
RETIREMENT CONTRIBUTION-TRS						99.83%
100.300.100.000.366	\$6,777.00	\$0.00	\$0.00	\$6,777.00	\$0.00	\$6,777.00
RETIREMENT CONTRIBUTION-PERS						100.00%
100.300.100.000.367	\$15,927.00	\$52.22	\$52.22	\$15,874.78	\$0.00	\$15,874.78
MEDICARE TAX						99.67%
100.300.100.000.368	\$1,240.00	\$0.00	\$0.00	\$1,240.00	\$0.00	\$1,240.00
SOCIAL SECURITY TAX						100.00%
100.300.100.000.421	\$0.00	\$396.00	\$396.00	(\$396.00)	\$0.00	(\$396.00)
STAFF TRANSPORTATION						0.00%
100.300.100.000.451	\$14,000.00	\$207.56	\$207.56	\$13,792.44	\$3,513.33	\$10,279.11
ES GENERAL TEACHING SUPPLIES						73.42%
100.300.100.000.474	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
CURRICULUM ADOPTION						100.00%
100.300.100.000.476	\$22,000.00	\$5,626.95	\$5,626.95	\$16,373.05	\$8,000.00	\$8,373.05
COPIER SUPPLIES						38.06%
100.300.100.008.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
ES MUSIC SUPPLIES						100.00%
100.300.100.010.451	\$300.00	\$236.17	\$236.17	\$63.83	\$0.00	\$63.83
B MARTIN SUPPLIES						21.28%
100.300.100.011.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
M BROCK SUPPLIES						100.00%
100.300.100.012.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
K CURTISS SUPPLIES						100.00%
100.300.100.013.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
J NORMAN SUPPLIES						100.00%
100.300.100.014.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
T HAMBLEY SUPPLIES						100.00%
100.300.100.015.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
E BRYNER TEACHING SUPPLIES						100.00%
100.300.100.018.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00

Petersburg School District

Expenditure Budget Balance Report

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
E HOFACRE TEACHING SUPPLIES						100.00%
100.300.100.029.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
H MULLEN SUPPLIES						100.00%
100.300.100.030.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
E WILLIS SUPPLIES						100.00%
100.300.100.031.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
S PAULSON SUPPLIES						100.00%
100.300.100.032.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
M MIDKIFF SUPPLIES						100.00%
100.300.100.033.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
S PAWUK SUPPLIES						100.00%
100.300.100.034.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
V MILLER SUPPLIES						100.00%
100.300.100.035.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
ES SWIM/PE SUPPLIES						100.00%
100.300.200.000.315	\$213,364.00	\$0.00	\$0.00	\$213,364.00	\$207,471.92	\$5,892.08
CERTIFICATED TEACHER						2.76%
100.300.200.000.323	\$260,000.00	\$1,431.22	\$1,431.22	\$258,568.78	\$268,513.41	(\$9,944.63)
AIDES						-3.82%
100.300.200.000.329	\$15,000.00	\$1,035.00	\$1,035.00	\$13,965.00	\$20,790.00	(\$6,825.00)
SUBSTITUTES/TEMPORARIES						-45.50%
100.300.200.000.363	\$2,500.00	\$12.36	\$12.36	\$2,487.64	\$0.00	\$2,487.64
WORKERS COMPENSATION						99.51%
100.300.200.000.364	\$164,000.00	\$0.00	\$0.00	\$164,000.00	\$8,500.00	\$155,500.00
INSURANCE-HEALTH/LIFE						94.82%
100.300.200.000.365	\$54,267.00	\$0.00	\$0.00	\$54,267.00	\$0.00	\$54,267.00
RETIREMENT CONTRIBUTION-TRS						100.00%
100.300.200.000.366	\$65,260.00	\$277.00	\$277.00	\$64,983.00	\$0.00	\$64,983.00
RETIREMENT CONTRIBUTION-PERS						99.58%
100.300.200.000.367	\$7,081.00	\$35.76	\$35.76	\$7,045.24	\$0.00	\$7,045.24
MEDICARE TAX						99.49%
100.300.200.000.368	\$930.00	\$74.84	\$74.84	\$855.16	\$0.00	\$855.16
SOCIAL SECURITY TAX						91.95%
100.300.200.000.451	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
ES SPED SUPPLIES						100.00%
100.300.300.000.315	\$82,020.00	\$0.00	\$0.00	\$82,020.00	\$81,463.00	\$557.00

Petersburg School District

Expenditure Budget Balance Report

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
CERTIFICATED TEACHER						0.68%
100.300.300.000.329	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00
SUBSTITUTES/TEMPORARIES						100.00%
100.300.300.000.363	\$430.00	\$0.00	\$0.00	\$430.00	\$0.00	\$430.00
WORKERS COMPENSATION						100.00%
100.300.300.000.364	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00
INSURANCE-HEALTH/LIFE						0.00%
100.300.300.000.365	\$20,804.00	\$0.00	\$0.00	\$20,804.00	\$0.00	\$20,804.00
RETIREMENT CONTRIBUTION-TRS						100.00%
100.300.300.000.366	\$879.00	\$0.00	\$0.00	\$879.00	\$0.00	\$879.00
RETIREMENT CONTRIBUTION-PERS						100.00%
100.300.300.000.367	\$1,235.00	\$0.00	\$0.00	\$1,235.00	\$0.00	\$1,235.00
MEDICARE TAX						100.00%
100.300.300.000.368	\$62.00	\$0.00	\$0.00	\$62.00	\$0.00	\$62.00
SOCIAL SECURITY TAX						100.00%
100.300.300.000.451	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
TEACHING SUPPLIES						100.00%
100.300.350.000.315	\$88,862.00	\$0.00	\$0.00	\$88,862.00	\$0.00	\$88,862.00
CERTIFICATED TEACHER						100.00%
100.300.350.000.329	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
SUBSTITUTES/TEMPORARIES						100.00%
100.300.350.000.363	\$452.00	\$0.00	\$0.00	\$452.00	\$0.00	\$452.00
WORKERS COMPENSATION						100.00%
100.300.350.000.364	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
INSURANCE-HEALTH/LIFE						100.00%
100.300.350.000.365	\$22,550.00	\$0.00	\$0.00	\$22,550.00	\$0.00	\$22,550.00
RETIREMENT CONTRIBUTION-TRS						100.00%
100.300.350.000.367	\$1,306.00	\$0.00	\$0.00	\$1,306.00	\$0.00	\$1,306.00
MEDICARE TAX						100.00%
100.300.350.000.368	\$62.00	\$0.00	\$0.00	\$62.00	\$0.00	\$62.00
SOCIAL SECURITY TAX						100.00%
100.300.350.000.451	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
TEACHING SUPPLIES						100.00%
100.300.350.000.472	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
LIBRARY BOOKS						100.00%
100.300.350.000.473	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2023

To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
PERIODICALS						100.00%
100.300.350.000.479	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
OTHER SUPPLIES AND MATERIALS						100.00%
100.300.400.000.421	\$1,500.00	\$292.00	\$292.00	\$1,208.00	\$607.33	\$600.67
STAFF TRANSPORTATION						40.04%
100.300.400.000.479	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
ES PRINCIPAL SUPPLIES AND MATERIALS						100.00%
100.300.400.000.491	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00
DUES AND FEES						100.00%
100.300.450.000.324	\$39,000.00	\$0.00	\$0.00	\$39,000.00	\$38,126.24	\$873.76
SUPPORT STAFF						2.24%
100.300.450.000.329	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00
SUBSTITUTES/TEMPORARIES						100.00%
100.300.450.000.363	\$199.00	\$0.00	\$0.00	\$199.00	\$0.00	\$199.00
WORKERS COMPENSATION						100.00%
100.300.450.000.364	\$28,546.00	\$0.00	\$0.00	\$28,546.00	\$0.00	\$28,546.00
INSURANCE-HEALTH/LIFE						100.00%
100.300.450.000.366	\$9,789.00	\$0.00	\$0.00	\$9,789.00	\$0.00	\$9,789.00
RETIREMENT CONTRIBUTION-PERS						100.00%
100.300.450.000.367	\$574.00	\$0.00	\$0.00	\$574.00	\$0.00	\$574.00
MEDICARE TAX						100.00%
100.300.450.000.368	\$37.00	\$0.00	\$0.00	\$37.00	\$0.00	\$37.00
SOCIAL SECURITY TAX						100.00%
100.300.450.000.433	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
COMMUNICATIONS						100.00%
100.300.450.000.434	\$500.00	\$0.00	\$0.00	\$500.00	\$100.00	\$400.00
POSTAGE						80.00%
100.300.450.000.454	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00
OFFICE SUPPLIES						100.00%
100.500.100.000.362	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00
UNEMPLOYMENT INSURANCE						100.00%
100.500.100.000.369	\$26,000.00	\$127.50	\$127.50	\$25,872.50	\$6,529.01	\$19,343.49
OTHER EMPLOYEE BENEFITS						74.40%
100.500.100.000.474	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
DISTRICT WIDE CURRICULUM						100.00%
100.500.200.000.315	\$47,500.00	\$0.00	\$0.00	\$47,500.00	\$300.00	\$47,200.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2023

To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
CERTIFICATED TEACHER						99.37%
100.500.200.000.363	\$238.00	\$0.00	\$0.00	\$238.00	\$0.00	\$238.00
WORKERS COMPENSATION						100.00%
100.500.200.000.364	\$16,100.00	\$0.00	\$0.00	\$16,100.00	\$0.00	\$16,100.00
INSURANCE-HEALTH/LIFE						100.00%
100.500.200.000.365	\$18,278.00	\$0.00	\$0.00	\$18,278.00	\$0.00	\$18,278.00
RETIREMENT CONTRIBUTION-TRS						100.00%
100.500.200.000.367	\$685.00	\$0.00	\$0.00	\$685.00	\$0.00	\$685.00
MEDICARE TAX						100.00%
100.500.200.000.418	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
OTHER PROFESSIONAL SERVICES						0.00%
100.500.200.000.421	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
STAFF TRANSPORTATION						100.00%
100.500.200.000.440	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
PURCHASED SERVICES						100.00%
100.500.200.000.451	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
DISTRICT WIDE SPED SUPPLIES						100.00%
100.500.300.000.365	\$26,131.00	\$0.00	\$0.00	\$26,131.00	\$0.00	\$26,131.00
RETIREMENT CONTRIBUTION-TRS						100.00%
100.500.300.000.366	\$7,695.00	\$0.00	\$0.00	\$7,695.00	\$0.00	\$7,695.00
RETIREMENT CONTRIBUTION-PERS						100.00%
100.500.350.000.318	\$100,600.00	\$8,383.33	\$8,383.33	\$92,216.67	\$92,216.67	\$0.00
CERTIFICATED SPECIALISTS						0.00%
100.500.350.000.324	\$46,842.00	\$3,597.61	\$3,597.61	\$43,244.39	\$43,058.24	\$186.15
SUPPORT STAFF						0.40%
100.500.350.000.329	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
SUBSTITUTES/TEMPORARIES						100.00%
100.500.350.000.363	\$710.00	\$60.06	\$60.06	\$649.94	\$0.00	\$649.94
WORKERS COMPENSATION						91.54%
100.500.350.000.364	\$28,547.00	\$2,378.88	\$2,378.88	\$26,168.12	\$0.00	\$26,168.12
INSURANCE-HEALTH/LIFE						91.67%
100.500.350.000.365	\$25,520.00	\$1,046.67	\$1,046.67	\$24,473.33	\$0.00	\$24,473.33
RETIREMENT CONTRIBUTION-TRS						95.90%
100.500.350.000.366	\$11,757.00	\$791.47	\$791.47	\$10,965.53	\$0.00	\$10,965.53
RETIREMENT CONTRIBUTION-PERS						93.27%
100.500.350.000.367	\$2,054.00	\$165.10	\$165.10	\$1,888.90	\$0.00	\$1,888.90

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2023

To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
MEDICARE TAX						91.96%
100.500.350.000.368	\$93.00	\$0.00	\$0.00	\$93.00	\$0.00	\$93.00
SOCIAL SECURITY TAX						100.00%
100.500.350.000.417	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$41,242.16	(\$1,242.16)
TECHNOLOGY SUPPORT						-3.11%
100.500.350.000.433	\$148,000.00	\$0.00	\$0.00	\$148,000.00	\$0.00	\$148,000.00
COMMUNICATIONS						100.00%
100.500.350.000.440	\$70,320.00	\$5,522.23	\$5,522.23	\$64,797.77	\$33,401.73	\$31,396.04
PURCHASED SERVICES						44.65%
100.500.350.000.446	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
PROPERTY INSURANCE						100.00%
100.500.350.000.450	\$16,000.00	\$0.00	\$0.00	\$16,000.00	\$5,455.30	\$10,544.70
SUPPLIES, MATERIALS & MEDIA						65.90%
100.500.350.000.475	\$75,000.00	\$0.00	\$0.00	\$75,000.00	\$10,000.00	\$65,000.00
TECHNOLOGY SUPPLIES						86.67%
100.500.400.000.313	\$200,200.00	\$7,050.00	\$7,050.00	\$193,150.00	\$193,100.00	\$50.00
PRINCIPAL						0.02%
100.500.400.000.363	\$1,003.00	\$35.34	\$35.34	\$967.66	\$35.34	\$932.32
WORKERS COMPENSATION						92.95%
100.500.400.000.364	\$42,114.00	\$2,378.88	\$2,378.88	\$39,735.12	\$2,378.88	\$37,356.24
INSURANCE-HEALTH/LIFE						88.70%
100.500.400.000.365	\$50,784.00	\$846.85	\$846.85	\$49,937.15	\$942.64	\$48,994.51
RETIREMENT CONTRIBUTION-TRS						96.48%
100.500.400.000.367	\$2,900.00	\$102.22	\$102.22	\$2,797.78	\$102.23	\$2,695.55
MEDICARE TAX						92.95%
100.500.600.000.321	\$82,100.00	\$6,891.67	\$6,891.67	\$75,208.33	\$75,808.33	(\$600.00)
NON-CERT DIRECTOR/COORD/MANAGR						-0.73%
100.500.600.000.324	\$48,600.00	\$3,591.94	\$3,591.94	\$45,008.06	\$43,058.24	\$1,949.82
SUPPORT STAFF						4.01%
100.500.600.000.325	\$208,690.00	\$10,887.93	\$10,887.93	\$197,802.07	\$143,474.65	\$54,327.42
MAINTENANCE/CUSTODIAL						26.03%
100.500.600.000.329	\$8,000.00	\$1,323.11	\$1,323.11	\$6,676.89	\$33,390.72	(\$26,713.83)
SUBSTITUTES/TEMPORARIES						-333.92%
100.500.600.000.363	\$8,116.00	\$550.44	\$550.44	\$7,565.56	\$88.12	\$7,477.44
WORKERS COMPENSATION						92.13%
100.500.600.000.364	\$85,000.00	\$5,553.46	\$5,553.46	\$79,446.54	\$777.92	\$78,668.62

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2023

To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
INSURANCE-HEALTH/LIFE						92.55%
100.500.600.000.366	\$85,187.00	\$4,679.75	\$4,679.75	\$80,507.25	\$797.86	\$79,709.39
RETIREMENT CONTRIBUTION-PERS						93.57%
100.500.600.000.367	\$4,990.00	\$310.05	\$310.05	\$4,679.95	\$49.77	\$4,630.18
MEDICARE TAX						92.79%
100.500.600.000.368	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
SOCIAL SECURITY TAX						100.00%
100.500.600.000.418	\$20,000.00	\$1,927.50	\$1,927.50	\$18,072.50	\$2,644.00	\$15,428.50
OTHER PROFESSIONAL SERVICES						77.14%
100.500.600.000.421	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
STAFF TRANSPORTATION						100.00%
100.500.600.000.431	\$30,000.00	\$2,295.45	\$2,295.45	\$27,704.55	\$0.00	\$27,704.55
WATER AND SEWER						92.35%
100.500.600.000.432	\$40,000.00	\$2,377.84	\$2,377.84	\$37,622.16	\$0.00	\$37,622.16
GARBAGE						94.06%
100.500.600.000.433	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
COMMUNICATIONS						100.00%
100.500.600.000.436	\$320,000.00	\$14,932.82	\$14,932.82	\$305,067.18	\$0.00	\$305,067.18
ENERGY - ELECTRICITY						95.33%
100.500.600.000.438	\$420,000.00	\$19,217.81	\$19,217.81	\$400,782.19	\$0.00	\$400,782.19
ENERGY - HEATING OIL						95.42%
100.500.600.000.440	\$30,000.00	\$1,705.75	\$1,705.75	\$28,294.25	\$837.00	\$27,457.25
PURCHASED SERVICES						91.52%
100.500.600.000.446	\$110,000.00	\$141,706.23	\$141,706.23	(\$31,706.23)	\$0.00	(\$31,706.23)
PROPERTY INSURANCE						-28.82%
100.500.600.000.452	\$70,000.00	\$1,306.79	\$1,306.79	\$68,693.21	\$9,693.21	\$59,000.00
MAINTENANCE/CONSTR SUPPLIES						84.29%
100.500.600.000.453	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$5,000.00	\$15,000.00
JANITORIAL SUPPLIES						75.00%
100.500.600.000.458	\$7,000.00	\$175.78	\$175.78	\$6,824.22	\$0.00	\$6,824.22
VEHICLE GAS AND OIL						97.49%
100.500.600.000.479	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
MAINTENANCE OTHER SUPPLIES AND MATERIALS						100.00%
100.500.600.000.491	\$3,937.00	\$0.00	\$0.00	\$3,937.00	\$0.00	\$3,937.00
DUES AND FEES						100.00%
100.500.700.000.314	\$46,628.00	\$0.00	\$0.00	\$46,628.00	\$47,394.00	(\$766.00)

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2023

To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
CERT DIRECTOR/COORD/MANAGER						-1.64%
100.500.700.000.363	\$234.00	\$0.00	\$0.00	\$234.00	\$0.00	\$234.00
WORKERS COMPENSATION						100.00%
100.500.700.000.364	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
INSURANCE-HEALTH/LIFE						100.00%
100.500.700.000.365	\$11,899.00	\$0.00	\$0.00	\$11,899.00	\$0.00	\$11,899.00
RETIREMENT CONTRIBUTION-TRS						100.00%
100.500.700.000.367	\$676.00	\$0.00	\$0.00	\$676.00	\$0.00	\$676.00
MEDICARE TAX						100.00%
100.600.510.000.311	\$146,620.00	\$12,218.33	\$12,218.33	\$134,401.67	\$134,401.67	\$0.00
SUPERINTENDENT						0.00%
100.600.510.000.324	\$70,000.00	\$5,750.00	\$5,750.00	\$64,250.00	\$63,250.00	\$1,000.00
SUPPORT STAFF						1.43%
100.600.510.000.363	\$1,086.00	\$91.33	\$91.33	\$994.67	\$0.00	\$994.67
WORKERS COMPENSATION						91.59%
100.600.510.000.364	\$38,683.00	\$3,223.60	\$3,223.60	\$35,459.40	\$2,750.00	\$32,709.40
INSURANCE-HEALTH/LIFE						84.56%
100.600.510.000.365	\$37,004.00	\$1,517.67	\$1,517.67	\$35,486.33	\$0.00	\$35,486.33
RETIREMENT CONTRIBUTION-TRS						95.90%
100.600.510.000.366	\$17,570.00	\$1,265.00	\$1,265.00	\$16,305.00	\$0.00	\$16,305.00
RETIREMENT CONTRIBUTION-PERS						92.80%
100.600.510.000.367	\$3,141.00	\$264.17	\$264.17	\$2,876.83	\$0.00	\$2,876.83
MEDICARE TAX						91.59%
100.600.510.000.414	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
LEGAL SERVICES						100.00%
100.600.510.000.421	\$10,000.00	\$92.00	\$92.00	\$9,908.00	\$2,570.60	\$7,337.40
STAFF TRANSPORTATION						73.37%
100.600.510.000.433	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00
COMMUNICATIONS						100.00%
100.600.510.000.434	\$500.00	\$0.00	\$0.00	\$500.00	\$100.00	\$400.00
POSTAGE						80.00%
100.600.510.000.454	\$500.00	\$0.00	\$0.00	\$500.00	\$200.00	\$300.00
OFFICE SUPPLIES						60.00%
100.600.510.000.476	\$5,000.00	\$2,989.48	\$2,989.48	\$2,010.52	\$500.00	\$1,510.52
COPIER SUPPLIES						30.21%
100.600.510.000.479	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2023

To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SUPERINTENDENT OTHER SUPPLIES AND MATERIALS						100.00%
100.600.510.000.491	\$18,500.00	\$0.00	\$0.00	\$18,500.00	\$325.00	\$18,175.00
DUES AND FEES						98.24%
100.600.511.000.418	\$13,000.00	\$95.00	\$95.00	\$12,905.00	\$12,500.00	\$405.00
BOARD - OTHER PROFESSIONAL SERVICES						3.12%
100.600.511.000.421	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00
BOARD- STAFF TRANSPORTATION						100.00%
100.600.511.000.479	\$6,300.00	\$127.09	\$127.09	\$6,172.91	\$72.91	\$6,100.00
BOE OTHER SUPPLIES AND MATERIALS						96.83%
100.600.550.000.321	\$72,000.00	\$6,000.00	\$6,000.00	\$66,000.00	\$169,937.17	(\$103,937.17)
NON-CERT DIRECTOR/COORD/MANAGR						-144.36%
100.600.550.000.324	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
SUPPORT STAFF						100.00%
100.600.550.000.363	\$461.00	\$30.08	\$30.08	\$430.92	\$30.08	\$400.84
WORKERS COMPENSATION						86.95%
100.600.550.000.364	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$3,391.88	\$13,608.12
INSURANCE-HEALTH/LIFE						80.05%
100.600.550.000.366	\$13,554.00	\$0.00	\$0.00	\$13,554.00	\$0.00	\$13,554.00
RETIREMENT CONTRIBUTION-PERS						100.00%
100.600.550.000.367	\$1,334.00	\$87.00	\$87.00	\$1,247.00	\$76.93	\$1,170.07
MEDICARE TAX						87.71%
100.600.550.000.368	\$1,116.00	\$372.00	\$372.00	\$744.00	\$328.93	\$415.07
SOCIAL SECURITY TAX						37.19%
100.600.550.000.412	\$60,000.00	\$0.00	\$0.00	\$60,000.00	\$0.00	\$60,000.00
AUDITING & ACCOUNTING SERVICES						100.00%
100.600.550.000.418	\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00
OTHER PROFESSIONAL SERVICES						100.00%
100.600.550.000.421	\$3,000.00	\$175.27	\$175.27	\$2,824.73	\$1,045.00	\$1,779.73
STAFF TRANSPORTATION						59.32%
100.600.550.000.447	\$85,000.00	\$69,588.63	\$69,588.63	\$15,411.37	\$0.00	\$15,411.37
LIABILITY INSURANCE						18.13%
100.600.550.000.454	\$500.00	\$21.26	\$21.26	\$478.74	\$478.74	\$0.00
OFFICE SUPPLIES						0.00%
100.600.550.000.479	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	(\$200.00)
OTHER SUPPLIES AND MATERIALS						0.00%
100.600.550.000.491	\$12,000.00	\$178.79	\$178.79	\$11,821.21	\$0.00	\$11,821.21

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2023

To Date: 7/31/2023

Fiscal Year: 2023-2024

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
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DUES AND FEES						98.51%
100.600.550.000.495	(\$20,000.00)	\$0.00	\$0.00	(\$20,000.00)	\$0.00	(\$20,000.00)
INDIRECT COST RECOVERY						100.00%
Fund 100 Total:	\$9,856,922.00	\$381,264.13	\$381,264.13	\$9,475,657.87	\$4,245,978.91	\$5,229,678.96
						53.06%
Grand Total:	\$9,856,922.00	\$381,264.13	\$381,264.13	\$9,475,657.87	\$4,245,978.91	\$5,229,678.96
						53.06%

End of Report

Petersburg School District

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 07/01/2023

To Date: 07/31/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
72199	07/10/2023	LCG LANTECH, INC	\$8,330.00	1000	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72200	07/10/2023	PETERSBURG-WRANGELL INSURANCE-01905	\$246,645.71	1000	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72201	07/10/2023	SHANNON McCULLOUGH	\$104.00	1000	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72202	07/13/2023	HEATHER CONN-01075	\$160.00	1002	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72203	07/22/2023	CAROL LARSON	\$172.00	1004	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72204	07/22/2023	KATY BRANTUAS	\$172.00	1004	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72205	07/24/2023	BECKY MARTIN	\$236.17	1005	Printed	Expense	<input type="checkbox"/>		
72206	07/24/2023	CYBERSOFT TECHNOLOGIES, INC	\$795.00	1005	Printed	Expense	<input type="checkbox"/>		
72207	07/24/2023	ERICA KLUDT-PAINTER-00832	\$92.00	1005	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72208	07/24/2023	HEATHER CONN-01075	\$132.00	1005	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72209	07/24/2023	KELLEY CONNECT CO	\$18,480.97	1005	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72210	07/24/2023	KERRI CURTISS-01331	\$132.00	1005	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72211	07/24/2023	LEE ANN JENKINS	\$132.00	1005	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72212	07/24/2023	LJ ANSWERING & ALARM-01447	\$279.00	1005	Printed	Expense	<input type="checkbox"/>		
72213	07/24/2023	RACHEL ETCHER-00843	\$132.00	1005	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72214	07/24/2023	RING CENTRAL INC	\$2,698.27	1005	Printed	Expense	<input type="checkbox"/>		
72215	07/24/2023	SEDOR, WENDLANDT, EVENS,-02211	\$138.00	1005	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72216	07/24/2023	SOUTHEAST EXTINGUISHER SERVICE, INC	\$830.00	1005	Printed	Expense	<input type="checkbox"/>		
72217	07/24/2023	UNUM LIFE INSURANCE COMPANY OF-02556	\$409.22	1005	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
72218	07/24/2023	US FOODS, INC.	\$3,575.76	1005	Printed	Expense	<input type="checkbox"/>		
72219	07/31/2023	ALASKA FIBRE-00112	\$239.25	1006	Printed	Expense	<input type="checkbox"/>		
72220	07/31/2023	UPPER TIER LLC-02558	\$1,097.50	1006	Printed	Expense	<input type="checkbox"/>		

Petersburg School District

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 07/01/2023

To Date: 07/31/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
72221	07/31/2023	US FOODS, INC.	\$3,625.21	1006	Printed	Expense	<input type="checkbox"/>		
72222	07/31/2023	XEROX CORPORATION-02716	\$100.15	1006	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$288,708.21						

End of Report

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 07/01/2023

To Date: 07/31/2023

From Voucher:

To Voucher:

Account: XX3970

07/06/2023	MIGRANT WORKERS OFFICE - LOS ANGELES	\$95.00	1001	Posted to G/L AP	<input type="checkbox"/>
07/19/2023	REVTRAK INC.-02052	\$168.79	1003	Posted to G/L AP	<input type="checkbox"/>
07/19/2023	REVTRAK INC.-02052	\$83.13	1003	Posted to G/L AP	<input type="checkbox"/>
07/19/2023	FIRST BANK-00894	\$10.00	1003	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	P-CARD PROGRAM-01850	\$107.59	1007	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	UNITED STATES POSTAL SERVICE-02544	\$15.75	1008	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	P-CARD PROGRAM-01850	\$45.70	1008	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	P-CARD PROGRAM-01850	\$4.00	1008	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	ALASKA POWER & TELEPHONE-00125	\$331.00	1008	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	P-CARD PROGRAM-01850	\$19.50	1008	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	AMAZON.COM-00164	\$455.04	1008	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	PETRO MARINE SERVICES-01909	\$19,217.81	1009	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	PETERSBURG BOROUGH-01881	\$14,932.82	1009	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	PETERSBURG BOROUGH-01881	\$2,295.45	1009	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	PETERSBURG BOROUGH-01881	\$2,377.84	1009	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	PETERSBURG BOROUGH-01881	\$175.78	1009	Posted to G/L AP	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 07/01/2023

To Date: 07/31/2023

From Voucher:

To Voucher:

07/27/2023	PETERSBURG BOROUGH-01881	\$1,187.50	1009	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	P-CARD PROGRAM-01850	\$32.52	1009	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	P-CARD PROGRAM-01850	\$38.75	1009	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	AMAZON.COM-00164	\$141.96	1009	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	AMAZON.COM-00164	\$207.56	1009	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	P-CARD PROGRAM-01850	\$0.00	1009	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	P-CARD PROGRAM-01850	\$21.26	1009	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	P-CARD PROGRAM-01850	\$150.72	1010	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	P-CARD PROGRAM-01850	\$193.97	1010	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	P-CARD PROGRAM-01850	\$285.94	1010	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	P-CARD PROGRAM-01850	\$24.98	1010	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	P-CARD PROGRAM-01850	\$278.25	1010	Posted to G/L AP	<input type="checkbox"/>
07/27/2023	P-CARD PROGRAM-01850	\$372.93	1010	Posted to G/L AP	<input type="checkbox"/>
07/31/2023	FIRST BANK-00894	\$67,360.62	1011	Posted to G/L PR	<input type="checkbox"/>
07/31/2023	FIRST BANK-00894	\$910.00	1011	Posted to G/L PR	<input type="checkbox"/>

Total for Fund:

31

Total Amount:

\$111,542.16

Total Amount:

\$111,542.16

End of Report



A part of BMO Financial Group

# INVOICE

July 20, 2023

Petersburg School Dist  
201 Charles W St Box 289  
Petersburg, AK 99833

ATTN:

Invoice Number: 0703724-2307

Invoice Amount: \$ 42,914.62

SB

This invoice amount represents the total balances of all Corporate Card accounts for the billing period ending July 20, 2023.

Your payment is due **August 16, 2023**.

Payment will be automatically withdrawn from your bank account if your organization has pre-arranged payment. If not, please remit payment by electronic means or by mailing a cheque for the Invoice amount to the appropriate address below. Payments must be sent with a detailed breakdown of how the payment needs to be applied, including the 16-digit card numbers or billing account and the total amount to be paid.

BMO Harris Accounts	Diners Club Accounts
Payment By Mail	Payment By Mail
BMO Harris P.O. Box 5732 Carol Stream, IL 60197-5732	Diners Club P.O. Box 5732 Carol Stream, IL 60197-5732
Payment By Overnight Delivery	Payment By Overnight Delivery
FIS BMO Harris Bank Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440	FIS BMO Harris Bank Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440

If you have any questions regarding this invoice or supporting documents, please contact Corporate Client Services:

BMO Harris Accounts	Diners Club Accounts
By Phone: 1-855-825-9234	By Phone: 1-800-2-DINERS (1-800-234-6377)
By e-mail: corporate.clientservices@bmo.com	By e-mail: dinersclub.service@bmo.com

Thank you for your continued business.

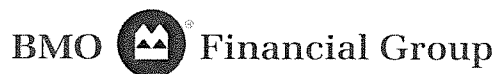


Please attach a copy of this invoice or the information below this line with your cheque payment.

Petersburg School Dist  
201 Charles W St Box 289  
Petersburg, AK 99833

Invoice Number: 0703724-2307  
Amount Paid: \$ 42,914.62  
Payment Due Date: August 16, 2023





## Statement

<b>Account Name:</b>	BULLER, AARON S	<b>Card Number:</b>	xxxx-xxxx-xxxx-3497
<b>Company Name:</b>	PETERSBURG SCHOOL DIST	<b>Account Limit:</b>	\$ 45,000.00
<b>Employee ID:</b>	1025		
<b>Statement Date (MM/DD/YYYY):</b>	07/20/2023	<b>Currency:</b>	U.S. DOLLAR

### Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

<b>Payments:</b>	\$ 0.00
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 1,306.79
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 1,306.79

For your records only. No payment required.

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
07/10	07/11 481757882	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 150.72 055483	\$ 0.00 (e)	\$ 150.72
07/10	07/11 481759076	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 193.97 097096	\$ 0.00 (e)	\$ 193.97
07/11	07/12 481914851	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 285.94 041584	\$ 0.00 (e)	\$ 285.94
07/12	07/13 482086388	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 24.98 050943	\$ 0.00 (e)	\$ 24.98
07/14	07/17 482398382	PISTON AND RUDDER SERV PETERSBURG AK	\$ 278.25 038854	\$ 0.00 (e)	\$ 278.25
07/19	07/20 483075919	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 372.93 086486	\$ 0.00 (e)	\$ 372.93
			<b>TOTAL CREDITS</b> xxx-xxxx-xxxx-3497		<b>\$ 0.00</b>
			<b>TOTAL DEBITS</b> xxx-xxxx-xxxx-3497		<b>\$ 1,306.79</b>

**CUSTOMER SERVICE:**

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Service Representatives are available to assist you 24 hours a day, seven days a week. Please have account number information ready.

**BMO**

Telephone Inquiries: 1-855-825-9234

Lost/Stolen cards: 1-844-227-0528

Outside USA and Canada call collect: 262-780-8662

TTY (For the Deaf and Hard of Hearing): 1-866-859-2089

Internet: [bmo.com/treasuryandpayment](http://bmo.com/treasuryandpayment)

**Diners Club**

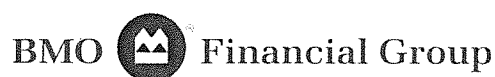
Telephone Inquiries: 1-800-2-DINERS (1-800-234-6377)

Lost/Stolen cards: 1-800-234-6377

Outside USA and Canada call collect: 1-514-877-1577

TTY (For the Deaf and Hard of Hearing): 1-866-859-2089

Internet: [dinersclubnorthamerica.com](http://dinersclubnorthamerica.com)



## Statement

<b>Account Name:</b>	MORRISON, KAREN	<b>Card Number:</b>	xxxx-xxxx-xxxx-5856
<b>Company Name:</b>	PETERSBURG SCHOOL DIST	<b>Account Limit:</b>	\$ 200,000.00
<b>Employee ID:</b>	7999995418021894		
<b>Statement Date (MM/DD/YYYY):</b>	07/20/2023	<b>Currency:</b>	U.S. DOLLAR

### Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

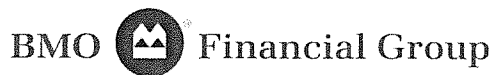
<b>Payments:</b>	\$ 0.00
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 870.99
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 870.99

For your records only. No payment required.

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
06/20	06/21 479186314	USPS.COM CLICKNSHIP 800-3447779 DC	\$ 15.75 078355	\$ 0.00	\$ 15.75
06/27	06/27 480044097	UPS 1ZT6L1F60732915220 800-811-1648 GA	\$ 45.70 006511	\$ 0.00	\$ 45.70
06/27	06/28 480205739	NYTIMES NYTIMES DISC 800-698-4637 NY	\$ 4.00 020073	\$ 0.00 (e)	\$ 4.00
06/30	07/03 480689064	ALASKA TELEPHONE COMPA PORT TOWNSEND WA	\$ 108.49 060487	\$ 0.00	\$ 108.49
06/30	07/03 480688987	ALASKA TELEPHONE COMPA PORT TOWNSEND WA	\$ 57.01 016231	\$ 0.00	\$ 57.01
06/30	07/03 480689063	ALASKA TELEPHONE COMPA PORT TOWNSEND WA	\$ 108.49 073282	\$ 0.00	\$ 108.49
06/30	07/03 480689065	ALASKA TELEPHONE COMPA PORT TOWNSEND WA	\$ 57.01 066687	\$ 0.00	\$ 57.01
07/02	07/03 480689066	UPS ADJ00372671102631 800-811-1648 GA	\$ 18.06 052212	\$ 1.44 (e)	\$ 19.50
07/06	07/07 481343036	AMZN MKTP US 7H85D28L3 AMZN.COM/BILL WA	\$ 142.44 036368	\$ 0.00	\$ 142.44
07/07	07/07 481343112	AMZN MKTP US E14GI0VV3 AMZN.COM/BILL WA	\$ 115.23 098108	\$ 0.00	\$ 115.23
07/07	07/07 481343037	AMZN MKTP US 2H8UN5WU3 AMZN.COM/BILL WA	\$ 197.37 043242	\$ 0.00	\$ 197.37
			<b>TOTAL CREDITS</b> xxx-xxxx-xxxx-5856		<b>\$ 0.00</b>
			<b>TOTAL DEBITS</b> xxx-xxxx-xxxx-5856		<b>\$ 870.99</b>





## Statement

<b>Account Name:</b>	KLU DT-PAINTER, ERICA	<b>Card Number:</b>	xxxx-xxxx-xxxx-5361
<b>Company Name:</b>	PETERSBURG SCHOOL DIST	<b>Account Limit:</b>	\$ 5,000.00
<b>Employee ID:</b>	152		
<b>Statement Date (MM/DD/YYYY):</b>	07/20/2023	<b>Currency:</b>	U.S. DOLLAR

**Statement Summary:**

*Report any items which do not agree with your records within 30 days of the statement date.*

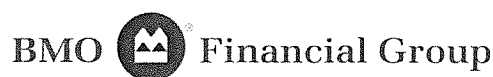
<b>Payments:</b>	\$ 0.00
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 107.59
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 107.59

**For your records only. No payment required.**

**Transaction Summary:**

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
07/15	07/17 482398306	FEDEX772651807322 800-4633339 TN	\$ 107.59 045225	\$ 0.00	\$ 107.59
<b>TOTAL CREDITS</b> xxx-xxxx-xxxx-5361					<b>\$ 0.00</b>
<b>TOTAL DEBITS</b> xxx-xxxx-xxxx-5361					<b>\$ 107.59</b>





## Statement

<b>Account Name:</b>	MCCULLOUGH, SHANNON	<b>Card Number:</b>	xxxx-xxxx-xxxx-9986
<b>Company Name:</b>	PETERSBURG SCHOOL DIST	<b>Account Limit:</b>	\$ 200,000.00
<b>Employee ID:</b>	21000		
<b>Statement Date (MM/DD/YYYY):</b>	07/20/2023	<b>Currency:</b>	U.S. DOLLAR

### Statement Summary:

*Report any items which do not agree with your records within 30 days of the statement date.*

<b>Payments:</b>	\$ 0.00
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 40,629.25
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 40,629.25

**For your records only. No payment required.**

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
07/07	07/10 481449309	PETRO MARINE SERVICES PETERSBURG AK	\$ 19,217.81 038463	\$ 0.00	\$ 19,217.81
07/07	07/10 481449308	PSN PETERSBURG UTILITY PETERSBURG AK	\$ 20,969.39 061283	\$ 0.00 (e)	\$ 20,969.39
07/13	07/14 482186040	UBER TRIP 8005928996 CA	\$ 23.95 028915	\$ 2.07 (e)	\$ 26.02
07/14	07/14 482186041	UBER TRIP 8005928996 CA	\$ 6.50 067459	\$ 0.00	\$ 6.50
07/18	07/19 482896457	AMZN MKTP US 1Z2V48O13 AMZN.COM/BILL WA	\$ 207.56 094593	\$ 0.00	\$ 207.56
07/18	07/19 482896458	SQ MATT S TAXI & TOUR JUNEAU AK	\$ 38.75 014019	\$ 0.00	\$ 38.75
07/18	07/19 482896456	AMAZON.COM YY77C8LT3 A AMZN.COM/BILL WA	\$ 141.96 014041	\$ 0.00	\$ 141.96
07/19	07/20 483075920	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 21.26 099072	\$ 0.00 (e)	\$ 21.26

<b>TOTAL CREDITS</b>	xxxx-xxxx-xxxx-9986	<b>\$ 0.00</b>
<b>TOTAL DEBITS</b>	xxxx-xxxx-xxxx-9986	<b>\$ 40,629.25</b>



# Petersburg School District

## Trial Balance

As of July 31, 2023

	DEBIT	CREDIT
1-0110 First Bank Checking	149,088.49	
1-0140 First Bank Gaming	1,779.51	
1-0160 ASB CD	0.00	
2-0020 Activity School Fee-5.00		0.00
2-0035 Activity Director	275.23	
2-0040 Activity Pass Sales-Students		753.02
2-0045 Activities-Viking Store		361.23
2-0050 Shop Sales		33,033.87
2-0080 Art	155.37	
2-0085 Artfest	2,432.05	
2-0090 Assoc Student Body Government		7,030.60
2-0097 Baseball	2,893.03	
2-0098 Baseball Field		251.00
2-0195 Class of 2014		0.00
2-0200 Class of 2015		97.99
2-0205 Class of 2016		0.00
2-0217 Class of 2017		0.00
2-0218 Class of 2018		0.00
2-0219 Class of 2019		0.00
2-0220 Class of 2020		0.00
2-0221 Class of 2021		583.18
2-0222 Class of 2022		952.90
2-0223 Class of 2023		1,002.41
2-0224 Class of 2024		2,340.48
2-0225 Class of 2025		2,478.43
2-0250 Close-Up		6,873.88
2-0260 Concessions		2,480.05
2-0280 Cross Country		615.69
2-0290 School wide play		2,539.32
2-0293 DDF		375.80
2-0294 Dig Pink		432.80
2-0295 Ed Camp		0.00
2-0297 Elementary Earth Club		58.00
2-0315 Elementary PIA		395.00
2-0320 Elementary School Store		1,451.18
2-0325 Elementary Stikine River		9,006.73
2-0330 Elementary Memory Book		3,087.09
2-0337 Track Improvement Project		1,958.28
2-0344 School Garden		5,429.42
2-0350 Gym Sign Advertisements		1,633.80
2-0370 Honor Society		753.17
2-0380 Honors English		100.90
2-0400 Integrated		36.68
2-0402 Interact Club (Rotary)		0.00
2-0405 Jazz Band-High School		3,146.11

	DEBIT	CREDIT
2-0410 Jewelry		991.05
2-0417 LeConte Survey		842.62
2-0420 ES Student Council		272.31
2-0430 Little Norway Tournament		0.25
2-0440 Mark Fosse Award		193.60
2-0450 Marquee		197.49
2-0460 Mathematics		603.40
2-0490 MS Baking Club		813.69
2-0500 MS Band		107.55
2-0510 MS Cheerleaders		389.59
2-0520 MS Robotics		3,322.26
2-0527 MS Student Council		2,644.01
2-0530 MS Tournament/Activities		322.98
2-0540 MS Yearbook and Pro		6,143.86
2-0550 Music-High School		5,121.06
2-0560 Natural Helpers		1,227.91
2-0570 NYOs	898.72	
2-0580 Culinary Arts		451.41
2-0595 PHS Library		1,926.27
2-0597 Scholarships		0.00
2-0600 Principal - High School		886.97
2-0601 Principal - Middle School		125.07
2-0605 PIA Undisbursed Funds		274.23
2-0610 PTSA Scholarship		200.00
2-0612 EF Puerto Rico		50.13
2-0615 Raffle		1,140.53
2-0625 Region V Tournaments		1,966.32
2-0630 Rory Smith Scholarship		25.00
2-0634 MS Run Club		50.00
2-0640 Pixellot Advertisements		3,275.61
2-0647 Softball		440.52
2-0648 SPED Memorial Account		10,000.50
2-0649 PSD Shred Safe		2,504.68
2-0650 Stereo Repair/Replacement		906.59
2-0655 Student Testing Fees		273.00
2-0670 Swim/Dive Team		324.35
2-0690 Track	451.48	
2-0699 Tsunami Bowl		1,951.27
2-0700 Unallocated Interest		319.00
2-0710 Varsity Cheer/Stunt		4,231.31
2-0730 Viking Basketball		2,394.90
2-0738 Viking Productions		38.13
2-0740 Volleyball		2,468.51
2-0745 Student Support Fund		2,379.23
2-0750 Work Experience		1,022.00
2-0760 Wrestling		4,004.69
2-0780 Yearbook		2,451.21
Opening Balance Equity		0.00
Retained Earnings	130.66	
Other Miscellaneous Expense	429.53	

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	DEBIT	CREDIT
TOTAL	<b>\$158,534.07</b>	<b>\$158,534.07</b>

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## Regular Meeting

Tuesday, June 20, 2023 6:00 PM

MS/HS Library, 109 Charles W St, Petersburg, AK 99833

Carey Case: Absent

Sarah Holmgrain: Present

Katie Holmlund: Present

Jay Lister: Present

Niccole Olsen: Present

Case excused, Holmgrain arrived at 6:04pm

### 1. CALL TO ORDER

**Discussion:** Vice President Holmlund called the meeting to order at 6:03pm

### 2. DETERMINE QUORUM

**Discussion:** A quorum was present to do business, Member Case was absent, excused. President Holmgrain arrived at 6:04pm

### 3. PLEDGE OF ALLEGIANCE

**Discussion:** Vice president Holmlund lead the group in the Pledge of Allegiance

### 4. APPROVAL OF AGENDA

#### **Action(s):**

Approve agenda as amended with the substitute "Personnel Action Report". This motion, made by Sarah Holmgrain and seconded by Katie Holmlund, Passed.

#### **Voting Detail:**

Carey Case: Absent

Sarah  
Holmgrain: Yea

Katie Holmlund: Yea

Jay Lister: Yea

Niccole Olsen: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** A consent agenda is a practice by which regular and non-controversial board action items are organized apart from the rest of the agenda and approved as a group. This includes all of the business items that require formal board approval and yet because they are not controversial, there is no need for board discussion before taking a vote. Items may be on the consent agenda only if all board members agree. Any board member, for any reason, may remove a consent agenda item and place it on the regular agenda for the board meeting.

### 5. CORRESPONDENCE

**Discussion:** None

### 6. COMMENTS FROM AUDIENCE UNRELATED TO AGENDA

**ITEMS**

**Discussion:** No one present

**7. COMMENTS FROM AUDIENCE RELATED TO AGENDA ITEMS**

**Discussion:** No one present

**8. COMMENTS FROM BOARD MEMBERS**

**Discussion:** None

**9. CONSENT AGENDA**

**Action(s):**

Approve Consent Agenda. This motion, made by Sarah Holmgrain and seconded by Niccole Olsen, Passed.

**Voting Detail:**

Carey Case: Absent

Sarah Holmgrain: Yea

Katie Holmlund: Yea

Jay Lister: Yea

Niccole Olsen: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

9.1. MAY, 2023, Monthly accounting report, bills, payroll, and electronic fund transfers, ASB trial balance and P-Card statements in the amount of \$1,035,965.55

9.2. May 9, 2023, regular board meeting minutes

9.3. PERSONNEL ACTION REPORT

**10. ADMINISTRATIVE REPORTS**

10.1. Superintendent's report

**Discussion:** See Attached Report

**Presenter:**

Superintendent Kludt-  
Painter

**11. SCHOOL BOARD COMMITTEE REPORTS**

**Discussion:** No committee reports

**12. OLD BUSINESS**

**13. NEW BUSINESS**

13.1. Action: FY 23 Budget Revision

**Action(s):**

Approve the FY 2023 spring budget revision as presented. This motion, made by Sarah Holmgrain and seconded by Niccole Olsen, Passed.

**Voting Detail:**

Carey Case: Absent

Sarah Holmgrain: Yea

Katie Holmlund: Yea

Jay Lister: Yea

Niccole Olsen: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** Director of Finance Karen Morrison presented the 2023 Spring Budget Revision, see attached documents for highlights.

13.2. Action: FY 24 Budget

**Action(s) :**

Approve the FY 2024 budget as presented. This motion, made by Sarah Holmgrain and seconded by Katie Holmlund, Passed.

**Voting Detail:**

Carey Case: Absent

Sarah  
Holmgrain: Yea

Katie Holmlund: Yea

Jay Lister: Yea

Niccole Olsen: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** Director of Finance Karen Morrison and New Director Shannon Baird presented the FY 2024 Budget. Director Morrison introduced the incoming Director Shannon Baird. See attached documents for the presentation and highlights of the FY 24 Budget. This budget was presented prior to the State confirming the BSA increases for the 2024 FY.

13.3. Action: Bill Neumann Donation/Petersburg Community Foundation Grant

**Action(s) :**

accept the donation and project plan. This motion, made by Sarah Holmgrain and seconded by Niccole Olsen, Passed.

**Voting Detail:**

Carey Case: Absent

Sarah  
Holmgrain: Yea

Katie Holmlund: Yea

Jay Lister: Yea

Niccole Olsen: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** The board was presented the second Bill Neumann donation via the Petersburg Community Foundation. This donation was gifted to the Special Education program. The District has planned a large project that will benefit many. An awning will be installed above the ramp from the cafeteria to the primary playground. A heated pathway will be created from the end of the ramp to the playground which will allow access for many students, no matter the weather. With any funds remaining the department will purchase ADA

equipment for the preschool classroom.

13.4. Action: FY 24 ESEA Consolidated Grant

**Action(s):**

approve the FY 24 Consolidated Plan for the Petersburg School district for Title 1, Part A in the amount of \$126,224 and for Title IC in the amount of \$190,974. This motion, made by Sarah Holmgrain and seconded by Jay Lister, Passed.

**Voting Detail:**

Carey Case: Absent

Sarah  
Holmgrain: Yea

Katie Holmlund: Yea

Jay Lister: Yea

Niccole Olsen: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** Section 14302 of the Elementary and Secondary Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA), permits a district to obtain specific Federal program funds through a single consolidated plan rather than through separate funding applications or plans. This item is to approve the estimated revenue and budgeted items within the Consolidated Plan. See the attached overview for details.

13.5. Action: Rae C. Stedman School Improvement Plan

**Action(s):**

Approve the School Improvement Plan as presented. This motion, made by Sarah Holmgrain and seconded by Niccole Olsen, Passed.

**Voting Detail:**

Carey Case: Absent

Sarah  
Holmgrain: Yea

Katie Holmlund: Yea

Jay Lister: Yea

Niccole Olsen: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** In early February, Rae C. Stedman Elementary received a Targeted Support designation under Alaska's accountability system, *System for School Success*, for the next three years based on subgroup academic performance. The School Improvement Plan is a part of the State designation process. This plan was developed by a committee of administrators, teachers, staff members, and parents over the course of months. The team gathered data, analyzed it, and created this School Improvement

Plan based on those findings. See attached documents for details.

13.6. Action: Exempt contract addition

**Action(s):**

Approve the exempt contract of Educational Technology Director; Jon Kludt Painter. This motion, made by Sarah Holmgrain and seconded by Katie Holmlund, Passed.

**Voting Detail:**

Carey Case: Absent

Sarah Holmgrain: Yea

Katie Holmlund: Yea

Jay Lister: Yea

Niccole Olsen: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** The board was presented with the new Educational Technology Director exempt position/contract. The current Educational Technology Director has been on a teacher contract/schedule with additional days added to the contract to cover actual duties. This change makes accounting clearer, and the contract will reflect actual duties and days worked. The district is recommending putting the Educational Technology Director on an exempt, year-round contract.

14. **ADDITIONAL COMMENTS FROM BOARD MEMBERS**

**Discussion:** None

15. **UPCOMING DATES AND MEETING ANNOUNCEMENTS**

**Discussion:** The Petersburg Schools academic and activities calendar can be viewed on the school website at [www.pcsd.us](http://www.pcsd.us)

16. **FUTURE AGENDA ITEMS**

**Discussion:** None

17. **OTHER NEW BUSINESS**

**Discussion:** August meeting date was set for August 15th to allow for Principals to get back on contract.

18. **ADJOURNMENT**

**Action(s):**

Adjourn. This motion, made by Sarah Holmgrain and seconded by Katie Holmlund, Passed.

**Voting Detail:**

Carey Case: Absent

Sarah Holmgrain: Yea

Katie Holmlund: Yea

Jay Lister: Yea

Niccole Olsen: Yea



# Personnel Action Report for 2023-2024

8-15-2023

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## EMPLOYMENT OF CERTIFIED PERSONNEL

Bev Siercks  
Long Term Sub HS Math

## RESIGNATION/RETIREMENT CERTIFIED PERSONNEL

## EMPLOYMENT OF CLASSIFIED PERSONNEL

Kennedy Conn  
Paraprofessional

Kayla Bailey  
Food Service

Jake Clemens  
Paraprofessional

Stephanie Owens  
Accounts Payable/ Payroll

Eva Lenhard  
Paraprofessional

Athena Haley  
Paraprofessional

## RESIGNATION/RETIREMENT CLASSIFIED PERSONNEL

## EXTRA DUTY CONTRACTS

Casey Gates  
HS Cross Country

Casey Gates  
Activities Assistant

Joe Vichneicki  
MS Cross Country

Erica Thompson  
Facilities Manager

Jaime Cabral  
HS Volleyball Head Coach

Chelsea Corrao  
Music Zero hour  
Music extra curricular

### **2023-2024 School Year**

Teachers	43.00
Classified	37.00
Principals	2.00
District Administration/Exempt (Superintendent, Finance, Maintenance, Food Service, Board Admin, Special education director, tech director )	7.00

**Total Employees 89.00**

[Go to instructions](#)

SFA NAME:	Petersburg School District
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**SY 2023-24 Weighted Average Pricing Report**

*This report assists in tracking the pricing requirements and amounts carried forward for SY 2023-2024. Information on this report is used to determine the SY 2023-24 weighted average price requirements.  
Please print and keep in records.*

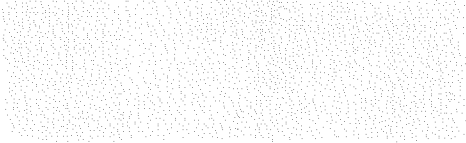
*NOTE: If information is changed in the tool, the report contents will change.*

**Section 1: SY 2023-24 Weighted Average Paid Price Requirements**

A. SY 2023-24 Weighted Average Price Requirement*: <i>*This price will be entered into the SY 2024-25 tool to determine the SY 2024-25 weighted average price requirements</i>	<b>\$5.07</b>
B. Optional Price <b>ROUNDED DOWN</b> to nearest \$0.05 cents:	<b>\$5.05</b>

**Section 2: Amounts Carried Forward to SY 2024-25**

Select the SY 2023-24 method used to ensure sufficient funds are provided for PAID Lunches



*Average Weighted Price Adjustments*

A. Remaining increase carried forward to SY 2024-25:	
B. Remaining credit carried forward to SY 2024-25:	
Enter in the new average weighted price for SY 2023-24:	

*Non-Federal Source Contributions*

C. Remaining Annual Non-Federal Source Contribution carried forward to SY 2024-25:	
D. Remaining Credit carried forward to SY 2024-25:	
Enter the amount of Non-Federal Source contributions for SY 2023-24:	
Enter Sources of Non-Federal Funds Contributed:	
General Fund Transfer	

*Split Calculations*

*Both average weighted price adjustments and Non-Federal source contributions*

E. Remaining Annual Non-Federal Source Contribution carried forward to SY 2024-25:	
F. Remaining Credit carried forward to SY 2024-25:	
Enter the amount of Non-Federal Source contributions for SY 2023-24:	
Enter the new average weighted price for SY 2023-24:	

<b>Table 2: Base Payment Chart<sup>2</sup></b>							
<b>CHILD AND ADULT CARE FOOD PROGRAM (CACFP)</b>							
<i>Per Meal Rates in Whole or Fractions of U.S. Dollars</i>							
<i>Effective from July 1, 2022 - June 30, 2023</i>							
<b>CENTERS</b>		<b>BREAKFAST</b>		<b>LUNCH AND SUPPER<sup>1</sup></b>		<b>SUPPLEMENT</b>	
CONTIGUOUS STATES	PAID	0.35		0.37		0.09	
	REDUCED PRICE	1.81		3.53		0.54	
	FREE	2.11		3.93		1.08	
ALASKA	PAID	0.54		0.61		0.16	
	REDUCED PRICE	3.08		5.97		0.87	
	FREE	3.38		6.37		1.75	
HAWAII	PAID	0.40		0.44		0.11	
	REDUCED PRICE	2.16		4.20		0.63	
	FREE	2.46		4.60		1.26	
<b>DAY CARE HOMES</b>		<b>BREAKFAST</b>		<b>LUNCH AND SUPPER</b>		<b>SUPPLEMENT</b>	
		<b>TIER I</b>	<b>TIER II</b>	<b>TIER I</b>	<b>TIER II</b>	<b>TIER I</b>	<b>TIER II</b>
CONTIGUOUS STATES		1.56	0.56	2.94	1.78	0.87	0.24
ALASKA		2.49	0.87	4.77	2.88	1.42	0.39
HAWAII		1.81	0.65	3.45	2.08	1.02	0.28
<b>ADMINISTRATIVE REIMBURSEMENT RATES FOR SPONSORING ORGANIZATIONS OF DAY CARE HOMES</b>				<b>Initial 50</b>	<b>Next 150</b>	<b>Next 800</b>	<b>Each Additional</b>
<i>Per Home/Per Month Rates in U.S. Dollars</i>							
CONTIGUOUS STATES				137	104	81	72
ALASKA				221	169	132	116
HAWAII				160	122	95	84

<sup>1</sup>These rates do not include the value of USDA Foods or cash-in-lieu of USDA Foods which institutions receive as additional assistance for each CACFP lunch or supper served to participants. A notice announcing the value of USDA Foods and cash-in-lieu of USDA Foods is published separately in the *Federal Register*.

<sup>2</sup>This chart **does not** contain the KKFA rate increases

This action is not a rule as defined by the Regulatory Flexibility Act (5 U.S.C. 601–612) and thus is exempt from the provisions of that Act. This notice has been determined to be exempt under Executive Order 12866.

CACFP is listed in the Catalog of Federal Domestic Assistance under No. 10.558 and is subject to the provisions of Executive Order 12372, which requires intergovernmental consultation with State and local officials. (See 2 CFR 415.3–415.6).

This notice imposes no new reporting or recordkeeping provisions that are subject to OMB review in accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501–3518).

*Authority:* Sections 4(b)(2), 11a, 17(c) and 17(f)(3)(B) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1753(b)(2), 1759a, 1766(f)(3)(B)) and section 4(b)(1)(B) of the Child Nutrition Act of 1966 (42 U.S.C. 1773(b)(1)(B)).

**Cynthia Long,**

*Administrator, Food and Nutrition Service.*

[FR Doc. 2022–15893 Filed 7–25–22; 8:45 am]

**BILLING CODE 3410–30–C**

## DEPARTMENT OF AGRICULTURE

### Food and Nutrition Service

#### National School Lunch, Special Milk, and School Breakfast Programs, National Average Payments/Maximum Reimbursement Rates

**AGENCY:** Food and Nutrition Service, Agriculture (USDA).

**ACTION:** Notice.

**SUMMARY:** This Notice announces the annual adjustments to the national average payments, the amount of money the Federal Government provides States for lunches, afterschool snacks, and breakfasts served to children

participating in the National School Lunch and School Breakfast Programs; to the maximum reimbursement rates, the maximum per lunch rate from Federal funds that a State can provide a school food authority for lunches served to children participating in the National School Lunch Program; and to the rate of reimbursement for a half-pint of milk served to non-needy children in a school or institution that participates in the Special Milk Program for Children. The annual payments and rates adjustments for the National School Lunch and School Breakfast Programs reflect changes in the Food Away From Home series of the Consumer Price Index for All Urban Consumers. The annual rate adjustment for the Special Milk Program reflects changes in the Producer Price Index for Fluid Milk Products. Further adjustments are made to these rates to reflect higher costs of providing meals in Alaska, Guam, Hawaii, Puerto Rico, and the Virgin Islands. The payments and rates are prescribed on an annual basis each July. Overall, reimbursement rates this year for the National School Lunch, Breakfast Programs and the Special Milk Program increased compared to last year.

**DATES:** These rates are effective from July 1, 2022 through June 30, 2023.

**FOR FURTHER INFORMATION CONTACT:** Penny Burke, Branch Chief, Program Monitoring and Operational Support Division, Child Nutrition Programs, Food and Nutrition Service, United States Department of Agriculture, 1320 Braddock Place, Suite 401, Alexandria, VA 22314, 303-844-0357.

**SUPPLEMENTARY INFORMATION:**

**Temporary Adjustments Authorized Under the Keep Kids Fed Act of 2022**

School meal operators face continued challenges related to the COVID-19 pandemic. To help alleviate some of those challenges, temporary additional funding for school lunch and school breakfast has been authorized under Section 2 of the Keep Kids Fed Act of 2022 (Pub. L. 117-158). This temporary funding will provide an additional reimbursement in the amount of 40 cents for each lunch served under the school lunch program authorized under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751), and an additional reimbursement in the amount of 15 cents for each breakfast served under the breakfast program established by section 4 of the Child Nutrition Act of 1966 (42 U.S.C. 1773). These additional reimbursement amounts shall only be available for the school year

beginning July 1, 2022 and ending on June 30, 2023.

**Background**

*Special Milk Program for Children*—Pursuant to section 3 of the Child Nutrition Act of 1966, as amended (42 U.S.C. 1772), the Department announces the rate of reimbursement for a half-pint of milk served to non-needy children in a school or institution that participates in the Special Milk Program for Children. This rate is adjusted annually to reflect changes in the Producer Price Index for Fluid Milk Products, published by the Bureau of Labor Statistics of the Department of Labor.

*National School Lunch and School Breakfast Programs*—Pursuant to sections 11 and 17A of the Richard B. Russell National School Lunch Act, (42 U.S.C. 1759a and 1766a), and section 4 of the Child Nutrition Act of 1966 (42 U.S.C. 1773), the Department annually announces the adjustments to the National Average Payment Factors and to the maximum Federal reimbursement rates for lunches and afterschool snacks served to children participating in the National School Lunch Program and breakfasts served to children participating in the School Breakfast Program. Adjustments are prescribed each July 1, based on changes in the Food Away From Home series of the Consumer Price Index for All Urban Consumers, published by the Bureau of Labor Statistics of the Department of Labor.

*Lunch Payment Levels*—Section 4 of the Richard B. Russell National School Lunch Act (42 U.S.C. 1753) provides general cash for food assistance payments to States to assist schools in purchasing food. The Richard B. Russell National School Lunch Act provides two different section 4 payment levels for lunches served under the National School Lunch Program. The lower payment level applies to lunches served by school food authorities in which less than 60 percent of the lunches served in the school lunch program during the second preceding school year were served free or at a reduced price. The higher payment level applies to lunches served by school food authorities in which 60 percent or more of the lunches served during the second preceding school year were served free or at a reduced price.

To supplement these section 4 payments, section 11 of the Richard B. Russell National School Lunch Act (42 U.S.C. 1759(a)) provides special cash assistance payments to aid schools in providing free and reduced price lunches. The section 11 National Average Payment Factor for each

reduced price lunch served is set at 40 cents less than the factor for each free lunch.

As authorized under sections 8 and 11 of the Richard B. Russell National School Lunch Act (42 U.S.C. 1757 and 1759a), maximum reimbursement rates for each type of lunch are prescribed by the Department in this Notice. These maximum rates are to ensure equitable disbursement of Federal funds to school food authorities.

*Performance-Based Reimbursement*—In addition to the funding mentioned above, school food authorities certified as meeting the meal pattern and nutrition standard requirements set forth in 7 CFR parts 210 and 220 are eligible to receive performance-based cash assistance for each reimbursable lunch served (an additional eight cents per lunch available beginning July 1, 2022 and adjusted annually thereafter).

*Afterschool Snack Payments in Afterschool Care Programs*—Section 17A of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766a) establishes National Average Payments for free, reduced price and paid afterschool snacks as part of the National School Lunch Program.

*Breakfast Payment Factors*—Section 4 of the Child Nutrition Act of 1966 (42 U.S.C. 1773) establishes National Average Payment Factors for free, reduced price, and paid breakfasts served under the School Breakfast Program and additional payments for free and reduced price breakfasts served in schools determined to be in “severe need” because they serve a high percentage of needy children.

**Adjusted Payments**

The following specific section 4, section 11, and section 17A National Average Payment Factors and maximum reimbursement rates for lunch, the afterschool snack rates, and the breakfast rates are in effect from July 1, 2022 through June 30, 2023. Due to a higher cost of living, the average payments and maximum reimbursements for Alaska, Guam, Hawaii, Puerto Rico, and the Virgin Islands are higher than those for all other States. The District of Columbia uses figures specified for the contiguous States. These rates do not include the value of USDA Foods or cash-in-lieu of USDA Foods which schools receive as additional assistance for each meal served to participants under the Program. A notice announcing the value of USDA Foods and cash-in-lieu of USDA Foods is published separately in the **Federal Register**.

Adjustments to the national average payment rates for all lunches served

under the National School Lunch Program, breakfasts served under the School Breakfast Program, and afterschool snacks served under the National School Lunch Program are rounded down to the nearest whole cent.

In addition to the adjustments to the national average payment rates, beginning July 1, 2022 and ending June 30, 2023, Congress has authorized, under the Keep Kids Fed Act of 2022 (Pub. L. 117–158), an additional temporary 40 cents reimbursement for each lunch served under the National School Lunch Program and an additional temporary 15 cents reimbursement for each breakfast served under the School Breakfast Program.

#### Special Milk Program Payments

For the period July 1, 2022 through June 30, 2023, the rate of reimbursement for a half-pint of milk served to a non-needy child in a school or institution that participates in the Special Milk Program is 27.00 cents reflecting an increase of 5 cents from the School Year (SY) 2021–2022 level. This change is based on the 22.74 percent increase in the Producer Price Index for Fluid Milk Products from May 2021 to May 2022.

As a reminder, schools or institutions with pricing programs that elect to serve milk free to eligible children continue to receive the average cost of a half-pint of milk (the total cost of all milk purchased during the claim period divided by the total number of purchased half-pints) for each half-pint served to an eligible child.

#### National School Lunch Program Payments (Including Temporary Increases Authorized by the Keep Kids Fed Act Which Expire on June 30, 2023)

Overall, payments for the National School Lunch Program and the Afterschool Snack Program increased from last year's payments due to additional funds for lunch reimbursement made available under the Keep Kids Fed Act of 2022 (P.L. 117–158) and a 7.40 percent increase in the national average payment rates for schools and residential child care institutions for the period July 1, 2022 through June 30, 2023 in the Consumer Price Index for All Urban Consumers for the Food Away From Home series during the 12-month period May 2021 to May 2022 (from a level of 303.481 in May 2021, as previously published in the **Federal Register**, to 325.952 in May 2022).

*These changes are reflected below.*

*Section 4 National Average Payment Factors*—In school food authorities that served less than 60 percent free and

reduced price lunches in SY 2020–2021, the payments for meals served are: *Contiguous States*—paid rate—77 cents (42 cents increase from the SY 2021–2022 level), free and reduced price rate—77 cents (42 cents increase), maximum rate—85 cents (42 cents increase); *Alaska*—paid rate—1 dollar 1 cent (44 cents increase), free and reduced price rate—1 dollar 1 cent (44 cents increase), maximum rate—1 dollar 11 cents (43 cents increase); *Guam, Hawaii, Puerto Rico, and the Virgin Islands*—paid rate—84 cents (43 cents increase), free and reduced price rate—84 cents (43 cents increase), maximum rate—92 cents (43 cents increase).

In school food authorities that served 60 percent or more free and reduced price lunches in School Year 2020–2021, payments are: *Contiguous States*—paid rate—79 cents (42 cents increase from the SY 2021–2022 level), free and reduced price rate—79 cents (42 cents increase), maximum rate—85 cents (42 cents increase); *Alaska*—paid rate—1 dollar 3 cents (44 cents increase), free and reduced price rate—1 dollar 3 cents (44 cents increase), maximum rate—1 dollar 11 cents (43 cents increase); *Guam, Hawaii, Puerto Rico and the Virgin Islands*—paid rate—86 cents (43 cents increase), free and reduced price rate—86 cents (43 cents increase), maximum rate—92 cents (43 cents increase).

School food authorities certified to receive the performance-based cash assistance will receive an additional 8 cents (adjusted annually) added to the above amounts as part of their section 4 payments.

*Section 11 National Average Payment Factors*—*Contiguous States*—free lunch—3 dollars and 56 cents (25 cents increase from the SY 2021–2022 level), reduced price lunch—3 dollars and 16 cents (25 cents increase); *Alaska*—free lunch—5 dollars and 76 cents (39 cents increase), reduced price lunch—5 dollars and 36 cents (39 cents increase); *Guam, Hawaii, Puerto Rico and the Virgin Islands*—free lunch—4 dollars and 16 cents (29 cents increase), reduced price lunch—3 dollars and 76 cents (29 cents increase).

*Afterschool Snacks in Afterschool Care Programs*—The payments are: *Contiguous States*—free snack—1 dollar and 8 cents (8 cents increase from the SY 2021–2022 level), reduced price snack—54 cents (4 cents increase), paid snack—9 cents (no increase); *Alaska*—free snack—1 dollar and 75 cents (12 cents increase), reduced price snack—87 cents (6 cents increase), paid snack—16 cents (2 cents increase); *Guam, Hawaii, Puerto Rico and the Virgin Islands*—free snack—1 dollar and 26 cents (9 cents

increase), reduced price snack—63 cents (5 cent increase), paid snack—11 cents (1 cent increase).

#### School Breakfast Program Payments (Including Temporary Increases Authorized by the Keep Kids Fed Act Which Expire on June 30, 2023)

Overall, payments for the National School Breakfast Program either remained the same or increased from last year's payments due to additional funds for breakfast reimbursement made available under the Keep Kids Fed Act of 2022 (Pub. L. 117–158) and a 7.40 percent increase in the national average payment rates for schools and residential child care institutions for the period July 1, 2022 through June 30, 2023 in the Consumer Price Index for All Urban Consumers in the Food Away from Home series during the 12-month period May 2021 to May 2022 (from a level of 303.481 in May 2021, as previously published in the **Federal Register**, to 325.952 in May 2022).

*These changes are reflected below.*

For schools “not in severe need” the payments are: *Contiguous States*—free breakfast—2 dollars and 26 cents (29 cents increase from the SY 2021–2022 level), reduced price breakfast—1 dollar and 96 cents (29 cents increase), paid breakfast—50 cents (17 cent increase); *Alaska*—free breakfast—3 dollars and 53 cents (38 cents increase), reduced price breakfast—3 dollars and 23 cents (38 cents increase), paid breakfast—69 cents (19 cent increase); *Guam, Hawaii, Puerto Rico and the Virgin Islands*—free breakfast—2 dollars and 61 cents (32 cents increase), reduced price breakfast—2 dollars and 31 cents (32 cents increase), paid breakfast—55 cents (17 cents increase).

For schools in “severe need” the payments are: *Contiguous States*—free breakfast—2 dollars and 67 cents (32 cents increase from the SY 2021–2022 level), reduced price breakfast—2 dollars and 37 cents (32 cents increase), paid breakfast—50 cents (17 cent increase); *Alaska*—free breakfast—4 dollars and 21 cents (43 cents increase), reduced price breakfast—3 dollars and 91 cents (43 cents increase), paid breakfast—69 cents (19 cent increase); *Guam, Hawaii, Puerto Rico and the Virgin Islands*—free breakfast—3 dollars and 09 cents (35 cents increase), reduced price breakfast—2 dollars and 79 cents (35 cents increase), paid breakfast—55 cents (17 cent increase).

Payment Chart Including Additional Temporary Reimbursement The following chart illustrates the temporary increased reimbursement for breakfast and lunch as authorized under the Keep Kids Fed Act of 2022 (Pub. L. 117–158).

Lunch National Average Payment Factors have sections 4 and 11 already combined to indicate the per lunch amount; the maximum lunch reimbursement rates and the breakfast

National Average Payment Factors including severe need schools. All amounts are expressed in dollars or fractions thereof. The payment factors and reimbursement rates used for the

District of Columbia are those specified for the contiguous States.

**BILLING CODE 3410-30-P**

<b>Temporary Reimbursement Payment Chart</b>							
<b>SCHOOL PROGRAMS</b>							
<b>MEAL, SNACK AND MILK PAYMENTS TO STATES AND SCHOOL FOOD AUTHORITIES</b>							
<i>Expressed in Dollars or Fractions Thereof</i>							
<i>Effective for the School Year Beginning July 1, 2022 through June 30, 2023</i>							
<b>NATIONAL SCHOOL LUNCH PROGRAM<sup>1,3</sup></b>		<b>LESS THAN 60%</b>	<b>LESS THAN 60% + 8 cents<sup>2</sup></b>	<b>60% OR MORE</b>	<b>60% or MORE + 8 cents<sup>2</sup></b>	<b>MAXIMUM RATE</b>	<b>MAXIMUM RATE + 8 cents<sup>2</sup></b>
CONTIGUOUS STATES	PAID	0.77	0.85	0.79	0.87	0.85	0.93
	REDUCED	3.93	4.01	3.95	4.03	4.10	4.18
	FREE	4.33	4.41	4.35	4.43	4.50	4.58
ALASKA	PAID	1.01	1.09	1.03	1.11	1.11	1.19
	REDUCED	6.37	6.45	6.39	6.47	6.62	6.70
	FREE	6.77	6.85	6.79	6.87	7.02	7.10
GUAM, HAWAII, PUERTO RICO and VIRGIN ISLANDS	PAID	0.84	0.92	0.86	0.94	0.92	1.00
	REDUCED	4.60	4.68	4.62	4.70	4.79	4.87
	FREE	5.00	5.08	5.02	5.10	5.19	5.27
<b>SCHOOL BREAKFAST PROGRAM<sup>3</sup></b>				<b>NON-SEVERE NEED</b>	<b>SEVERE NEED</b>		
<i>Temporary Additional Breakfast Reimbursement</i>							
CONTIGUOUS STATES	PAID			0.50	0.50		
	REDUCED PRICE			1.96	2.37		
	FREE			2.26	2.67		
ALASKA	PAID			0.69	0.69		
	REDUCED PRICE			3.23	3.91		
	FREE			3.53	4.21		
GUAM, HAWAII, PUERTO RICO and VIRGIN ISLANDS	PAID			0.55	0.55		
	REDUCED PRICE			2.31	2.79		
	FREE			2.61	3.09		
<b>SPECIAL MILK PROGRAM</b>				<b>ALL MILK</b>	<b>PAID MILK</b>	<b>FREE MILK</b>	
PRICING PROGRAMS WITHOUT FREE OPTION				0.2700	N/A	N/A	
PRICING PROGRAMS WITH FREE OPTION				N/A	0.2700	Average Cost Per 1/2 Pint of	
NONPRICING PROGRAMS				0.2700	N/A	N/A	
<b>AFTERSCHOOL SNACKS SERVED IN AFTERSCHOOL CARE PROGRAMS</b>							
CONTIGUOUS STATES	PAID			0.09			
	REDUCED PRICE			0.54			
	FREE			1.08			
ALASKA	PAID			0.16			
	REDUCED PRICE			0.87			
	FREE			1.75			
GUAM, HAWAII, PUERTO RICO and VIRGIN ISLANDS	PAID			0.11			
	REDUCED PRICE			0.63			
	FREE			1.26			

<sup>1</sup> Payment listed for Free and Reduced Price Lunches include both section 4 and section 11 funds

<sup>2</sup> Performance-based cash reimbursement (adjusted annually for inflation)

<sup>3</sup> The Keep Kids Fed Act of 2022 provides an additional 40 cents for each lunch served and allows an additional 15 cents for each breakfast served for the school year starting July 1, 2022 ending on June 30, 2023.

**BILLING CODE 3410-30-C**

**Base Payment Chart (Excludes The Temporary Increases Authorized by Keep Kids Fed Act of 2022)**

The following chart illustrates the lunch National Average Payment Factors with the sections 4 and 11

already combined to indicate the per lunch amount; the maximum lunch reimbursement rates; the reimbursement rates for afterschool snacks served in afterschool care programs; the breakfast National Average Payment Factors including severe need schools; and the

milk reimbursement rate. All amounts are expressed in dollars or fractions thereof. The payment factors and reimbursement rates used for the District of Columbia are those specified for the contiguous States.

**BILLING CODE 3410-30-P**

<b>Base Payment Chart<sup>1</sup></b>							
<b>SCHOOL PROGRAMS</b>							
<b>MEAL, SNACK AND MILK PAYMENTS TO STATES AND SCHOOL FOOD AUTHORITIES</b>							
<i>Expressed in Dollars or Fractions Thereof</i>							
<i>Effective from: July 1, 2022 - June 30, 2023</i>							
<b>NATIONAL SCHOOL LUNCH PROGRAM<sup>2</sup></b>		<b>LESS THAN 60%</b>	<b>LESS THAN 60% + 8 cents<sup>3</sup></b>	<b>60% OR MORE</b>	<b>60% or MORE + 8 cents<sup>3</sup></b>	<b>MAXIMUM RATE</b>	<b>MAXIMUM RATE + 8 cents<sup>3</sup></b>
CONTIGUOUS STATES	PAID	0.37	0.45	0.39	0.47	0.45	0.53
	REDUCED PRICE	3.53	3.61	3.55	3.63	3.70	3.78
	FREE	3.93	4.01	3.95	4.03	4.10	4.18
ALASKA	PAID	0.61	0.69	0.63	0.71	0.71	0.79
	REDUCED PRICE	5.97	6.05	5.99	6.07	6.22	6.30
	FREE	6.37	6.45	6.39	6.47	6.62	6.70
GUAM, HAWAII, PUERTO RICO and VIRGIN ISLANDS	PAID	0.44	0.52	0.46	0.54	0.52	0.60
	REDUCED PRICE	4.20	4.28	4.22	4.30	4.39	4.47
	FREE	4.60	4.68	4.62	4.70	4.79	4.87
<b>SCHOOL BREAKFAST PROGRAM</b>				<b>NON-SEVERE NEED</b>		<b>SEVERE NEED</b>	
CONTIGUOUS STATES	PAID			0.35		0.35	
	REDUCED PRICE			1.81		2.22	
	FREE			2.11		2.52	
ALASKA	PAID			0.54		0.54	
	REDUCED PRICE			3.08		3.76	
	FREE			3.38		4.06	
GUAM, HAWAII, PUERTO RICO and VIRGIN ISLANDS	PAID			0.40		0.40	
	REDUCED PRICE			2.16		2.64	
	FREE			2.46		2.94	
<b>SPECIAL MILK PROGRAM</b>				<b>ALL MILK</b>	<b>PAID MILK</b>	<b>FREE MILK</b>	
PRICING PROGRAMS WITHOUT FREE OPTION				0.2700	N/A	N/A	
PRICING PROGRAMS WITH FREE OPTION				N/A	0.2700	Average Cost Per 1/2 Pint of Milk	
NONPRICING PROGRAMS				0.2700	N/A	N/A	
<b>AFTERSCHOOL SNACKS SERVED IN AFTERSCHOOL CARE PROGRAMS</b>							
CONTIGUOUS STATES	PAID					0.09	
	REDUCED PRICE					0.54	
	FREE					1.08	
ALASKA	PAID					0.16	
	REDUCED PRICE					0.87	
	FREE					1.75	
GUAM, HAWAII, PUERTO RICO and VIRGIN ISLANDS	PAID					0.11	
	REDUCED PRICE					0.63	
	FREE					1.26	

<sup>1</sup>These rates **do not** include the increased reimbursement authorized by the Keep Kids Fed Act

<sup>2</sup>Payment listed for Free and Reduced Price Lunches include both section 4 and section 11 funds

<sup>3</sup>Performance-based cash reimbursement (adjusted annually for inflation)

been determined to be exempt under Executive Order 12866.

In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3507), no new recordkeeping or reporting requirements have been included that are subject to approval from the Office of Management and Budget.

National School Lunch, School Breakfast, and Special Milk Programs are listed in the Catalog of Federal Domestic Assistance under No. 10.555, No. 10.553, and No. 10.556, respectively, and are subject to the provisions of Executive Order 12372, which requires intergovernmental consultation with State and local officials (See 2 CFR 415.3–415.6).

*Authority:* Sections 4, 8, 11, and 17A of the Richard B. Russell National School Lunch Act, as amended, (42 U.S.C. 1753, 1757, 1759a, 1766a) and sections 3 and 4(b) of the Child Nutrition Act, as amended, (42 U.S.C. 1772 and 42 U.S.C. 1773(b)).

**Cynthia Long,**

*Administrator, Food and Nutrition Service.*

[FR Doc. 2022–15892 Filed 7–25–22; 8:45 am]

BILLING CODE 3410–30–P

## DEPARTMENT OF COMMERCE

### Census Bureau

#### Agency Information Collection Activities; Submission to the Office of Management and Budget (OMB) for Review and Approval; Comment Request; Generic Clearance for Census Bureau Field Tests and Evaluations

**AGENCY:** Census Bureau, Commerce.

**ACTION:** Notice of Information collection, request for comment.

**SUMMARY:** The Department of Commerce, in accordance with the Paperwork Reduction Act (PRA) of 1995, invites the general public and other Federal agencies to comment on proposed, and continuing information collections, which helps us assess the impact of our information collection requirements and minimize the public's reporting burden. The purpose of this notice is to allow for 60 days of public comment on the proposed extension of the Generic Clearance for Census Bureau Field Tests and Evaluations, prior to the submission of the information collection request (ICR) to OMB for approval.

**DATES:** To ensure consideration, comments regarding this proposed information collection must be received on or before September 26, 2022.

**ADDRESSES:** Interested persons are invited to submit written comments by email to Jennifer Hunter Childs ([jennifer.hunter.childs@census.gov](mailto:jennifer.hunter.childs@census.gov)). Please reference Generic Clearance for Census Bureau Field Tests and Evaluations in the subject line of your comments. You may also submit comments, identified by Docket Number USBC–2022–0013, to the Federal e-Rulemaking Portal: <https://www.regulations.gov>. All comments received are part of the public record. No comments will be posted to <https://www.regulations.gov> for public viewing until after the comment period has closed. Comments will generally be posted without change. All Personally Identifiable Information (for example, name and address) voluntarily submitted by the commenter may be publicly accessible. Do not submit Confidential Business Information or otherwise sensitive or protected information. You may submit attachments to electronic comments in Microsoft Word, Excel, or Adobe PDF file formats.

#### FOR FURTHER INFORMATION CONTACT:

Requests for additional information or specific questions related to collection activities should be directed to Jennifer Hunter Childs, Assistant Center Chief, Emerging Methods and Applications, Center for Behavioral Science Methods, (202) 603–4827, [jennifer.hunter.childs@census.gov](mailto:jennifer.hunter.childs@census.gov).

#### SUPPLEMENTARY INFORMATION:

##### I. Abstract

The U.S. Census Bureau plans to request an extension of the current OMB approval to conduct a series of studies to research and evaluate how to improve data collection activities for data collection programs at the Census Bureau. These studies will explore how the Census Bureau can improve efficiency, data quality, and response rates and reduce respondent burden in future census and survey operations, evaluations and experiments.

This information collection will operate as a generic clearance. The estimated number of respondents and annual reporting hours requested cover both the known and yet to be determined tests. A generic clearance is needed for these tests because though each share similar methodology, the exact number of tests and the explicit details of each test to be performed has yet to be determined. Once information collection plans are defined, they will be submitted on an individual basis in order to keep OMB informed as these tests progress.

The Census Bureau plans to test the use of new and improved data collection techniques for self-enumeration and interviewer data-collection tasks surrounding and following the ongoing census and survey operations. The research and evaluation may include: developing alternative enumeration or follow-up questionnaires; usability issues; conducting interviews or debriefings; and non-English language training and interviews. To study enumeration, the Census Bureau may conduct the enumeration directly with a household member or knowledgeable respondent. The questions asked in these studies will be typical census or survey questions and questions related to that content, along with potential attitudinal and satisfaction debriefing questions.

##### II. Method of Collection

The information will be collected through observations, self-response, face-face interviews, and/or telephone interviews.

##### III. Data

*OMB Control Number:* 0607–0971.

*Form Number(s):* Not yet determined.

*Type of Review:* Regular submission, Request for an Extension, without Change, of a Currently Approved Collection.

*Affected Public:* Individuals or households, businesses or other for profit, farms.

*Estimated Number of Respondents:* 100,000 per year.

*Estimated Time per Response:* 25 minutes.

*Estimated Total Annual Burden Hours:* 41,667 hours annually.

*Estimated Total Annual Cost to Public:* There is no cost to the respondent other than time to answer the information request.

*Respondent's Obligation:* Voluntary or Mandatory, depending on cited authority.

*Legal Authority:* Data collection for this project is authorized under the authorizing legislation for the questionnaire being tested. This may be Title 13, Sections 131, 141, 161, 181, 182, 193, and 301 for Census Bureau sponsored surveys, and Title 13 and 15 for surveys sponsored by other Federal agencies. We do not now know what other titles will be referenced, since we do not know what survey questionnaires will be pretested during the course of the clearance.

##### IV. Request for Comments

We are soliciting public comments to permit the Department/Bureau to: (a) Evaluate whether the proposed

**Petersburg School District**  
**FY 2025 – 2030 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
1	C	<p><b>Petersburg High School /Middle School Roof Replacement</b>  Petersburg High School (built in 1985) and Mitkof Middle School (built in 1950 and remodeled in the 1980's) are a combined building of 63,865 square feet. The current roof system is a combination of metal and EPDM that has had numerous leaks in recent years. This project would remove existing roof system, inspect the substrate and repair/replace as needed. The new roof will a combination of metal and EPDM to include new drains, new mechanical curbs and flashing.</p>	X	\$4,306,542
2	D	<p><b>Petersburg Community Gym Sewer Line Repair</b>  The project generally consists of the removal and replacement of a failed sewer line beneath indoor concrete slab floor and into adjoining rooms with plumbing fixtures, as needed. Approximately 200' of sewer line to be replaced. All building and room finishes are to be saved and replaced as found. Floor finishes will require replacement.</p>		\$641,427

**FY 2025 TOTAL      \$4,947,969.00**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
3	C	<p><b>Petersburg High School/Middle School Security and Access Renovation</b>  Project will include exterior electrified door lock upgrades (key fob), HS entrance door replacement to ADA and new hardware, HS back entrance replacement to ADA and new hardware, Elementary and MS entrance door upgrade with polycarbonate retrofit kits installed on all remaining glass doors and entrance windows. Upgrade to our lockdown alarms and intercom systems and interior classroom door upgrades to key fob hardware. Accessible classroom doors, sinks and casework to include bathrooms, staff lounge areas and locker rooms will be installed. Student accessible stations constructed: home economics, biology, chemistry, art and dark room.</p>	X	\$1,405,185

**FY 2026 TOTAL      \$1,405,185.00**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
4	C	<p><b>Districtwide Electrical Upgrades</b>  Project will increase the electrical capacity of the classrooms, offices and common spaces to meet the technology needs of the 21st century. Branch panels in the 1975 addition would be replaced. The main switchboard and branch panels in the 1951 and 1985 additions would have their feeder circuit breakers</p>	X	\$2,000,000

**Petersburg School District  
FY 2025 – 2030 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
		tested/replaced and feeder terminations re-torqued. Remaining T 12 and T8 fixtures in offices, hallways and storage/maintenance replaced with LED, occupancy and ambient light sensors.		

**FY 2027 TOTAL      \$2,000,000**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
5	C	<b>Petersburg High School/Middle School HVAC Controls Replacement</b> Project will replace all room thermostats, fin-tube and heating unit automatic valves located in the original 1951 and 1985 addition with DDC controls. It will also include the replacement of the pneumatic zone mixing dampers actuators in the building fan rooms.	X	\$250,000

**FY 2028 TOTAL      \$250,000**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost

**FY 2029 TOTAL      TBA**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost

**FY 2030 TOTAL      TBA**

Adopted August 15, 2023 at a duly convened meeting of the Petersburg School Board at which a quorum was present and voting. I hereby certify that the information presented is true and correct to the best of my knowledge.

\_\_\_\_\_  
Erica Kludt-Painter, Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board President

\_\_\_\_\_  
Date

Submit to the Department of Education & Early Development by September 1

Form #05-19-051



Petersburg High School  
&  
Mitkof Middle School

Activities & Athletics Program  
Coach and Sponsor Handbook

2023-2024

Brad King, Principal  
Jaime Cabral, Activities & Athletics Director

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## **ACTIVITY PROGRAM PHILOSOPHY**

The activities/athletic program contributes to the district's educational objectives and a student-centered program at Petersburg High School and Mitkof Middle School. The activities program must be properly organized and efficiently implemented. When programs are well organized and efficient, the contribution to the personal needs of the students is enhanced.

Winning is a major objective in athletics as it is in society, and teams or performers should always strive to win within the framework and spirit of the rules of the game and the principles of good sportsmanship. Although winning in sports is a major objective and a tremendous motivating force at the time, it is not considered to be the goal of activity & athletic participation.

More important than winning is the growth that takes place in the participant. Participation in activities and athletics contributes to becoming a well-rounded citizen with a desire to achieve excellence, to live a more healthful and purposeful life, to respect the dignity of others, possess a willingness to make a personal sacrifice for the benefit of the team, and to live by a higher code of conduct.

## **ACTIVITY/ATHLETIC PROGRAM STATEMENT**

The Petersburg School District Activities/Athletics Department inspires champions today and prepares leaders for tomorrow by providing an excellent environment allows student-athletes to achieve their highest academic, activity/athletic and personal aspirations.

Interscholastic athletic competition should demonstrate high standards of ethics, sportsmanship, and promote the development of good character and important life skills. The highest potential for this demonstration is achieved when participants are committed to pursuing victory with honor.

## **ACADEMIC/ELIGIBILITY REQUIREMENTS**

### **BP 6145 Extracurricular and Co-Curricular Activities**

The School Board recognizes that extracurricular and co-curricular activities enrich the educational and social development and experiences of students and shall annually adopt a plan for student participation in extra/co-curricular activities which does not compromise the integrity and purpose of the educational program.

### **Eligibility Requirements for Petersburg High School Students**

In order to participate in extra/co-curricular activities, students in grades 9 through 12 must demonstrate satisfactory educational progress in meeting the requirements for graduation.

The Superintendent or designee may exempt from eligibility requirements extra/co-curricular activities or programs, which are offered primarily for the student's academic or educational achievement.

### **AR 6145 Extracurricular and Co-Curricular Activities - Petersburg High School**

Students participating in any high school-sponsored activity must have no "F's" and/or no "D's" and/or no "I's" in any enrolled course on the most recent grade check in order to be eligible for competition and travel. A student who is deemed ineligible on their most recent grade check is ineligible for all travel, in-person competition, and any other interscholastic event for that grade check period.

Students receiving an incomplete will remain ineligible until it is replaced by a letter grade. Eligibility will be determined at the next scheduled grade check. A student who is ineligible at the end of the fourth quarter will remain ineligible until the 1<sup>st</sup> grade check of the following school year. Students may attend practice during periods of ineligibility and over the summer.

The Superintendent or designee may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.

### **Academic Eligibility Requirements for Mitkof Middle School Students**

Middle School Athletic/Activity Eligibility grade checks will be performed weekly throughout the school year. Grade checks may be moved by the Superintendent or Designee in order to meet travel dates and competition dates.

Students that have earned any D's and/or F's and/or I's in any enrolled course during that grade check will be deemed ineligible to participate in any school-sponsored extracurricular and/or athletic events for the event in which the grade check is for. Students may re-gain eligible status by passing the next grade check that is scheduled. Students earning an I (incomplete) will remain ineligible until the incomplete is replaced with an A, B or C grade and/or products are completed.

The Superintendent or designee may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.

The Superintendent or designee may consult with district teaching staff to determine most updated representation of the students' progress in specified course in determining eligibility.

### **Eligibility Requirements**

PSD AR 6145.2 Interscholastic Competition and  
Alaska School Activities Association (ASAA) Eligibility Requirements

In order to participate in ASAA activities at Petersburg High School, a student must:

1. Be properly registered in a 9-12 or 10-12 high school program or any combination thereof, in the member school where the student will participate or where authorized by a member district, be enrolled in the member district's non-member school or program (including district correspondence), when such district is paying the student surcharge for that student or, in the case of students attending alternative education programs, be registered with their School of Eligibility, as described below.
2. Students enrolled in an alternative education program, as defined in Article 1, Section 8 herein, are eligible to participate in the interscholastic activities of only one-member school per year, except as provided under the Transfer/Residency Rule (Article 12, Section 9). That school shall be considered the School of Eligibility.
  - a. The School of Eligibility shall be the public school (1) that, based on the residence of the parent or legal guardian, the student would be eligible to attend were the student not enrolled in an alternative education program; or (2) at which the student requests to participate, if (A) the student shows good cause, as determined by the governing body of the Public School the student would be eligible to attend were the student not enrolled in an alternative education program and (B) the governing body of the school in which the student seeks to participate in interscholastic activities approves; or The School of Eligibility may be a private or religious school that the student would be eligible to attend were the student not enrolled in an

alternative education program; and at which the student requests to participate; and if the administrator of the school approves.

- b. The School of Eligibility must ensure that the alternative education program student meets all eligibility requirements before being permitted to participate. Alternative education program students who request to participate in the interscholastic activity program of a member public school or district, or a private or religious school, must be properly registered for participation in interscholastic activities with the member school district or School of Eligibility. Schools (districts) may require that alternative education program students who request to participate in interscholastic activities at one of its member schools pre-registers either prior to the beginning of the school year, prior to the beginning of a sport or activity season which begins before school starts, or upon moving into the district's boundary.
3. Not be a graduated senior, with the exception that the eligibility of a senior graduating near the end of a regular school year, shall extend through the conclusion of any current school athletic season in which he or she is participating.
4. For all freshmen, sophomores, and junior, as well as seniors who are not on track to graduate, must be enrolled in a minimum of courses needed to receive 2.5 units of semester credit or equivalent at School of Eligibility or supervised by the School of Eligibility or its school district, that lead to granting credit toward graduation from the school district or School of Eligibility.
5. Seniors who are on track to graduate must be enrolled in a minimum of courses needed to receive 2.0 units of semester credit or the equivalent at the School of Eligibility or supervised by the School of Eligibility or its school district that led to granting of credit toward graduation from the school district or the School of Eligibility. Full time seniors who are on track to graduate, must be enrolled in a minimum of two (2) semester units of credit, or equivalent, at School of Eligibility.
6. Must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.
7. Must be in regular attendance at school classes in which enrolled or for which credit is granted (Or be enrolled in a district or member school correspondence program).
8. Have passed, for the immediately preceding semester, at least four semesters' units of credit toward graduation.
9. Meet district eligibility requirements, if any.

Semester credit rules apply to each semester, following the first semester of the ninth grade. A grade of incomplete is considered as not passing until the incomplete is changed on the official school records. Academic deficiencies may be made up through successful completion of correspondence courses or summer school. Correspondence study students must meet the same time frame as regular students.

#### **AGE RULE**

A student who becomes nineteen (19) years of age, on or before August 1, shall be ineligible for interscholastic competition.

## **Eligibility Requirements for Enrolled & Alternative Education Program High School Students**

### Alternative Schools of Member Districts

1. A student attending a non-member charter school, alternative school or program (including district correspondence) during the first semester of ninth grade; and a student transferring from out-of- district who attends a non-member charter school, alternative school or program (including district correspondence) after the first semester of the ninth grade, must designate a member school within the district as the School of Eligibility.
2. The School of Eligibility of a student, other than a first semester freshman, who transfers to a non- member charter school, alternative school or program (including district correspondence), from another school within that district, will be the member school from which the student transferred.
3. A student attending a non-member charter school, alternative school or program (including district correspondence) whom wishes to change his/her School of Eligibility will be ineligible for Varsity, State Qualifying and State Championship interscholastic competition at the new School of Eligibility for one calendar year, from the start of the next semester at the new school of eligibility based on the date of receipt by ASAA of the Application for Changing School of Eligibility form. At schools with no sub-varsity teams, the student could ask for a waiver to participate on the varsity team during the regular season, but would not be able to participate at either conference or state tournaments.

### C. Alternative Education Programs:

1. A student in grades 9-12 in an "alternative education program" as defined in Article 1, Section 8, is eligible to participate in interscholastic activities at a member public, private or religious school, as follows:
2. Students enrolled in an alternative education program, may participate in interscholastic activities when such participation is sanctioned or supported by this Association; is conducted outside of the regular school curriculum; and does not involve participation in student government at a school. Such students need not be enrolled in the member public, private or religious school in which they participate in interscholastic activity, except that
  - a. in order to participate in the All-State Music and Solo and Ensemble Music Festivals, such students must be enrolled in a corresponding music class at their School of Eligibility, at which they may be selected for participation through a competitive audition process, and
  - b. in order to participate in All-State Art or in the World Language Declamation Festival, such students must be enrolled in a corresponding class at their School of Eligibility.  
ASAA may waive the requirement for students enrolled in alternative education programs or in the event that the individual school of eligibility does not offer Music, Art or World Language classes.
3. Nothing in these bylaws precludes a school or school district from imposing additional eligibility rules upon alternative education program students that are reasonable, prudent and not in conflict with these bylaws or AS 14.30.365.

4. Nothing in these Bylaws or in Association policies prohibits a member school or district from adopting a "fair share" policy as to the equitable charging of fees to alternative education program students who participate in the member school's or district's interscholastic activities.

D. Establishing Eligibility/Residency: For transfer purposes, a student establishes residency at a school by enrolling in and attending that school for fifteen (15) school days and/or eligibility by participating in an interscholastic activity. A student who attends an alternative education program and who participates in interscholastic activities at a member public, private or religious school establishes residency at such school upon participating in interscholastic activity there.

### **ACKNOWLEDGEMENT FORM for COACH or SPONSOR**

By signing the Acknowledgement Form at the end of this handbook (Appendix I), the coach or sponsor acknowledges receiving, reading, and abiding by the guidelines, regulations, and policies found in the Activities Handbook for Coaches and Sponsors.

### **ALCOHOL AND OTHER DRUGS POLICY (PSD BP 5131.6)**

Because the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the School Board intends to keep district schools free of alcohol and other drugs. Alcohol, like any other controlled substance, is illegal for use by minors.

The Board desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol and other drugs. The Superintendent or designee shall develop a comprehensive prevention program that includes instruction, intervention, recovering student support, and enforcement/discipline.

The Superintendent or designee shall clearly communicate to students, staff and parents/ guardians all Board policies, regulations, procedures and school rules related to this prevention program. Special efforts shall be made to ensure that these materials are understood by parents/guardians and students of limited literacy or limited English proficiency.

Recognizing that keeping schools free of alcohol and other drugs is a concern common to the district and community, the Board supports cooperation among schools, parents/guardians, law enforcement and other appropriate community organizations involved in preventing alcohol and other drug abuse.

#### **Interagency Cooperation for Student & Staff Safety**

To obtain the widest possible input and support for district policies and programs, the Board shall appoint a district wide school-community advisory committee to make recommendations related to the prevention of alcohol and other drug abuse. The committee should make its recommendations based on input from students, parents, teachers, school administrators, and community members. The Board also encourages the use of site-level advisory groups in this area.

#### **Instruction**

The district shall provide preventative instruction that helps students avoid the use of alcohol or other drugs and teaches students how to influence their peers to avoid and/or discontinue the use of alcohol or other drugs. Instruction shall be designed to answer students' questions related to alcohol and other drugs. The instructional programs will help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist

involvement with alcohol and other drugs.

The curriculum will be comprehensive and sequential in nature and suited to meet the needs of students at their respective grade levels. All instruction and related materials shall stress the concept of "no unlawful use" of alcohol or other drugs and shall not include the concept of "responsible use" when such use is illegal. The Board encourages staff to display attitudes that make them positive role models for students with regard to alcohol and other drugs. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive school climate.

The Board recognizes that children exposed to alcohol or other drugs prior to birth may have disabilities requiring special attention and modifications in the regular education program. The Superintendent or designee shall provide appropriate staff training in the needs of such students as required by law.

### **Intervention**

The Board recognizes that there are students on our campuses who use alcohol and other drugs and can benefit from intervention. The Board supports intervention programs that include the involvement of students, parents/guardians and community agencies/organizations.

The Board finds it essential that school personnel be trained to identify symptoms that may indicate use of alcohol and other drugs. The Superintendent or designee shall identify responsibilities of staff in working with, intervening, and reporting students suspected of alcohol and other drug use.

Students and parents/guardians shall be informed about the signs of alcohol and other drug use and about appropriate agencies offering counseling.

### **Recovering Student Support**

The Board recognizes the presence of recovering students in the schools and the necessity to support these students in avoiding re-involvement with alcohol and other drugs. The Board shall provide ongoing school activities that enhance recovery.

### **Enforcement/Discipline**

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

School authorities may search students and school properties for the possession of alcohol and other drugs as long as such searches are conducted in accordance with law.

### **Performance Enhancing Drugs as Stated in BP 5131.63**

The School Board recognizes that the use of performance enhancing drugs presents a serious health hazard to students. Performance enhancing drugs include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability, excluding dietary and nutritional supplements such as vitamins, minerals, and proteins which can be lawfully purchased over-the-counter. The Superintendent or designee shall make every effort to ensure that students do not begin or continue the use of anabolic steroids or other performance enhancing drugs.

Participation in athletics and other extra-curricular activities is a privilege. Participants have a responsibility to themselves, their fellow students, their parents and their school to set positive examples of conduct, competition, sportsmanship, and training. Performance enhancing drugs are incompatible with this image and pose a health and safety risk to users and others.

Students possessing, using, distributing, or selling anabolic steroids or other performance enhancing drugs will be removed from the extra-curricular activity for the remainder of the season/year and may be banned from future participation as determined appropriate by the Superintendent/Chief School Administrator or designee. Students who participate in athletics and other extra-curricular activities will be notified of this policy and will be informed of the dangers of performance enhancing drugs.

## **ALCOHOL, DRUGS, TOBACCO VIOLATION CONSEQUENCES**

An extracurricular student who receives an alcohol or drug citation shall promptly notify the activity director or principal. Any extracurricular student who fails to do so may forfeit their reduction option or be subject to further disciplinary action once the school learns of the offense.

**Prohibited Conduct:** The possession, distribution or use of any tobacco products, including “E” or electronic cigarettes, alcohol and controlled substances (as defined in number 11 of this policy in the ASAA Handbook) by a student-athlete or activity participant, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth herein.

**Time Period During Which Policy Applies:** The policy in this section applies to any student who is participating or has participated in interscholastic activities starting from the student’s first participation in interscholastic activities, at any ASAA member school, and continuing until the student graduates from high school. This policy applies during “calendar days” as defined in this section. The policy first went into effect on July 28, 2008.

**Annual Requirements:** The Pre-Participation Orientation is required of each student participant and parent/guardian annually, at the beginning of the student’s first season of the school year, before the student is eligible to participate. This session is a short informative presentation designed to encourage students to maintain a chemical-free lifestyle, and to ensure that students and parents/guardians understand the policy and the consequences for violation. Upon completion of the Orientation, the student and parent/guardian must sign the Student/Parent/Legal Guardian TAD Acknowledgement Form for the student to gain eligibility. Schools will affirm that this has happened by marking the designated field on the School Activities Reporting System (SARS). In the event a student and parent do not view the Pre- Participation Orientation and/or sign the Student/Parent/Legal Guardian TAD Acknowledgement Form, the student is still subject to the policy.

**Student and Parent/Guardian Acknowledgement:** ASAA will provide access to the Student/Parent/ Legal Guardian TAD video and acknowledgement form to member schools and districts. The orientation video will explain the policies of this section and penalties for violations. Students and the student’s parent or legal guardian, are required to view the orientation video annually, prior to signing the acknowledgement form. The form must be signed by the student and the student’s parent or legal guardian, and requires that the student and parent or legal guardian acknowledge that they have read and understand the terms of the policy, including the potential penalties for violations, and that it requires the school to report such violations to ASAA. The form will require that the student and parent or legal guardian agree to be bound by these terms. A copy of the signed form must be returned to the school before the student is permitted to participate. Member schools shall keep a copy of the signed forms on file.

**Educational Component:** The educational component is a critical part of the policy and is comprised of **multiple** parts; Pre-Participation Orientation, First Offense, Second Offense, and Subsequent Offenses. ASAA will provide the first three parts of this component to member schools.

**Cumulative and Progressive Penalties:** Violations of this policy will be cumulative and progressive, as described in the following paragraph, throughout a student's high school years. If a student transfers from one ASAA member school to another ASAA member school, the student's cumulative violations will accompany such transfer and shall be the basis for any additional penalties should further violations occur.

### **Determination of Violations**

A student is determined to have violated the T.A.D. policy if they use, possess, sell or furnish alcohol and/or illegal substances, receive a citation from a law enforcement officer for alcohol or illegal drug violations, or is observed by a Petersburg School District staff member using, possessing or selling alcohol and/or illegal substances. Observation by a staff member via the Internet, video, picture or other media will be considered. This policy is in effect during the current Alaska Schools Activities Association (ASAA) Calendar year that begins with the first day of Cross Country and the last calendar day of Baseball for that current year. For example the enforcement period for the 2019-2020 calendar year begins July 31st , 2019 and will end June 8<sup>th</sup>, 2019.

A member school's determination that a violation has occurred and its imposition of penalty may not be appealed to ASAA. If a member school or member school district reverses a determination of violation, it shall promptly notify ASAA of such reversal. Violations and penalties are to be based upon noncompliance with the policy by the student participant, by the student's parents/legal guardians, or both, provided however, that where a violation is based solely upon action or inaction of the parent or legal guardian and not of the student participant, under circumstances completely beyond the control of the student and where it would be manifestly unfair to disqualify the student on this ground, the member school may, at its discretion, withhold imposition of a penalty against the student.

### **First Offense**

The student will be suspended from interscholastic competition for 30 calendar days (as defined in the discipline chart). The student and parent/guardian must complete ASAA's T.A.D. First Offense educational component before the student may return to practice. The suspension may be reduced to 15 days if the student additionally completes 15 hours of community service.

#### **First Offense – student self-report**

If the student self-reports a personal violation of the tobacco, alcohol or drug policy before the district otherwise learns of the student's actions, and the student did not receive disciplinary action from school officials or law enforcement officers, the district may reduce the first offense suspension to a minimum of 10 calendar days. To regain eligibility, the student must complete all requirements of a first offense violation as stated above and in the chart.

#### **First Offense violation during travel on school-sponsored trip**

The student will be suspended from interscholastic competition for 90 calendar days (as defined in the discipline chart). The student and parent/guardian must complete ASAA's T.A.D. First Offense educational component before the student may return to practice. The suspension will be reduced to 45 days if the student additionally completes 15 hours of community service.

### **Second Offense**

The student will be suspended from interscholastic competition for 90 calendar days (as defined in section discipline chart). The student and parent/guardian must complete ASAA's T.A.D. Second Offense educational

components before the student may return to practice. To regain eligibility, the student must enroll, actively participate and follow through with treatment recommendations in Substance Abuse Counseling and Assessment through a certified provider at the student's expense and **write an essay on what they learned about the experience**. The suspension will be reduced to 60 days if the student additionally completes 20 hours of community service.

### **Second Offense violation during travel on school-sponsored trip**

The student will be suspended from interscholastic competition for 180 calendar days (as defined in discipline chart). The student and parent/guardian must complete ASAA's T.A.D. Second Offense educational components before the student may return to practice. To regain eligibility, the student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense and **write an essay on what they learned about the experience**. The suspension will be reduced to 90 days if the student additionally completes 20 hours of community service.

### **Third Offense**

The student will be suspended from interscholastic activities and practice for one (1) school year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition. While under the period of suspension, the student **may** return to practice after completion of the Third Offense educational component. The student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. A student may need additional days of practice before returning to competition (See Article 7, Section 7 of the ASAA Policy Manual). A student regains eligibility by completing the following criteria including the calendar days of suspension: a) seek assessment and counseling/treatment from a local health care professional, b) successfully complete the recommendations of the care provider and submit a letter from the agency, c) demonstrate a commitment to remain substance free, d) make a presentation to the District School Board requesting reinstatement of interscholastic eligibility, e) notify ASAA through the school administration that all conditions have been successfully completed. A student's suspension may be reduced to 180 calendar days by completing 30 hours of community service.

### **Fourth Offense**

The student's privilege to participate in interscholastic activities and practice is revoked for one (1) year. Both the student and parent/guardian must complete the 4<sup>th</sup> Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. In addition, the student must complete the following in order to regain eligibility: a) seek assessment and counseling/treatment from a local health care professional, b) successfully complete the recommendations of the care provider and submit a letter from the agency, c) demonstrate a commitment to remain substance free, d) make a presentation to the District School Board requesting reinstatement of interscholastic eligibility, e) notify ASAA through the school administration that all conditions have been successfully completed, and f) and request reinstatement from ASAA.

In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

## **TOBACCO VIOLATION CONSEQUENCES**

All violations of only the tobacco policy by an extracurricular student will be subject to the ASAA T.A.D. policy minimum suspensions.

### **First Offense**

The student will be suspended from interscholastic activities and practice for 10 (ten) calendar days (as defined in Section). Fifty (50) percent of the suspension will be forgiven if the student completes 15 hours of community service. The student may return to practice when the student and parent/guardian complete the First Offense educational component.

For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule within the 10 (ten) calendar day period of suspension, the student's period of suspension will start over again; the First Offense educational component will become mandatory, and no forgiveness will be granted. This process will continue until the student has demonstrated 10 (ten) calendar days without a subsequent tobacco violation.

A student who has not completed a suspension or re-suspension under the first Offense Penalty for violation of the Tobacco Rule does not become subject to imposition of penalties under a Second, Third or Fourth Offense for violation of the Tobacco Rule, until the student has completed all suspensions and re-suspensions under the First Offense Penalty for tobacco use. A student serving a First Offense Penalty under the Tobacco Rule is, however, subject to immediate imposition of a Second Offense Penalty to the extent this is based upon violation of the non-tobacco prohibitions under this Policy.

### **Second Offense**

The student will be suspended from interscholastic activities and practice for forty-five (45) calendar days. Both the student and parent/guardian must complete the Second Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Second Offense educational component. A student may need additional days of practice before returning to competition (See Article 7, Section 7 of the ASAA Policy Manual).

### **Third Offense**

The student will be suspended from interscholastic activities and practice for one (1) school year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition. While under the period of suspension, the student **may** return to practice after completion of the Third Offense educational component. The student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. A student may need additional days of practice before returning to competition (See Article 7, Section 7 of the ASAA Policy Manual). A student's suspension may be reduced to 180 calendar days by completing 30 hours of community service as well as meeting the following criteria only on a 3<sup>rd</sup> Offense: a) seek assessment and counseling/treatment from a local health care professional, b) successfully complete the recommendations of the care provider and submit a letter from the agency, c) demonstrate a commitment to remain substance free, d) make a presentation to the District School Board requesting reinstatement of interscholastic eligibility, e) notify ASAA through the school administration that all conditions have been successfully completed, and f) and request reinstatement from ASAA.

**Fourth Offense**

The student's privilege to participate in interscholastic activities and practice is revoked for one (1) year. Both the student and parent/guardian must complete the 4<sup>th</sup> Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension.

Penalties shall be imposed beginning on the first calendar day following a determination that a violation has occurred, except to the extent a school's appeals policy permits a student to continue to participate pending final determination of any appeal filed by the student under such policy. In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

## ALCOHOL AND DRUG OFFENSE SUMMARY CHART

	Suspension Period and Terms of Reinstatement	Reduction of Suspension Requirements	*Self-Reporting Reduction	Violation During School Sponsored Travel	Reduction of Suspension Requirements During School Sponsored Travel
1 <sup>st</sup> Offense	30 Calendar Day Suspension. TAD First Offense Educational Component before resuming practice	15 Calendar Day Suspension with 15 Hours of Community Service. TAD First Offense Educational Component before resuming practice	10 Calendar Day Suspension. 15 Hours of Community Service. Complete the TAD First Offense Educational Component.	90 Calendar Day Suspension. TAD First Offense Educational Component.	45 Calendar Day Suspension with 15 Hours of Community Service. TAD First Offense Educational Component.
2 <sup>nd</sup> Offense	90 Calendar Day Suspension. TAD Second Offense Educational Component Risk Reduction Counseling Assessment.	60 Calendar Day Suspension with 20 Hours of Community Service. TAD Second Offense Educational Component Risk Reduction Counseling Assessment.	<b>NO REDUCTION OF SELF REPORTING ON 2<sup>ND</sup> OFFENSE</b>	180 Calendar Day Suspension. Risk Reduction Counseling Assessment TAD Second Offense Education Component	90 Calendar Day Suspension with 20 Hours of Community Service. Risk Reduction Counseling Assessment TAD Second Offense Education Component
3 <sup>rd</sup> Offense	1 Calendar Year *Additional ASAA Requirements before reinstatement.	180 Calendar Day Suspension with 30 Hours of Community Service *Additional ASAA Requirements before reinstatement.	NONE	1 Calendar Year *Additional ASAA Requirements before reinstatement.	NONE
4 <sup>th</sup> Offense	1 Calendar Year *Additional ASAA Requirements before reinstatement.	NONE	NONE	1 Calendar Year *Additional ASAA Requirements before reinstatement.	NONE

**Self-Reporting** - If the student self-reports a personal violation of the alcohol or drug policy before the district otherwise learns of the student's actions, **and** the student did not receive disciplinary action from school officials or law enforcement officers, the district may reduce the first offense suspension to 10 days. To regain eligibility, the student must complete all requirements listed above for a first offense violation.

Definitions: As used in this section above for Alcohol, Tobacco, and Drugs Violations:

Electronic “E” Cigarettes – any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

Calendar Days – Each day, including weekends and holidays, during the member school’s school year. Additionally, if a student participates in any interscholastic activity, including practice, outside of the school year, then the entire period of such participation, including intervening weekends and holidays, counts as calendar days for such student.

Controlled Substance – Any substance appearing on the list of Controlled Substances identified by the federal Office of the Drug Enforcement Administration or as set forth in 21 U.S.C. Section 812, unless the student’s usage of such substance is consistent with a physician’s prescription for the student’s usage. The DEA list of Controlled Substances appears on its internet website at [https://www.deadiversion.usdoj.gov/schedules/orangebook/c\\_cs\\_alpha.pdf](https://www.deadiversion.usdoj.gov/schedules/orangebook/c_cs_alpha.pdf). ASAA will endeavor to provide member schools with an updated List of Controlled Substances; however, for purposes of ASAA’s policy, the current list maintained by the DEA is controlling. In addition, any substance listed as illegal or restricted by Alaska statute or regulation, or classified as a “designer drug” by the federal Office of the Drug Enforcement Administration or by Alaska statute or regulation, shall be considered a controlled substance for the purposes of this policy.

Suspension – As defined in Article 5, Section 1 A6 of ASAA bylaws.

## **ATHLETIC TEAM SELECTION**

The Petersburg School District allows for a cut policy in all high school and middle school sports. Criteria for selecting a team are determined by the coach of each sport. This criterion is issued each season, in writing if requested, for each student trying out for a team.

## **ATTENDANCE REQUIREMENTS**

PHS & MMS students must attend all classes on the day of travel or activity, up to the departure time for an event. If students leave or participate on a weekend or holiday, students must attend all classes on the last school day before departure or competition. Students should return to school within approximately one hour after their return to Petersburg. Dates and times for departure and return will be determined by the principal and/or the Activities Director and will be published. If a student is unclear, they must ask the coach/advisor before leaving the terminal. Those who do not return within the time frame or do not report to school following the travel may become ineligible for participation in the next traveling event. The loss of travel privileges will be for the same activity, however, if it happens at the last activity of the season, it will apply to the very next activity in which the student may participate.

Students that receive an unexcused absence in any class throughout the day or that leave school during the school day that are not deemed excusable absences (i.e., doctor appointments, scheduled dental appointments) will not be allowed to practice for their activity on that school day. Please plan appointments accordingly to

avoid conflicts with the attendance requirements. Schedules and dates of competition and travel are posted and planned well in advance.

Mitkof Middle School students that do not dress down for PE class and/or are unexcused or not in attendance for that school calendar day are not allowed to practice during that same calendar day for an athletic activity. MMS & PHS Students that have disciplinary detentions must complete a minimum of one (1) detention prior to attending practice. MMS Students that earn a tier 2 or higher disciplinary infraction may be removed from travel or participation in any academic or athletic related competition.

Practice – As defined by ASAA and Article 7 Section 7.A of ASAA Bylaws. A practice is defined as a regularly scheduled team physical activity designed for the preparation of athletes for the sports season and conducted under the supervision of a certified school coach during the season established by the Board of Directors. In order to qualify as a practice, the student must participate in at least an hour of physical activity. Students are required to attend a minimum of 10 practices per activity in order to be eligible for any travel/competition. For overlapping activities that require a minimum practice quantity, the number required to be eligible for the next activity is 5 practices.

## **AWARDS**

Criteria for the earning of student recognition, awards, letters and certificates will be determined jointly by the sponsor and school administration and will be made known to the student before the activity begins. (See Duties of Coaches and Sponsors Below and Appendix II).

## **STATE CHAMPIONSHIP RECOGNITION**

In PHS activities & athletics, earning a state championship or individual state champion is a special accomplishment. In the event that a team/individual of Petersburg High School earns an Alaska School Activities Association (ASAA) recognized state team championship and/or an individual state championship, the following may occur to celebrate the victory with our school and community:

- An assembly may be scheduled within a reasonable time with the assistance of the coaching staff, administration, and activities director following the completion of the state tournament/competition.
- At the conclusion of the assembly and/or school day, school administration may arrange a noise parade with the Petersburg Fire Department, pending their cooperation and availability. The parade will begin at PHS and continue on a route established by the Petersburg Fire Department and Petersburg School District administration.
- A noise parade can only be arranged at the discretion of the Petersburg School District administration and for approved high school sanctioned events only.

## **COMMUNICATION FROM COACHES OR SPONSORS TO PARENTS**

1. Philosophy of the coach/sponsor
2. Expectations the coach/sponsor has for their son/daughter
3. Location and times of all activities, practices and contests
4. Team/activity requirements
5. Participant's code of conduct and consequences for not following those guidelines
6. Procedures to follow should your son/daughter become injured during participation

## DECISIONS MADE BY COACHES

1. Team selection
2. Playing time
3. Team strategy
4. Play calling
5. Matters concerning other students/athletes

## DRUG AND ALCOHOL-FREE WORKPLACE

PSD Board Policy 4020

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance before, during or after school hours at school or in any other district workplace or at any district-sponsored activity.

## DUTIES OF COACHES and SPONSORS

1. Select and coach team members; ensure participant's general health and welfare as pertains to conditioning programs, physical examinations, obtaining parental permission, caring for injuries, and verifying player eligibility. ASAA and Petersburg School District eligibility rules are to be strictly adhered to by all coaches.
2. Ensure prior to the first practice that each participating team member has paid district athletic participation fee(s), has a current physical, completed all required ASAA and district forms (ASAA TAD [Tobacco, Alcohol, Drugs] Policy, parent contact forms, emergency medical information, etc.). A complete list of required forms is included in the Student Activities Participation Handbook. **NOTE: No participant may participate in the first competition or event until all fees and forms are submitted and has attended the ASAA TAD INFORMATIONAL SESSIONS.**
3. Ensure that all participants and assistants know the rules and regulations of the sport/activity.
4. Abide by the rules and expectations found in the **School Sponsored Trips** section of this handbook. Also See Region V Forms at new website <https://asaaregion5.org/>.
5. Prepare criteria required for determination of Varsity, Junior Varsity and associated awards (letters, pins, certificates, etc.). Student athletes will be informed about the criteria at the team's season organizational meeting.
6. Pursuant to Petersburg School District Board Policy 5131.6, PSD BP 5131.6 ALCOHOL AND OTHER DRUGS, coaches and sponsors will provide recurring instruction and direction, which helps students avoid the use of alcohol or other drugs.
7. Supervision of the assistant coach(es) of the sport or activity, and coordination of the schedules, practice sessions, facilities, and equipment to ensure program operational efficiency.
8. Responsible for issuing, cleaning, repairing, collecting, and keeping accurate inventory of all equipment pertaining to the sport or activity. **A current equipment inventory is to be presented to the Activities Director within two weeks following the end of the sport or activity season.**
9. Responsible for the behavior of team members at all school functions and public appearances, and competitions. Team discipline shall be within the guidelines of the PSD Student Rights and Responsibilities Handbook and School Board policy.

10. Ensure all sport or activity members know and understand the current appropriate PSD Student Activities Handbook. The coach or sponsor must require written acknowledgment of receipt and understanding of the Student Activities Handbook by students who wish to participate.
11. Submit team rosters to the Activities Coordinator on the first day of practice and update team rosters as needed for travel and participation eligibility.
12. Responsible for maintaining and submitting an accurate roll book that includes date of entry, dates of practice, and gender for all participating students.
13. Ensure that each athlete has a current physical on file and has paid student activity participation fees.
14. Travel with the team when transportation is provided. All supervisory duties shall be for the full 24 hours of each day while traveling.
16. Assure that either the coach, an assistant coach or other approved adult chaperone is present at all practice sessions.
17. Responsible for clearing and securing locker rooms and practice areas at the conclusion of practice.
18. Responsible for efficient, orderly and effective equipment storage and general organization/appearance of locker rooms and other team or group areas.
19. **Practices/Meetings on Sunday or legal school holidays are strongly discouraged. Sunday matches/games are not permitted unless a waiver has been approved by host and visiting team school administration and ASAA.**
20. Maintain up to date copy of the Parent's or Guardian's Activity Consent & Emergency Medical Form. This form will be available to the coach at all times during practice or competition.
21. All injuries that occur during practice or competition that require attention by the instructor or nurse or other health care professional must be promptly reported to the Activity Director. Injuries must be reported on the District Accident Form that shall be submitted as soon as possible after the injury.
22. Responsible for notifying the Activity Director and parent of a player who is dropped from the team and providing the reasons for dismissal.
23. Assure when hosting an event that:
  - a. Participating schools are sent the needed information in a timely manner.
  - b. Teams arriving are met and assisted as needed.
  - c. Appropriate arrangements have been made for equipment storage, housing, food, dressing, showers, etc. for visiting teams.
  - d. Ensure that First aid equipment is available, including ice bags and other consumable supplies.
  - e. Assist in the housing of students if requested to be "housed out" by visiting school(s).
24. Provide recommendations to the Activities Director for participant awards in accordance with PSD policies and procedures.
25. Submit a budget for new/replacement equipment, supplies, and materials to the Activities Director within two weeks following the end of the sport season. All purchases of athletic equipment and/or supplies must be routed through the Activities Director.
26. Responsible for completing the Lost Equipment Form at the end of the sport season and for contacting parents regarding return of or payment for lost or damaged equipment or uniforms.
27. Attend meetings as scheduled by the Activities Director.
28. Recommend actions for improving the administration of the sport or activity to the Activities Director.

29. Have updated all of the following Qualification of Coaches forms as required by the Alaska Schools Activities Association and on file with the Activities Office. (Article 10 Section 1 of ASAA Bylaws). The qualifications are as follows:
  - a. Fundamentals of Coaching and Alaska Component.
  - b. First Aid, Health, and Safety component (current).
  - c. Concussions in Sports (current and updated on the same cycle as First Aid).
  - d. Sudden Cardiac Arrest (current and updated on the same cycle as First Aid).

## **EJECTION of COACH or PLAYER**

A sportsman is one who engages in sports in a fair and generous fashion. Unsportsmanlike conduct is conduct that is prejudicial to the fair and generous acceptance of the rules of the activity, the officials, the opponents, and the policies of the schools and the coach. Actions that bring discredit upon the school, the activity, the officials, the rules or the opponents may be considered unsportsmanlike.

Any student or coach who is ejected from a contest will not be eligible to participate in the next contest. Additional penalties may be imposed by the school district.

Alaska School Activities Association (ASAA) rules will be followed concerning ejection of a player or coach from a contest. (Excerpts from ASAA Bylaws Article 6, section 5)

### **Player Ejection**

1. Player must refrain from participation in any scheduled contest in the same activity (game suspension) until the completion of the next regularly scheduled contest at the same level. (I.e. JV, Varsity) This means that a varsity player may not participate in a JV game while waiting for the next varsity game in which he/she is suspended. Schools may not schedule additional contests to circumvent this provision.
2. Player may not sit on the bench and if possible, must be seated with a school representative in the bleachers and not be dressed down.

### **Coach Ejection**

1. Coach must refrain from coaching in any scheduled contest in the same activity (game suspension) until completion of the next regularly scheduled contest at the same level. Schools may not schedule additional contests to circumvent this provision. Implementation of this penalty will be delayed for a coach who is traveling with his/her team when the game ejection occurs, and who has no assistant coach or other authorized individual available at the site of the contest to supervise the team during the period of suspension. In such case, the ejected coach must serve the suspension during the next regularly scheduled contest after returning to the home community.
2. Coach may not be physically at the site of the next contest, nor may he/she have any contact, direct or indirect, with their teams during the contest while suspended.

### **Eligibility Reporting**

1. The Superintendent or designee shall submit eligibility lists for all sports on the first calendar days of each respective season through the online eligibility system provided by ASAA. NO additions or deletions will be made after the 14<sup>th</sup> day of the season. All activity fees and required forms must be submitted to the activities department prior to the student being eligible to practice.
2. Activities that require eligibility lists to be filed for insurance purposes with the ASAA office are:

**All-State Art**

**AASG**

**All-State Music & Choir**

**Baseball**

**Basketball**

**Cheerleading**

**Cross Country Running**

**DDF/Theater**

**E-Sports**

Flag Football (Not offered in PSD)

Football (Not offered in PSD)

Gymnastics (Not offered in PSD)

**Native Youth Olympics (CLUB)**

Hockey (Not offered in PSD)

Nordic Skiing (Not offered in PSD)

Rifle (Not offered in PSD)

Soccer (Not offered in PSD)

Softball (Not offered in PSD)

**Solo Ensemble**

**Swimming & Diving**

Tennis (Not offered in PSD)

**Track & Field**

**Volleyball**

World Language (Not offered in PSD)

**Wrestling**

**EQUIPMENT AND UNIFORMS**

Students are responsible for returning all equipment and/or uniforms issued to them or they shall pay for replacement. If equipment is neither returned, replaced, nor paid for, the letter award shall not be given and no further equipment shall be issued.

Petersburg Schools will provide a varsity set of uniforms/equipment for one activity each year, with all activities receiving uniforms/equipment in a five-year cycle. The chart below shows the rotation:

**\*\*NOTE: Teams must stay within the allotted budget. Any overage is the responsibility of the individual program.**

Athletic Activity	Allotment	Year
Track and Field	Maximum Allotment of \$1,100	2023-24
Wrestling	Maximum Allotment of \$1,100	
Men's Basketball	Maximum Allotment of \$2,500.00 (2 sets)	2024-25
Cross Country	Maximum Allotment of \$1,100.00	
Women's Basketball	Maximum Allotment of \$2,500.00 (2 sets)	2025-26
Cheer Squad	Maximum Allotment of \$2,250.00	
Baseball	Maximum Allotment of \$2,500.00	2026-27
Swim	Maximum Allotment of \$1,000	2026-27
Volleyball	Maximum Allotment of \$1,100	2026-27

## **EXPECTATIONS OF COACHES**

1. Safety is the top priority.
2. Submit accurate travel, housing, and participation rosters in a timely manner.
3. Demonstrate good sportsmanship at all times. The coach is the leader.
4. Have and show respect for your opponent; treat them as guests.
5. Accept the official's decision. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials. Public protests can only lead to similar behavior by the players and spectators.
6. Set a good example for others to follow.
7. Never speak a profanity, as it is not an acceptable part of the game for coaches or players.
8. Maintain self-control at all times.
9. Teach the values of honest effort in conforming to the spirit as well as the letter of the rules.
10. Provide opportunities for social interaction among coaches and players of both teams before and after the contest.

### **ASAA COACHES CODE OF ETHICS:**

The function of a coach is to educate students through participation in interscholastic competition. Educational Based Activity Programs should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect and his or her welfare should be considered at all times.

#### **In Educational Based Activities the coach shall;**

- be aware that he/she has a tremendous influence, on the education of the student and, shall never place the value of winning above the value of instilling the highest ideals of character.
- uphold the honor and dignity of the profession. In all personal contact with students, officials, administrators, ASAA, the media and the public the coach shall strive to set an example of the highest ethical and moral conduct.
- promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

#### **When considering the welfare of their students the coach shall;**

- take an active role in the prevention of drug, alcohol and tobacco abuse.
- avoid the use of alcohol and tobacco products when in contact with players.
- be aware of concussion management and return to play protocol.
- develop and practice an Emergency Action Plan with their team.
- work to keep programs free of hazing.

#### **In Promoting Sportsmanship, the coach shall;**

- master the contest rules and shall teach them to his/her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- exert his/her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, sponsors, booster clubs, and administrators.
- respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against officials. Public criticism of officials or players is unethical.
- meet with opponents, shake hands, and exchange cordial greetings to set the proper tone for an event.

## FUNDRAISING

**ALL** fundraising activities must be approved by the building Principal and Activities Director **PRIOR** to implementation and must be in conformity with School Board policy and Alaska statute.

***Funds or items received when solicited by staff or students without prior approval will be returned to the donor.***

### **PSD AR 1321 Solicitation of funds from and by students**

All selling or soliciting activities must be approved before the activity. All fund-raising activities must be concluded within the time agreed upon with the Superintendent or designee.

If the event involves a contract with a commercial vendor, the Superintendent or designee shall approve the contract. The sponsor of fund-raisers involving students shall be identified in all solicitations.

### **Instructional Safeguards**

The principal or designee shall limit fund -raising activities to appropriate time periods.

The principal or designee shall ensure that parents/guardians are informed about school fund-raising activities.

Fundraising must be in the method of providing a service or raffle or prize in return for funds. Soliciting for donations without providing a service will be strictly forbidden.

Individual awards or other incentives which identify donors/participants shall not be used.

No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-related organization.

Students making solicitations on behalf of the school or for school-related projects are expected to be courteous and respectful towards all individuals and businesses, whatever the outcome of the solicitation may be.

All funds raised need to be recorded and a copy on file with the principal and/or the activities director.

SEE APPENDIX FOR MORE DESCRIPTION INFO.

## **GUIDELINES FOR COACHES and SPONSORS (ASAA)**

All athletic coaches or activity sponsors, signing an extra duty contract affirm that they are familiar with and commit to follow the rules and guidelines established by the Alaska School Activities Association (ASAA).

A copy of the ASAA handbook may be found at the ASAA website: <http://asaa.org/asaa/handbook-forms/>

## **INSURANCE**

Students of Petersburg School District are covered by district provided student accident insurance during the hours and days when school is in session and while attending or participating in school supervised and sponsored activities on or off school campus.

**Notification of Injury** claim forms are available at the district office. Notification of Injury claim forms must be submitted within 90 days of the injury. A copy of the completed district Accident Report form must be attached

to the claim form. The coach, sponsor, or school supervisor must complete part 1 of the Notification of Injury claim form.

Claim forms must be filed within 90 days of the first medical treatment. There is a deductible. The policy provides coverage for scheduled fees and includes “usual and customary” restrictions. The policy covers treatment for up to one year from the date of injury.

This is accident only insurance. It does not cover conditions, which are not the direct and independent result of a specific accident (i.e., stress fracture would not be covered).

Athletes are responsible for reporting injuries to coaches/sponsors. Coaches are responsible for providing claim forms to injured athletes. Parents/guardians are responsible for mailing the claim form to the insurance company.

## **MEDIA RELATIONS**

Maintaining a positive public image is the responsibility of all coaches and student athletes of the PSD. Providing the press with positive accounts of athletic events is an important role of participants and others involved in activities. What a coach or player says—in the heat of the competition—or what he/she is quoted as saying—can have lasting repercussions. Ensure your statements reflect well on your team and your school. Always model good sportsmanship; find something positive to say. Remember, these are student athletes, not professional athletes.

## **NOTICE OF NONDISCRIMINATION**

The Petersburg School District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, pregnancy, sexual orientation or veteran status.

The Petersburg School District does not discriminate on the basis of sex in violation of Title IX of the Education Amendments of 1972 in the educational programs or activities that it operates.

The Petersburg School District does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. This includes admission or access to, or treatment or employment in its programs, services, and activities.

Individuals requiring further information should contact the designated compliance director:

Mrs. Erica Kludt-Painter, Superintendent  
Telephone 877-526-7656

## **NUMBER OF EVENTS FOR HIGH SCHOOL ATHLETIC SCHEDULES**

(Excerpt from ASAA Bylaws)

Maximum Number of Games Prior to Qualification for State Tournaments--

Baseball .....	22 games
Basketball—Boys and Girls.....	22 games
Cross-Country Running .....	no limit
Softball .....	22 games
Swimming.....	no limit

Track/Field ..... no limit  
Volleyball.....22 matches  
Wrestling..... 24 weigh-ins \*  
\*Excludes Regional and State Tournaments.

### **PARENT/STUDENT PERMISSION, CONSENT STATEMENTS**

It is the responsibility of each coach or sponsor to obtain the signed permission form from the Activities Office for each student participant. The form contains the following information:

#### **Permission Statement**

I hereby give permission for the above-named student to engage in ASAA or Petersburg School District approved interscholastic activities as a representative of his/her school. I also give my consent for this student to accompany the team or group as a member on its out-of-town trips. I understand that the local Board of Education through the Petersburg School District carries insurance for accidental injuries sustained in intramural or interscholastic sports events.

#### **Medical Consent Statement**

I hereby give my consent, in the event of injury or illness, for emergency medical treatment, hospitalization, or other medical treatment as may be necessary for the welfare of the above-named student, by a physician, qualified nurse, certified athletic trainer, and/or hospital during all periods of time in which the student is away from his/her legal residence as a member of an interscholastic activity team or group. Further, I hereby waive, on behalf of the above-named student, and myself any liability of the School District, its agents, or employees arising out of such medical treatment.

#### **Rule Awareness Acknowledgement**

I have read and understand the rules, regulations, policies, and responsibilities as stated in the district’s appropriate Student Activities Handbook and the penalties for violation of them. I understand and accept these rules, regulations, policies, and accompanying penalties as conditions for participation.

#### **Risk Awareness**

I understand and acknowledge that organized secondary athletics involve the potential for injury and/or a concussion, which is inherent in all sports. I acknowledge that even with the best coaching, use of the most advanced protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death.

#### **Emergency Medical and Consent Information (form located in planetHS Registration)**

### **PERFORMANCE REVIEW of COACH or SPONSOR**

Every head coach or lead sponsor who has a contract for an ASAA sanctioned activity and/or contract for any PSD contracted activity will receive a performance review each year. The performance review is completed by the principal or designee and filed in the principal’s office. In addition, participants’, parents’, and/or community members’ input will be accepted if provided.

All head coaches or lead sponsors of ASAA sanctioned activities must meet with the principal or designee at the conclusion of their season to review their performance and conduct an appraisal of assistant coaches.

## PHYSICAL EXAMINATIONS

ASAA Article 11

A student-athlete may not be permitted to participate in a practice session or to represent his or her school in any athletic event (including rifle and cheerleading) until there is on file, with the superintendent or principal, a statement, signed by a practicing physician, advanced nurse practitioner, physician's assistant, or a military medical examiner, and the student's parents or legal guardians, certifying that he or she has submitted to a history and physical examination within the prior 12 months. The statement must certify that, in the opinion of the examiner, the student is physically fit to participate in strenuous physical activities.

## PURCHASE of EQUIPMENT, MATERIALS and SUPPLIES PROCESS

As a government agency, a school district must maintain very specific processes and controls regarding purchases of equipment, materials, and supplies. In accordance with state law, a certified accounting firm audits the district's expenditures and purchases annually.

**NOTE:** Purchases that do not follow established internal controls requisition procedures cannot be reimbursed.

Steps involved in making a purchase:

1. Prepare a **REQUISITION** (request to purchase) for purchase (Form available on the district website or in each school office.
  - a. Use the vendor "U.S. Communities" ([www.uscommunities.org](http://www.uscommunities.org)) or other approved vendors. Check with the business office for approved vendors.
  - b. A **REQUISITION** is required for all local purchases. If a purchase is made at a local store without following the requisition approval process the district cannot reimburse for the purchase.
  - c. Be certain that "shipping" charges are correctly calculated for delivery to Alaska.
  - d. If using an online vendor attach a copy of the saved "cart" to the requisition form. **NOTE: If items in the "cart" are changed after approval of the requisition the total expenditure cannot exceed the originally approved amount. If changes are made, send a copy of the new "cart" to the business office.**
  - e. SIGN the requisition for purchase as the **ORIGINATOR**.
2. Submit the completed, signed requisition form to the Activities Director or designee.
3. Activities Director reviews the requisition, approves or denies purchases, and forwards the requisition to the principal.
4. Principal reviews the requisition, assigns the account code, checks fund availability, processes the requisition and submits to the Business Office.
5. Business Manager verifies account code and fund availability.
6. Requisition submitted to Superintendent for approval.
7. A **PURCHASE ORDER** (approval to purchase) is now created. A copy of the purchase order is sent to the Athletic Director or Designee.
8. Unless otherwise indicated the Business Office will order the approved purchase. (If the originator is using an online account, then the originator now is able to process the order on line).
9. **ARRIVAL** of purchased items. All packing slips or invoices to be sent to the Business Office with the signature of the person verifying ordered items were received and indicating "Approved for Payment" **the day the item is received**. Back-order items will be process when they arrive. Send the packing slip or invoice for the portion of the order that was received.

## SCHOOL SPONSORED TRIPS

PSD Board Policy 6153

All trips involving out-of-state travel shall require the prior approval of the Board. The Superintendent or designee may approve other trips. Principals shall ensure that teachers develop plans that provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

In advance of a study trip, teachers shall determine educational objectives that relate directly to the curriculum. Principals shall ensure that teachers develop plans that provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.

Each Activity has a fee that must be paid prior to participation in any in season practice. Please see fee scale available at the Middle School or High School office. Activity Fees are non-refundable after two (2) weeks from the start of the season. All Fees must be paid for prior to the first day of competition and/or first traveling trip.

### Middle School Travel

All MMS eligible students are permitted one trip per activity within the following activities: Cross Country, Boys basketball, Girls Basketball, Robotics, Cheerleading, Wrestling, Track & Field, Volleyball, and Native Youth Olympics.

All participants who have met practice requirements, eligibility requirements, academic eligibility requirements, and demonstrate positive citizenship and sportsmanship are able to participate in travel.

### District Sponsored Travel

See Appendix IV.

### Number of team members traveling

**Maximum** PHS Activity & Athletic travel numbers unless modified by the Principal, Superintendent, or Activities Director:

**It may not be possible for every team member to travel to every contest due to funding limitations.**

ACTIVITY	# TRAVELERS
Basketball	12
Cheerleading	14
Cross Country	14*
Debate	16*
Swimming	16*
Track	24 (see note below) *
Volleyball	12
Wrestling	18
Baseball	18

**Track Note:** 24 travelers for a minimum of four track meets. Due to the inability of PHS to host a track meet, the goal is for each student to participate in at least one-track meet.

\*Represents combined from both boys' and girls' team.

## State Travel

Qualifying and Participating in a state event is a well-earned experience and a great chance for students to participate at the highest level of competition within the State of Alaska for interscholastic activities. The following information is in regards to state expenses.

Students are responsible for the following expenses in regards to state travel if they plan to attend:

- All costs associated with the trip which may include airfare, ground transportation, lodging expenses, and food expenses.
- Each group that attends may utilize their fundraising funds to offset costs for all participating and eligible students.
- Only eligible, properly enrolled students of Petersburg High School may attend and be part of the team at any ASAA Sanctioned Event.

## Housing and Accommodations

### Housing with a Host Family

1. Students must abide by all rules established by the host family.
2. Students must abide by all curfews established by the coach or sponsor if earlier than item "3" below or in addition to "3" below.
3. Generally, students must be in the house one hour after the event. In special cases, such as an extended school dance, students are permitted to stay out until 12:00 AM
4. **Coach/Sponsor is to contact host parents to provide contact information and any special rules students are expected to follow.**
5. Host parents are to contact the Coach/Sponsor, Activity Director, or Principal should issues or problems arise.
6. No student is allowed to partake of alcoholic beverages, drugs or tobacco. If a student violates this rule, please notify the coach immediately. The housed student is expected to remove himself/herself from any situation where alcoholic beverages or drugs are being used by contacting his/her coach and/or host family.
7. Host parents are expected to provide one meal per day for the students.
8. Housing changes are not generally made. If necessary, any housing changes by students must be approved by the coach, advisor and host high school housing coordinator. The host parent will be notified about any changes.
9. **No housed student may drive any vehicle while being housed with a host family.**
10. Host parents will have working smoke alarms installed in their homes.
11. Host parents are encouraged not to leave students unattended at their home. If the host parent is working during the day, the student can be dropped off with the coach/chaperone.
12. (PSD Rule) **No student is to be housed alone with a host parent.**
13. (PSD Rule) **Only students of the same gender may be housed in the same host residence.**

### Group housing in a school, church, recreation facility, etc.

\*In the event of a team/group that has chosen to group house or has been instructed to group house by host school, all students that are traveling on the certified roster must group house together. Students are not to plan to pre-arrange away from the group. Pre-arranged housing MAY be made with an immediate family member, but student(s) must have prior approval from the Principal and Activities Director. All efforts will be made to group house together.

1. **(PSD Rule)** Coach/Sponsor/Chaperone is to “house” with the team or group when group housing is provided.
2. **(PSD Rule)** Coaches and Sponsors may release students **only** to their parents on district sponsored activity travel.
3. ASAA regulations and PSD policy prohibit coaches or chaperones from drinking alcohol on school trips.
4. **(PSD Rule)** Students must be assigned a sleeping area, and an adult (coach/sponsor/chaperone) must be present in the area at all times.
5. When notifying the host school of your intention to group house, state the number of participants, male and female, and the number of chaperones that will be coming.
6. Honor the host schools request regarding when the needs to vacate the facility.
7. No students are to be in any part of the host facility without a chaperone.
8. No use of any phones without chaperone supervision.
9. Please keep your area clean and policed daily.
10. Please clean the assigned area prior to departure. Leave the facility the same way you found it.
11. Host school will supply phone number contacts in case of problems or emergencies at the school.
12. Mixed groups will be kept in separate rooms, if possible.
13. Students should not leave the housing area without coaches/advisor’s permission and always with a buddy.
14. If the host school requires you to be group housed, the host school will provide one meal a day.
15. Adhere to host school’s rules at all times.
16. Do not prop doors open to the school, host school will provide keys to school.

#### **Housing in a hotel or related facility**

1. **Coach/Sponsor shall establish curfew hours while traveling. The curfew time is not negotiable.**
2. Only students assigned to a room may be in that room after curfew.
3. Students are not allowed in rooms occupied by persons not affiliated with the team or the school they represent.
4. Students are not allowed in rooms assigned to persons of the opposite sex.
5. People not associated with the team or the school shall not be allowed in team rooms.
6. Students on trips may not leave the team unless accompanied by a parent or guardian, the coach or sponsor has given explicit agreement and written request by the parent/guardian is provided to the coach/sponsor.
7. Students are expected to adhere to all school and team rules and attend all activity/team functions.
8. When in public on trips, students shall be in groups of three (3) or more.
9. When in a hotel and outside their assigned room, students shall be in groups of two (2) or more.

#### **Rule Infraction Consequences (Student)**

In the event a PSD student should fail to abide by established rules, one or more of the following consequences may apply:

1. The student may be withdrawn from the competition
2. The student may be sent home immediately at his/her parent’s expense
3. The student may be suspended from the program for a length of time to be determined by the coach and/or the administration depending on the severity of the infraction
4. The student may be dismissed from the program
5. The student may be subject to further consequences to be determined by the school administration or the Superintendent

### Travel “Rules of the Road” (Students)

Petersburg School District students are expected to conduct themselves with honor and integrity at all times while traveling within or outside of the school district. Students should consider themselves ambassadors for their families, school, and community. Travel rules are established for the benefit of participating students, coaches, and chaperones.

1. All school and school district policies are in effect for the duration of the trip as covered in the High School Student Activities Handbook.
2. Students cannot travel if they have unserved detention(s).
3. Detention unserved at the end of one school year carries over to the beginning of the next school year.
4. Students must participate in at least one meet to be allowed to go to Regional Championship Competition.
5. Students are expected to follow all directions given by coaches, sponsors, and chaperones.
6. Disrespectful, destructive, or any behavior considered being detrimental to the program or which brings disfavor upon the school or the school district shall not be tolerated. This behavior shall include but is not be limited to:
  - a) Alcohol or drug use
  - b) Public displays of affection or sexual contact of any kind
  - c) Vandalism or trashing of rooms or other property
  - e) Shoplifting or other illegal actions
7. **Coaches shall establish curfew hours while traveling for the benefit of the team. The curfew time is not negotiable.**
8. Students on trips may not leave the team unless accompanied by a parent or guardian and written permission has been given to, and the coach or sponsor has given explicit agreement.
9. Students are expected to adhere to attend all team/group functions.
10. While on school-sponsored trips, students are expected to dress appropriately and to follow the school dress code.
11. Coaches will address the code of conduct to be followed on public or private transportation of any kind.
12. Teams will clean up their areas prior to leaving any competition site.
13. Students shall demonstrate good sportsmanship at all times.
14. Additional rules may apply and shall be covered by the coach or sponsor prior to departure or before certain activities.
15. Students are not permitted to attend non-school district sponsored events while participating on a school-sponsored trip and representing Petersburg School District without prior approval of Superintendent or designee.
16. Students while on trips may take a taxi, Uber, Lyft, or bus service if ***approved by chaperone*** prior to using said service and traveling with 1 or more additional students.

### Chaperones

*Both an administrator and the coach/sponsor will determine/approve all chaperones.*

One chaperone will be provided for every (12) students when traveling in the state of Alaska. All PHS & MMS activities will have a same gender coach/chaperone/advisor when possible. Teams with a coach of the opposite gender may have a coach/chaperone of the opposite gender when available. If at any point a group is unable to obtain a chaperone from a specific gender when both genders are traveling, or the coach is of an opposite gender arrangement to “team up” with other school chaperones may be made.

Funds permitting, PHS & MMS events that travel to Wrangell events may involve the entire team. Team managers are authorized to travel only to the “Regional’s” competition, “State” competition, and Wrangell when funds permit.

As funding permits, the district will pay chaperone's transportation, lodging and per diem to regional events.

**Note:** Lodging will not be paid if the team "group houses". Chaperones will not be receiving lodging aboard the Alaska Marine Highway Vessels during a school-sponsored event. Middle School Activities will "group house" only.

1. As funding permits, the district will pay chaperones travel and lodging to state events. The district does not pay student travel, lodging, or other expenses on State Events. The district will cover the student-athletics state participation fees.
2. The primary function of a chaperone, in traveling with a team, is to monitor the Petersburg students. Chaperones should attend all activities, assist in contacting housing parents and telephone curfew checks.
3. Chaperones traveling with small children will not be approved.
4. ASAA regulations and PSD policy prohibit coaches or chaperones from drinking alcohol on school trips.
5. A coach, chaperone, or responsible adult must be present for all team physicals.
6. The principal must approve all volunteers.
7. **Students on the ferry must be monitored continually and have a scheduled two-hour study session.**
8. Students must be assigned a sleeping area, and a chaperone/coach/sponsor must be present in the area at all times.
9. Ensure students pick up after themselves on the ferry
10. Ensure students wear seat belts whenever they are transported.
11. Contact housing parents to introduce yourself and inform them of how you may be reached.
12. Keep the housing list with you in order to reach students; this is especially crucial when a student is late checking in for departure.

## **SPORTSMANSHIP CREED**

All contests are played under the authority of the Alaska School Activities Association (ASAA).

ASAA rules provide for fair play and good sportsmanship among athletes and coaches. Since booing and jeering do not support anyone, we hope you will be positive in supporting your favorite team. As athletes, we ask that spectators promote the ideals of good sportsmanship by applauding fair play and showing respect for all participants and officials.

## **TRANSPORTATION**

PSD BP 3541.1 School Related Trips

### **Trips by School Vehicles**

Besides taking students to and from school, the Board may approve transportation for field trips and school-sponsored activities. The Superintendent or designee shall regulate the use of the district transportation for approved school-related activities. Student councils, parent-teacher associations, and any other organizations requesting transportation shall be fully responsible for the costs of the trip.

### **Transportation by Private Automobile**

Private automobiles may be used to transport students on any school-related trips if approved by the Superintendent. Drivers shall be required to possess a valid driver's license and liability insurance of at least \$100,000 per occurrence as required by the State of Alaska Law. Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents that may occur.

District personnel who frequently transport students in their private vehicles are urged to carry liability insurance of \$300,000 or more per occurrence. A seat belt must be provided for each passenger. Trucks and pickups may not transport more persons than can safely sit in the passenger compartment. Owners furnishing private vehicles shall not accept reimbursement from passengers in excess of the cost of operating the vehicle.

### **Travel by Boat or Van**

PSD AR 3541.1

All travel by students whether traveling for activities or for curriculum activities, should be either by Alaska Airlines and its partners or by the Alaska Marine Highway System ferries or Inter-Island ferries. If short field trips or activity travel warrants the use of a smaller boat, the following criteria needs to be met before travel can take place:

- Along with the captain of the boat, the school district administration and coaches can make the decision to cancel the trip;
- Maximum weather conditions - no more than three (3) foot seas and winds of no more than 15 miles per hour;
- Cancellation of trip if temperature goes below 20 degrees:
- Temperature, tide change, and wind velocity will be taken into consideration;
- Captain will be at least 21 years and have experience transporting passengers and preferably be USCG approved;
- Captain will give a safety briefing before trip starts - demonstration of putting on life vests.

For road travel on field trips and activities, the following criteria needs to be met before traveling:

- With groups of students of 15 or more, a certificated bus will be required for transporting students
- With groups of less than 14, an 11-passenger van may be used to transport students or 14 passenger and 1 driver bus may be used

If possible, a certificated bus driver will be hired to transport students.

***Students will not be allowed to use their own vehicles for transporting other students on a school sponsored activity, however, parents may transport small groups of students if approved by the principal.***

### **TRAVEL, HOUSING and PER DIEM REQUISITION PROCESS**

Rosters for travel and per diem are to be submitted to the Business Office 7 (seven) calendar days prior to the actual date of departure.

Meal per diem rates is (established SY 2010):

Breakfast	\$8.00
Lunch	\$12.00
Dinner	\$20.00

Names of students or adults can be REMOVED from the submitted roster for Alaska Marine Highway reservations and Jet Boat Reservations. Names cannot be added after submission to the Activities Office (penalties from the ferry and air carrier apply) for Alaska Airlines Reservations due to restrictions. Example: If a student becomes ill and cannot travel, the team travels with one less person. Another person cannot be substituted unless the change is made three (3) calendar days before departure.

Changes can be made to hotels when on the road or before departure **only** after receiving approval from the Activities Director, Principal, or Superintendent.

The coach may submit a hotel preference; however, this does not guarantee placement at the requested facility. When checking out of a hotel, coaches must obtain a receipt, sign the receipt and submit it to the Business Office.

## APPENDIX I: COACH/SPONSOR ACKNOWLEDGEMENT

By signing this form, I acknowledge:

1. I have received the Petersburg School District's 2023-2024 Student Activities Handbook for Coaches and Sponsors. Additional copies are available on the district website.
2. I understand it is my responsibility to read the district handbook *and* the ASAA handbook and follow the stated philosophy, all guidelines, rules, regulations, and policies found in both documents.
3. I understand that there will be a review of my performance at the end of the season.
4. I understand that any health/medical information I learn about a student-athletes is to be considered private and confidential.
5. I understand that I will provide a copy of the following:
  - a. Alaska State Coaching Certification (NFHS)/Principles of Coaching
  - b. Current First Aid Card
  - c. Concussion Training Certification
  - d. Sudden Cardiac Arrest Certification

Coach/Sponsor Name (Printed) \_\_\_\_\_

Coach/Sponsor Signature \_\_\_\_\_

Date \_\_\_\_\_

## **APPENDIX II: LETTERING & PIN AWARDS**

At the completion of a sport/activity season students are awarded pins and in some cases a letter for their participation in an activity. Below are the requirements used for these awards. Some coaches and sponsors may have alternate as well as additional criterion in order for awards to be earned.

Letter "P" - For completion of 1<sup>st</sup> Varsity Activity. Student must complete the entire season in full.

Bar – A single bar is given for each year of completion of an activity. A short single bar is awarded for a Junior Varsity completion of a season. A long single bar is awarded for a Varsity completion of season.

Activity Pin – Given once during career at the completion of a student-athletes specific activity/athletic season. (i.e. Volleyball player completes season and will receive a volleyball pin).

Blue/Gold Star – All-Conference Honors

Gold Star – All State Honors

All-Academic (Lamp) – Given to seniors who have earned All-Academic honors at Region V Events.

Good Sport (Handshake) – Given to students who have earned the Region V Good Sport Award at Region V Events.

MGR. – Manager pin given to students who have completed a full season as a manger for a specific team. Given once.

CAPTAIN – Given to a student who has completed a full season and earned the honor of captain given by the Coach/Designee of the activity.

## **APPENDIX III: ALTERNATIVE EDUCATION PROGRAM & HOME SCHOOL STUDENTS ELIGIBILITY**

***A. To be eligible during a school semester for participation in interscholastic activities, a student must meet the following criteria:***

It is important to fully understand the definitions of alternative education program and accredited under the statute so that there is no confusion.

Alternative Education Program: The Association adopts the statutory definition, in AS 14.30.365 (c)(1), of "alternative education program" as a public secondary school that provides a nontraditional education program, including the Alaska Military Youth Academy; a public vocational, remedial or theme-based program; a home school program that is accredited, as defined In this section, a charter school authorized under AS 14.03.250-14.03.290; and a statewide correspondence school that enrolls students that reside outside of the district in which the student resides and provides less than 3 hours a week of scheduled face-to-face student interactions in the same location with a teacher who is certified under AS 14.20.020.

Accredited: For purposes of determining whether a home school program is "accredited" such as to qualify as an alternative education program herein, the State Department of Education and Early Development (DEED) has identified Cognia as the sole recognized body to accredit home school programs that have standards similar to Alaska's standards; the Association shall regard as "accredited" those home school programs that have been accredited by Cognia.

School of Eligibility: shall be the public school that, (1) based on the residence of the parent or legal guardian, the student would be eligible to attend were the student not enrolled in an alternative education program; or (2) at which the student requests to participate, if (A) the student shows good cause, as determined by the governing body of the Public School the student would be eligible to attend were the student not enrolled in an alternative education program and (B) the governing body of the school in which the student seeks to participate in interscholastic activities approves. Or, a religious or other private school regulated under this chapter that, (1) the student would be eligible to attend were the student not enrolled in an alternative education program; and (2) at which the student requests to participate, if the administrator of the school approves.

Alternative education program students must meet all ASAA and member school district eligibility requirements with the exception of regular attendance at the "school of eligibility." Schools which permit ineligible students to participate will be subject to penalty under ASAA Bylaws.

Students must physically reside within the attendance area of the school, or if not, have received approval of the school's governing body to establish the school as the "school of eligibility."

Students must be enrolled in grades 9-12 in an "alternative education program" as defined in AS 14.30.365.

Students must be enrolled in at least the minimum number of classes according to ASAA and school district enrollment requirements.

Students must meet or exceed ASAA's Semester Credit Rule for the immediate preceding semester, including the GPA requirement.

Students must not have transferred directly from a member school to start the school year (transfers may require a calendar year period of ineligibility for varsity level competition).  
Students must not have been enrolled in high school for more than eight consecutive semesters since first enrolling in ninth grade; and students may not compete in a specific high school sport or activity for more than 4 seasons.

Students will not turn 19 years of age on or before August 1.

In accordance with ASAA Bylaws, students must be amateurs in each sport and activity in which they want to participate.

Students must not have been recruited by a person who coaches at the “school of eligibility” or by another school representative.

In accordance with ASAA Bylaws, students must have submitted to a sport’s physical exam within the prior eighteen months and agree to provide a copy to the school.

If they are hockey players, students must be aware of the limitations on non-school participation during the high school under ASAA’s Dual Participation Supplemental Rule for hockey.

Students are aware of and agree to comply with ASAA’s “Play for Keeps” tobacco, alcohol and drug (TAD) education program.

Students are aware of and agree to comply with ASAA’s or the school district’s Concussion Awareness/Education/Management Program.

Students are aware of the risk of Sudden Cardiac Arrest.

It is recommended that the administrator explain to students that the statute does not guarantee that they will be chosen by coaches to fill spots on competitive teams.

***\*ASAA Checklist for Alternative Education Students shall be on file with the Petersburg School District’s Activities Office.***

**APPENDIX IV: DISTRICT SPONSORED TRAVEL**

<u>ACTIVITY</u>	<u>GENERAL BUDGET</u>
XC	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters). Required events due to budget projections in 2023-2024 may be limited to 2 Region 5 events and the Regional Championship.</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p> <p>*Fundraising may cover state competition expenses.</p> <p>*Region &amp; State Travel is limited to region number maximums and ASAA maximums.</p>
SWIM/DIVE	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters). Required events due to budget projections in 2023-2024 may be limited to 2 Region 5 events and the Regional Championship.</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p> <p>*Fundraising may cover state competition expenses.</p> <p>*Region &amp; State Travel is limited to region number maximums and ASAA maximums.</p>
VB	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters). Required events due to budget projections in 2023-2024 may be limited to 2 Region 5 events and the Regional Championship.</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p> <p>*Fundraising may cover state competition expenses.</p> <p>*Region &amp; State Travel is limited to region number maximums and ASAA maximums.</p>

WREST	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters). Required events due to budget projections in 2023-2024 may be limited to 2 Region 5 events and the Regional Championship.</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p> <p>*Fundraising may cover state competition expenses.</p> <p>*Region &amp; State Travel is limited to region number maximums and ASAA maximums.</p>
GBB	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters). Required events due to budget projections in 2023-2024 may be limited to 2 Region 5 events and the Regional Championship.</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p> <p>*Fundraising may cover state competition expenses.</p> <p>*Region &amp; State Travel is limited to region number maximums and ASAA maximums.</p>
BBB	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters). Required events due to budget projections in 2023-2024 may be limited to 2 Region 5 events and the Regional Championship.</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p> <p>*Fundraising may cover state competition expenses.</p> <p>*Region &amp; State Travel is limited to region number maximums and ASAA maximums.</p>
CHEER	<p>*Homecoming @ WRG &amp; Region V Tourney travel cost only.</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p> <p>*Fundraising may cover state competition expenses.</p> <p>*Region &amp; State Travel is limited to region number maximums and ASAA maximums.</p>

BASEBALL	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters). Required events due to budget projections in 2023-2024 may be limited to 2 Region 5 events and the Regional Championship.</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p> <p>*Fundraising may cover state competition expenses.</p> <p>*Region &amp; State Travel is limited to region number maximums and ASAA maximums.</p>
T&F	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters). Required events due to budget projections in 2023-2024 may be limited to 2 Region 5 events and the Regional Championship.</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p> <p>*Fundraising may cover state competition expenses.</p> <p>*Region &amp; State Travel is limited to region number maximums and ASAA maximums.</p>
SOFTBALL	CLUB ACTIVITY – ALL COST COVERED BY CLUB. NO FUNDS FROM GENERAL FUND
MS Activities	<p>*Priority will be given to the Stikine Tournament for travel if possible. Alternate event will be determined based upon location and date of event. Final determination will be done by Principal and/or designee.</p> <p>*MMS Season will be established by a set start date and end date.</p> <p>*MMS Activities Fees will be participants must pay the travel costs for the trip that they attend.</p> <p>*MMS Activities are limited to 1 (one) travel trip per season per year. If the activity is part of the Stikine Conference, that activity will travel to the Stikine Tournament unless other arrangements have been approved.</p>
MUSIC	<p>SE Honors Music:</p> <ul style="list-style-type: none"> <li>- Male &amp; female chaperone travel=Y</li> <li>- Per diems=Y, Sub=Y, Lodging=Y</li> </ul>

	<ul style="list-style-type: none"> <li>- Student Activity Fee=Y (\$100.00 during travel &amp; \$50.00 during hosting) Student Lodging=N</li> </ul> <p>Pep Band:</p> <ul style="list-style-type: none"> <li>- Male &amp; female chaperone travel=Y</li> <li>- Per Diem=Y, Sub=Y, Lodging=Y</li> <li>- Student Activity Fee=N, Student Covers all travel costs &amp; participation fees</li> </ul> <p>Music Fest:</p> <ul style="list-style-type: none"> <li>- Male &amp; female chaperone travel=Y</li> <li>- Per Diem=Y, Sub=Y, Lodging=Y</li> <li>- Student Activity Fee=N, Student Covers all travel costs &amp; participation fees</li> </ul> <p>All State Honor Music &amp; Band:</p> <ul style="list-style-type: none"> <li>- Male &amp; female chaperone travel=Y</li> <li>- Per Diem=N, Sub=Y, Lodging=Y</li> <li>- Student Activity Fee=N, Student Covers all travel costs &amp; participation fees</li> </ul> <p>Out-of-State Travel:</p> <ul style="list-style-type: none"> <li>- All cost associated with out-of-state is covered by student and ASB.</li> <li>- District does not cover any out-of-state chaperone travel.</li> </ul>
ART	<p>Region V Art Fest:</p> <ul style="list-style-type: none"> <li>- Male &amp; female chaperone travel =Y</li> <li>- Per Diem=Y, Sub=Y, Lodging=Y</li> <li>- Student Activity Fee=N, Student Covers travel costs &amp; participation fees</li> </ul>
NOSB	Tsunami Bowl (National Ocean Science Bowl) *Within Budget

	<ul style="list-style-type: none"> <li>- Male &amp; female chaperone travel =Y</li> <li>- Per Diem=Y, Sub=Y, Lodging=Y</li> <li>- Student Activity Fee=Y (\$175.00)</li> </ul> <p>*General covers all cost of up to 1 (one) team travel cost which is a total of 6 students.</p>
STATE TRAVEL	<p>Male &amp; Female Chaperone=Y</p> <ul style="list-style-type: none"> <li>- Per Diem=Y, Sub=Y, Lodging=Y</li> <li>- Student Participation Fee=Y, Student Covers travel, lodging, and transportation costs.</li> </ul>

MITKOF MIDDLE SCHOOL

<u>ACTIVITY</u>	<u>GENERAL BUDGET</u>
XC	<p>Cross Country:</p> <ul style="list-style-type: none"> <li>- Male &amp; Female Chaperone travel=Y</li> <li>- Per Diem=Y, Sub=Y, Lodging=N (GROUP HOUSING ONLY)</li> <li>- Student Activity Fee= \$50.00</li> </ul>
GIRLS, BOYS BASKETBALL  &  CHEER	<p>Girls Basketball, Boys Basketball, and Cheerleading</p> <ul style="list-style-type: none"> <li>- Girls Coach (1) = Y, Boys Coach (1) = Y, Cheer Coach (1) Y. In the event that another chaperone is needed for gender purposes, district will cover the transportation cost for that chaperone.</li> <li>- Per Diem=Y, Sub=Y, Lodging=N (GROUP HOUSING ONLY)</li> <li>- Student Activity Fee= \$50.00</li> </ul>

TRACK & FIELD	<p>Track &amp; Field:</p> <ul style="list-style-type: none"> <li>- Male &amp; Female Chaperone: Y</li> <li>- Per Diem=Y, Sub=Y, Lodging=N (GROUP HOUSING ONLY)</li> <li>- Student Activity Fee= \$50.00</li> </ul>
WRESTLING	<p>WRESTLING</p> <ul style="list-style-type: none"> <li>- Coach (1) = Y, In the event that another chaperone is needed for gender purposes, district will cover the transportation cost for that activity.</li> <li>- Per Diem=Y, Sub=Y, Lodging=N (GROUP HOUSING ONLY)</li> <li>- Student Activity Fee= \$50.00</li> </ul>
VOLLEYBALL	<p>VOLLEYBALL</p> <ul style="list-style-type: none"> <li>- Coach (1) = Y. In the event that another chaperone is needed for gender purposes, district will cover the transportation cost for that activity.</li> <li>- Per Diem=Y, Sub=Y, Lodging=N (GROUP HOUSING ONLY)</li> <li>- Student Activity Fee= \$50.00</li> </ul>
ROBOTICS	<p>ROBOTICS</p> <ul style="list-style-type: none"> <li>- Male &amp; Female Chaperone: Y</li> <li>- Per Diem=Y, Sub=Y, Lodging=N (GROUP HOUSING ONLY)</li> <li>- Student Activity Fee= \$50.00</li> </ul>

## APPENDIX V: FUNDRAISING GUIDELINES

**\*\*All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events\*\***

### Concession Fundraising

All fundraising events require that:

- All students involved have equal opportunity to participate
- At least 1 district employee is designated as a responsible adult sponsor
  - District employee will check out a cash box if needed.
    - Returned with at completed cash count form.
- Fundraising request filled out and approved by Activities Director.
- Sponsors will earn 1 share for every hour of time invested in preparation/planning of event. Max of 4 shares can be earned for preparation/planning.
- All money earned will be applied to the event. If students go over their amount needed, additional funds will be distributed to other participants based on need and determined by Administration.
- If a student has decided to not participate in event, they can determine who their shares are donated to and/or they can allow admin distribute funds based on need.
- Funds cannot be saved for future events and/or activities. Excess funds raised will not to be distributed in cash to students and/or families. These must be redistributed within the respective event to honor those who supported the event and student.

### **Recommendations for Concession Fundraising are:**

- Students will sign up for assignments based on approx. 2-hour long time slots
  - Recommended for standard concessions: 2 students 1 adult
- All students will earn a “share” for participation in the following
  - 1.5-2 hours of work time (set-up, serving and cleaning)
  - Parents can earn “share” for their student for 1.5-2 hours of work time
  - Shares for items donated (baked goods, groceries, etc.)
- All profits are divided equally based on number of shares earned
- Shares are divided at the end of all concession fundraising for the event. This provides the best opportunity for equity of participation and earning.
- Shares are divided after expenses are taken out (net fundraised amount)
- Shares are tracked on a spreadsheet and tracked by the district sponsor

**\*\*All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events\*\***

### SEAWEED

All fundraising events require the following:

- All students involved have equal opportunity to participate
- At least 1 district employee as a responsible adult sponsor
  - District employee will check out a cash box if needed.
    - Returned with at completed cash count form.

- Fundraising request filled out and approved by Activity Director.
- Sponsors will earn 1 share for every hour of time invested in preparation/planning of event. Max of 4 shares can be earned for planning.
- All money earned will be applied to the event. If students go over their amount needed, additional funds will be distributed to other participants based on need and determined by Admin.
- If a student has decided to not participate in event, they can determine who their shares are donated to and/or they can let admin distribute funds based on need.
- Funds cannot be saved for future events and/or activities. Excess funds raised will not to be distributed in cash to students and/or families. These must be redistributed within the respective event to honor those who supported the event and student.

**All students are encouraged to participate.** If students are unable to attend because they are traveling for another activity on the day of collection, family members can fill in and earn shares for them.

- Students earn 1 share for helping to collect the seaweed
- Students earn 1 share for having a vehicle and delivering
- Students can earn an additional “share(s)” for having other family members helping to collect seaweed, 1 “share” per working family member, up to 3 additional family members.
- Tracking is done on a spreadsheet. Students are responsible for signing up with activity sponsor(s) to let him/her know that they are planning to participate.
- The student also informs the sponsor(s) if they have a vehicle available to transport seaweed and how many family members will be there to help.
- On the day of collection, students are responsible for checking in with the sponsor to let him/her know that they are there, as well how many family members are there to help. This ensures that shares are distributed evenly.
- Failure to check in and verify with sponsor(s) may result in lack of shares. This is the student’s responsibility.

**\*\*All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events\*\***

#### **RAFFLE TICKETS**

All fundraising events require the following:

- All students involved have opportunity to participate
- At least 1 district employee as a responsible adult sponsor
  - District employee will check out a cash box if needed.
    - Returned with at completed cash count form.
- Fundraising request filled out and approved by Activities Director.
- Sponsors will earn 1 share for every hour of time invested in preparation/planning of event. Max of 4 shares can be earned for planning.
- All money earned will be applied to the event. If students go over their amount needed, additional funds will be distributed to other participants based on need and determined by Admin.
- If a student has decided to not participate in event, they can determine who their shares are donated to and/or they can let admin distribute funds based on need.
- Funds cannot be saved for future events and/or activities. Excess funds raised will not to be distributed in cash to students and/or families. These must be redistributed within the respective event to honor those who supported the event and student.

### Raffle Recommended Guidelines

- All money goes into the gaming account. **(required)**
- There are 200 tickets available to be sold.
- Tickets are divided into books of 5.
- **Each student has the opportunity to sell at least one book of tickets. Students will sign the spreadsheet/document indicating that they have received the tickets.**
- Once a student has sold their entire book of tickets, they must turn in the ticket stubs and money before receiving another book of tickets.
- No student may have more than one book of tickets at a time.
- Students/Families are financially responsible for tickets signed out.
- Money is distributed to students based upon the total money brought in minus the money out, tax required for gaming permit, and number of tickets sold. (net proceeds)
- Activity district sponsor with other sponsor(s) are responsible for tracking tickets in and out, collecting money for tickets turned in, as well as filling out deposit slips. Information is tracked on a spreadsheet.
  - Example -
    - $200 \times \$100.00 = \$20,000$
    - Monday-Thursday = \$300.00 (1 \$100.00 winner and 1 \$200.00 winner)
    - Friday = \$900.00 (1 \$100.00 winner, 1 \$200.00 winner, and 1 \$300.00 winner)
  - This year totals
    - There were 3 Fridays X \$900.00 = \$2,700.00
    - There were 9 weekdays X \$300.00 = \$2,700.00
    - $\$2,700.00 + \$2,700.00 = \$5,400.00$
    - $\$20,000.00 - \$5,400.00 = \$14,600$
    - $\$14,600.00 \times .01$  (raffle tax to be paid to the state) = \$146.00
  - $\$14,600.00 - \$146.00 = \$14,454.00$
  - $\$14,454.00$  divided by 200 = \$72.27  
\$72.27 goes into each student account for each ticket sold  
If a student sells 5 -  $\$72.27 \times 5 = \$361.35$  goes into their account.

**\*\*All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events\*\***

### COMMUNITY EVENTS

All fundraising events require the following:

- All students involved have opportunity to participate
- At least 1 district employee as a responsible adult sponsor
  - District employee will check out a cash box if needed.
    - Returned with at completed cash count form.
- Fundraising request filled out and approved by Activities Director.
- Sponsors will earn 1 share for every hour of time invested in preparation/planning of event. Max of 4 shares can be earned for planning.
- All money earned will be applied to the event. If students go over their amount needed, additional funds will be distributed to other participants based on need and determined by Admin.
- If a student has decided to not participate in event, they can determine who their shares are donated to and/or they can let admin distribute funds based on need.

- Funds cannot be saved for future events and/or activities. Excess funds raised will not to be distributed in cash to students and/or families. These must be redistributed within the respective event to honor those who supported the event and student.

**Community Events include any performance and/or activity specifically designed to raise funds i.e. Jazz Concert.**

- Students will sign up for time slots based on approx. 2-hour long slots
  - Requirements are based on identified need
  - Students are required to check in with event sponsor(s) to verify participation.
- All students will earn a “share” for participation in the following
  - 1.5-2 hours of work time (set-up, serving and cleaning)
  - Parents can earn “share” for their student for 1.5-2 hours of work time
  - Shares for items donated (baked goods, etc.)
- Students performing at the event will receive 2 “shares” per hour of performance
  - Up to a max of 4 “shares”
- All profits are divided equally based on number of shares earned
- Shares are divided after costs are taken out
- Shares are tracked on a spreadsheet and tracked by the district sponsor

**If tickets are sold by students prior to event as means of earning “shares”**

- Students will have the opportunity to sell tickets until the Monday before the performance/activity
- Tickets will be distributed equally to students participating
- Students/Families are financially responsible for tickets
- Unsold tickets will be returned on Monday before the performance/activity
- If sponsor(s) determine to open up ticket sales to community at local store, this will happen after students have the opportunity to sell first and available the week of the performance/activity starting on Tuesday.
- Students will earn 1 “share” for every ticket sold to the event.

**\*\*All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events\*\***

**OTHER EVENTS AND FUNDRAISING**

It is recognized there are long standing fundraising events who have their procedures for earning distribution. i.e. 50/50 raffles, Chicken Dinner, Shrimp Dinner, Luau, etc. These are guidelines and recommendations for school-based fundraising activities in order to create equal opportunity and equity in earnings for all students.

## APPENDIX VI: EXTRACURRICULAR PARTICIPATION DISCIPLINE CHART

### DISCIPLINE CHART -- EXTRACURRICULAR PARTICIPATION

Students involved in extracurricular activities may be subject to additional discipline during the school day in the event the student violates the any of the following items. This chart has been prepared to provide assistance; it should not be interpreted as absolute.

	next activity suspension (minimum)	suspension	suspension	1 year for each additional offense
A. Skipping class (missing whole class or leaving class w/o permission)	X			
B. Disrespectful & inappropriate behavior (including swearing)	X			
C. Harassment/bullying	X	X(*)	X(**)	
D. Sexual harassment	X	X (*)	X(**)	
E. Cheating	X			
F. Stealing		X(*)	X(**)	X
G. Vandalism	X	X(*)		
H. Fighting	X	X(*)		
I. Use, sale, purchase, possession of smoking tobacco	See TAD Information			
J. Use, sale, purchase, possession of smokeless tobacco	See TAD Information			
K. Use and/or possession of inhalants, alcohol or illegal drugs including controlled substance transactions while not under school jurisdiction or control	See TAD Information			
L. Use, sale, purchase, possession of inhalants, alcohol or illegal drugs, including controlled substance transactions while on school property, school trips, or otherwise under school jurisdiction or control	See TAD Information			
M. Verbal, physical assault, or bullying other students		X	X	X
N. Verbal, physical assault, or bullying school personnel		X	X	X
O. Possession or use of weapons, other than firearms				X
P. Possession or use of firearms, including explosives				X
Q. Trespassing	X	X(*)		
R. Inappropriate use of school equipment.	X	X(*)		
S. Tattoos or body piercing on school sponsored trip.		X(*)		

Key:

- A. A student classified as skipping a class is someone who attended classes previous to or after an unaccountable absence. An unaccountable absence is where the student is marked absent from a class, but has not notified the office that he/she is checking out of school, or is missing from class for more than 15 minutes.
- \* Fifty percent (50%) of the suspension will be forgiven if the student completes fifteen (15) hours of community service. The student will be allowed to practice during his/her suspension.
- \*\* Thirty percent (30%) of the suspension will be forgiven if the student completes twenty (20) hours of community service. The student will be allowed to practice during his/her suspension.

# MITKOF MIDDLE SCHOOL VIKINGS

[www.pcsd.us](http://www.pcsd.us)

School colors: Blue, White, and Black  
500 North 1<sup>st</sup> Street  
Petersburg, Alaska 99833  
Phone & Fax: 877-526-7656

## **Principal**

Brad King

## **Dean of Students/Activities Director**

Jaime Cabral

## **Student Support Services/Counselor**

Mariah Colton

## **Office Assistant**

Erica Thompson  
Marsha Sandhofer  
Nancy Curtiss

## **Certified Teaching Staff**

Rick Brock	Bridey Short
Hannah Smith	Mikalai Potrzuski
Dave Owens*	Carissa Cotta*
Beau Ward*	Casey Gates
Jon Painter*	Dustin Crump*
Lisa Adams*	Chelsea Corrao*
Rosal Concepcion*	Ioana Ward*
Jill Dolbeare*	Dino Brock

\*denotes staff member teaches in multiple buildings

Email addresses for all staff are as follows: firstinitiallastname@pcsd.us  
example: [rbrock@pcsd.us](mailto:rbrock@pcsd.us)

## **Superintendent**

Erica Kludt-Painter

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## ***Mission Statement***

The faculty, staff, and administration of Mitkof Middle School recognize the transitional nature as well as the intellectual, social, emotional, and physical needs of adolescents. We are committed to academic excellence in a safe environment that respects the rights of others and enhances individual growth and development. We are dedicated to the creation of a variety of interdisciplinary, active learning opportunities that prepare our students for continued school success and lifelong learning.

## ***School Mission***

**Petersburg Schools will advocate for continuous growth, promote a healthy environment and provide diverse educational opportunities where all students achieve.**

## ***School Goals***

The following goals were developed after collecting input from school staff, parents and the wider Petersburg Community. The Mitkof Middle School is dedicated to realizing the following goals:

1. Completion of all assigned work to satisfactory standard
2. Provide extra support for Math
3. Provide consistent discipline
4. Provide extra support for Reading

## ***Mitkof School Values***

Mitkof Middle School provides a positive learning environment that meets the unique and personal needs of our students. Building on basic skills acquired in the elementary school, students explore expanded curriculum while becoming more self-directed. This philosophy is accomplished through the development of:

1. A realistic and wholesome self-concept, as well as an appreciation of others
2. Basic academic skills
3. Exploratory activities and classes
4. Decision making and problem solving skills
5. Individual critical and creative thinking, curiosity, and inquiry
6. Personal pride, positive work attitudes, and a desire for success
7. Career awareness, lifelong learning, safety, consumer responsibilities, and leisure time activities
8. Supportive relationships among home, school, and community

## ***Activities/Athletics***

**Activity Calendar:** The middle school maintains an Activity Calendar on the school webpage. In addition to newsletters, a schedule of activities is found on this calendar. Please ensure the school secretary has a current email address to receive the school newsletter but don't forget to check the Activity Calendar on a regular basis. The calendar can be found at: [pcsd.us](http://pcsd.us)

**Activity Nights:** The middle school hosts Activity Nights throughout the school year. Middle school staff provide supervision during these nights to ensure a fun and safe environment. Access is limited to middle school students. Parents of middle school students are invited and welcome to attend. Students must be in attendance for the duration of the school day in order to attend activity nights. School policy is in effect at these nights as these activities are considered school functions. Activities are organized by the Student Council and include such things as: dance, gym time and other games and activities.

**Awards Assembly:** The middle school hosts an Awards Assembly at the end of each quarter to recognize the academic, attendance and behavioral success of students. The awards given include:

- Honor Roll for students with Proficient or Advanced academic standing
- Academic Achievement for students who raise their average grade by 10pts from one quarter to the next.
- Teachers often recognize other outstanding student achievement during these assemblies

Parents are always invited and welcomed to these assemblies. Please watch the middle school Activities Calendar to see when these assemblies will occur.

**School Yearbook:** Publication of the school yearbook is under the leadership of a designated teacher(s). Students who have an interest in art, writing, photography, and/or layouts are encouraged to request participation.

**Student Council:** The middle school has an active student government composed of classroom representatives and officers. They are involved in planning and conducting special events and taking part in school leadership and community service. Class nominations and elections are held at the beginning of each school year. Students may not have missing products and/or attendance issues to be a nomination for officer. All students are encouraged to participate in the Student Council election process. Members of the Student Council must have passing grades (C's or better) and regular attendance or may be removed from serving on the council.

**Other:** Other activities are made available to students throughout the school year. Examples such as school plays, geography bee, and spelling bee are a few.

### ***Activity Day Eligibility***

Students become ineligible for end-of-the-quarter activity days when they have a D or F in any class. Students with unserved detentions are also ineligible for Activity Day.

The school staff feels that academic support interventions are sufficient to help all students be able to participate in end-of-the-quarter activity days. However, if students fail to make use of these opportunities and complete all missing work, they will have the chance to participate in the next end-of-the-quarter activity day based on the completion of all assignments by the next end of the quarter deadline.

Students with outstanding assignments are ineligible for End-of-the-Quarter Activity Days. Students also become ineligible for end-of-the-quarter activity days when they receive a Tier 3 level behavior consequence or higher. Students and parents signed the Tier Behavioral Chart at the beginning of the school year. Students have this chart explained to them by the school staff on a regular basis. When a student receives a Tier 3 level behavior consequence for one quarter, they will have the opportunity to participate in the next end-of-the-quarter activity day based on their ability to avoid future Tier 3 level consequences in the next quarter.

### ***Middle School Athletic/Activity Eligibility***

Middle School Athletic/Activity Eligibility grade checks will be performed on a regular basis, ~~approximately every two weeks~~ throughout the school year. The dates for grade checks can be found on the district website, under Mitkof Middle School Activities, or in the Mitkof MS Office. Students that have earned D's or F's and those that possess missing products in any subject will be deemed ineligible to participate in school-sponsored extracurricular and/or athletic events for the ~~two-week~~ **(add) grade check** period. Students may regain eligible status by passing the next grade check that is scheduled. Students earning an "I" (incomplete) will remain ineligible until the incomplete is replaced with an A, B or C grade and/or products are completed.

The Superintendent or designee may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.

Students must attend all classes on the day of travel or activity, up to departure time for the event. If students leave in the early morning, or on a weekend or holiday, students must attend all classes on the last school day before departure. The principal, coach and athletic director may approve special circumstances requiring alternative student travel arrangements.

**Examinations for Student Athletes:** Students who wish to participate in school athletics shall present to school officials a physician's written certification dated within eighteen (18) months prior to participation in the activity, that they have been examined and are fit to participate in sports. Students shall also present to school officials, prior to participation, verification of responsibility for accident insurance coverage signed by the

parent/guardian. A parent/guardian who has no insurance coverage shall by signature accept full financial responsibility for injuries.  
AR 5141.3

### **Middle School Sports:**

Petersburg School District and Mitkof Middle School offers numerous activities for students to be involved in. We are fortunate enough to have great support from the community, teachers, and staff to advocate for student participation in extra-curricular activities. The following are the activities that MMS offers:

Cross Country (Boys and Girls) FALL

Basketball (Boys and Girls) FALL

Cheerleading (Boys and Girls) FALL

Wrestling (Boys and Girls) WINTER

Native Youth Olympics (NYO's) WINTER

Track and Field (Boys and Girls) SPRING

Volleyball (Girls & Boys) SPRING

All student-athletes will need to have submitted school activity forms, fees, and parental permission forms by specified date and time in order to be eligible. Student-athletes will also need to have met the grade requirements as set forth in the MMS Handbook and Activity Handbook.

Grades 7 and 8 are permitted one trip per activity. All participants who have met practice requirements, have no grades below a "C", and demonstrate positive citizenship and sportsmanship are able to participate in travel. Sixth grade students are permitted to travel in a school sponsored activity to Wrangell only within the activities of Basketball, Cheerleading, Wrestling, and Volleyball when activities are scheduled and available within budget parameters. If the school is unable to host a home event within the activities of cross-country, basketball, cheerleading, wrestling and volleyball, sixth graders may be permitted to travel to ensure one competitive event for all students. Sixth Graders will be permitted to travel with Track and Field due to the nature of the short season, one (1) meet scheduled in the region and inability to host a "home" event.

Students participating in middle sports must have a sports physical before they will be allowed to practice. Students that demonstrate poor citizenship as determined by the Superintendent or their designee may not be allowed to travel or participate in school-sponsored events.

**Club Sports:** A number of additional athletic activities are offered in cooperation with local organizations; however, these activities are considered club sports. Club groups work in association with the middle school to promote academics and behavioral standards especially where travel for competition is considered.

### ***Administering Medication***

Before a designated employee administers any prescription or over-the-counter medication to any student during school hours, or permits a student to self-administer asthma medication, the district shall have received: 1. A written statement from the student's physician or pharmacy label detailing the prescribed method, amount and time schedules by which the medication is to be taken, and 2. A written statement from the student's parent/guardian requesting the district to assist the student in taking the medication as prescribed by the physician. Medication shall be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's identification, name of the physician, and dosage of the medication to be given. The designated employee shall be responsible for the medication at school and shall administer it in accordance with the physician's indicated dosage schedule.

All medication shall be kept in a locked drawer or cabinet.  
AR 5141.21(a)

### ***Anaphylactic Injections***

Parents/guardians of students who may require emergency anaphylactic injections shall provide explicit written permission for authorized staff to administer such injections.

#### ***(Anaphylactic Injections cont.)***

All medication for injections shall be labeled with the student's name, medicine name, and expiration date. It shall be stored in a locked cabinet with easy access by authorized staff.  
AR 5141.21(b)

### ***Asthma Inhalers***

Parents/guardians of students who may require an asthma inhaler shall provide express written permission for the student to carry the asthma inhaler and to self-administer the medication. This authorization must verify that the student has sufficient knowledge and training to recognize the need for medication and how to administer the medication.

All inhalers shall be clearly labeled with the student's name, medicine name, and expiration date.

The student shall report each use of the asthma inhaler to his or her teacher and principal so that a record of administration may be kept.

Students are not permitted to share inhaler medication with any other student. Doing so will result in disciplinary action, up to and including, suspension or expulsion.

### ***Alcohol, Tobacco, and Drugs***

The school district unequivocally supports drug-free schools and disciplinary measures to assure that the schools stay drug free. Appropriate action will be taken to eliminate the possession, use or sale of alcohol, tobacco, and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for

the conduct and well-being of students. Students possessing, selling and/or using alcohol, tobacco, or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion. School authorities may search students and school properties for the possession of alcohol and other drugs. BP 5131.6(c)

For the purposes of this policy "tobacco" is defined to include tobacco in any form and/or any nicotine-delivering devices including but not limited to; cigarettes, vapes, vape cartridges, chewing tobacco, pipes, cigars, etc. BP 3513.3

## **Attendance Policy**

It's very difficult to learn when you're not in class. Students who have been absent are responsible for making up missed work without disrupting the flow of classroom activities. 8 Alaska Statute 14.30.010. (When Attendance Compulsory)

Tardiness and poor attendance affect children socially and academically. Students may feel awkward walking in late to a class, and other children will notice when a peer is absent in class to help with a project or collaborate in studying, for example. If a student's tardiness or attendance becomes disruptive to their education, a meeting will be scheduled to make a plan so that attendance will not continue to negatively impact your child's education.

**Absences due to vacations are discouraged. We hope you can make your vacation plans during any of the regular school vacation times.**

### **A. Absence**

Being absent from a class for more than 10 minutes may be considered an aggravated tardy. Students who will be absent for a prolonged time must complete a trip slip and submit to the office. There are three types of absence: excused, unexcused, and absent. ~~Valid reasons for an excused absence are listed below. Unexcused absences are those for which there is not a legal, excusable reason for the absence.~~ Valid reasons for an excused absence (E) are listed below. Unexcused absences (U) are those for which there is not a legal, excusable reason for the absence. Absent (A) reflects a parent removing a student from school without meeting the criteria for an excused absence.

### **B. HOME NOTIFICATION**

Attendance records are kept each period. Every effort is made to notify parents by phone when a student is absent and the school does not have prior notification. Parents are notified by letter when the student is in danger of failing due to absences.

### **C. TARDIES**

Tardiness is disruptive to the classroom environment and infringes on others' learning rights. Students are expected to be at their assigned learning stations on time. A "tardy" means the student was less than ten (10) minutes late for class. Students arriving to class more than 10 minutes late will be assigned an aggravated tardy which will have more discipline associated and may result in loss of credit on class assignments. ~~After one (1) tardy per quarter, students will be assigned a detention for each additional tardy. Habitual tardiness may result in additional consequences.~~ After three (3) tardies per quarter per class student, parent, and teacher will receive notification that each additional tardies for

that class, students will be assigned 30 minutes of detention with the teacher. Habitual tardiness may will result in additional consequences.

#### **LEGAL REASONS FOR AN EXCUSED ABSENCE**

1. Sickness, flu/communicable diseases, or other medical diagnoses. Students with ongoing and/or major illness and who are under the verified care of a doctor may be granted extra days for absence.
2. Communicable Diseases
  - a. Examples: strep throat, chicken pox, lice, pink eye, scabies, ringworm, impetigo, etc.
  - b. Students will be sent home if suspected of having a communicable disease and will be advised to remain out of school until properly treated or no longer contagious. Please check with your family physician to determine when your child may return to school. (Doctors note is REQUIRED)
  - c. Please notify the school any time your child is kept home for suspected contagious conditions. This will help us observe other students for signs and symptoms.
3. Fever or Diarrhea
  - a. If a child has a fever or diarrhea they need to stay home. If a child develops a fever or diarrhea while at school we will call his/her parent or guardian.  
**Students must be fever and diarrhea free for 24 hours before returning to school.**
4. Vomiting (due to illness)
  - a. Children may return to school 24 hours after the last vomiting incident.
5. School-sponsored activities; e.g., local and regional athletic events, AASG, etc.
6. Death in the immediate family, parents, grandparents, or siblings.
7. Students participating in Viking Swim Club or other sanctioned club sports.  
Absences must be prearranged with the proper forms through the attendance office.
8. Family trips or local, non-profit community organizations.
  - a. A trip slip must be on file in the high school office a minimum of three days before departure.

#### **ABSENCES REPORTING**

A note or a phone call by parent/guardian explaining daily absences is needed. Please call the main office by 8:15am at 877-526-7656, or you may call outside office hours and leave a message **you may call outside office hours and leave a message within the same day of absence.**

1. All absences are documented daily by staff and verified by the parent through a phone call or note. If we have not been notified by the time attendance is recorded in the office, we will call to verify the absence. This procedure ensures student safety.

If a student is absent for 5 consecutive days due to medical/illness, after communicating with school officials, we may request a doctor's note to excuse the absence. A "Release from School" form may be requested from the Petersburg Medical Center by a patient or patient representative at no charge.

*Please consult Petersburg Medical Center (or attending medical facility) and your insurance provider to predetermine medical costs. Petersburg School District is not responsible for medical charges associated with your child.*

2. If a student is going to be out of school for family trips or other personal reasons, a "~~Parent Request for Student Absence~~" **trip slip** needs to be filed in the office before leaving (with the exception of family emergencies.) ~~The students generally know this as a "trip slip" (which~~ **The trip slip** must be signed and turned into the office before all travel. Class work will be done according to the arrangements made ahead of time with individual teachers. Students need to take this form to their teachers a minimum of three school days prior to their absence. In order to receive credit for work missed, the student must have a signed trip slip and complete assigned work on time.
3. Step 1: After five (5) cumulative days of unexcused absences per quarter in the MS and semester in the HS, a letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.
4. Step 2: After ten (10) unexcused absences per quarter in the MS and semester in the HS, another letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.
5. Step 3: Students who have unexcused absences beyond 12 days per quarter in the MS and semester in the HS, parents will be notified by the school office to make an appointment with the principal and school counselor to assess any concerns, including medical that may be keeping the child from attending school on a regular basis so other supports or concerns can be addressed. This includes a doctor's verification and or other professional evaluations.

### **MAKEUP WORK**

**See page 19 for make up work policy.**

~~Students are responsible for any missed work when they are absent. The student needs to confer with the teacher and get the assignments missed. Makeup work due dates are to be arranged between the teacher and student, before the absence if possible. If work is not turned in during the agreed upon time frame, a "0" will be placed in the grade book for those assignments.~~ Unexcused absences may result in reduced or no credit for assignments that were assigned or due on the date of the student unexcused absence(s). Teachers will ensure that students will have access to the information to allow the opportunity for learning to continue.

If you feel there are extenuating circumstances, a parent/guardian has the option of the appeal procedure, starting with the teacher.

**Out of School Suspension.** Daily work is to be handed in the day OSS students return to school. All of their assignments are posted on the teacher's web site. Work not handed in on time turns into a "0".

### **CHECKING OUT**

Parents are advised to call the school on the morning of a student's absence, if possible. Please call the main office by 8:15am at 877-526-7656, or you may call outside office hours and leave a message. Notification will enable the teacher to plan makeup work, to know approximately how long the student will be absent, and to arrange to send assignments home.

Students who leave school grounds for any reason, including students leaving on a school-sponsored trip, are to check out through the office. Returning students must check in to the office before re-entering class. Failure to check out through the office will result in disciplinary action.

The middle school maintains a “closed campus”. Students are only permitted to leave the campus during the school day when signed out by a parent. This includes lunchtime.

### ***Awards Assembly***

An awards assembly is held following the end of each quarter of school. The assembly will be scheduled and posted on the Middle School Activity Calendar. Awards given during this assembly include: Honor Roll, ~~Perfect Attendance~~, **No Tardies**, and Academic Achievement. Other quarterly achievements are also recognized during this assembly. Parents are encouraged and welcomed to attend.

### ***Band***

Band is required for all 6<sup>th</sup> grade students. Band is an elective for 7<sup>th</sup> and 8<sup>th</sup> graders.

### ***Bullying/Harassment/Threats***

Bullying will not be tolerated. Examples or types of bullying (directly or indirectly) may include, but are not limited to: physical, verbal, emotional (psychological), sexual. Allegations of bullying shall be promptly investigated, giving due regard to the need for confidentiality and the safety of the victim and/or any individual(s) who report an incident(s) of bullying to a teacher, counselor, or principal. An individual has the legal right to report an incident(s) of bullying without fear of reprisal or retaliation at any time.

***Harassment:*** Harassment, intimidation and bullying disrupt a student’s ability to learn and a school’s ability to educate. Students are expected to demonstrate positive character traits and values. Conduct and speech must be civil and respectful in order to promote harmonious and courteous relations in the school environment.

Students are prohibited from engaging in any form of harassment, intimidation, or bullying while on school property, on school buses, at the bus stop, or at school-sponsored activities or functions. Students who engage in such acts are subject to appropriate disciplinary action, up to and including suspension or expulsion. BP 5131.43(a)

Conduct that does not rise to the level of harassment, intimidation or bullying may still be prohibited by other policies or rules. BP 5131.43(c)

Reporting Harassment: Students or staff members who have witnessed or have reliable information that a student has been subjected to harassment, intimidation or bullying should report the incident immediately to the principal or his/her designee, who shall promptly initiate an investigation. **The STOP It reporting system is a confidential option for reporting.** The investigation shall include an assessment of what actions should be taken, as appropriate, to protect the student who has been found to be the victim of harassment,

intimidation or bullying. Such actions may include the provision of support services necessary to permit the student to feel safe and secure in attending school. BP 5131.43(c)

The principal or designee shall by telephone and in writing notify the parents or guardians of the students involved of the alleged harassment, intimidation or bullying incident. The notice shall advise individuals involved of their due process rights.

At the conclusion of the investigation, the principal shall take such disciplinary action deemed necessary and appropriate to end the misconduct and prevent its recurrence. The principal will act in accordance with the student conduct code,

Incidents of harassment, intimidation or bullying that involve criminal activity shall be reported to law enforcement.

**False Reporting Harassment:** Students and staff who knowingly or willfully make a false report of harassment, intimidation or bullying, or provide false information in connection with an investigation, will be subject to disciplinary action up to and including suspension/expulsion for students.

**Retaliation Prohibited:** Retaliation or reprisal against any person who reports an incident of harassment, intimidation or bullying, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in suspension or expulsion of offending students.

*All information regarding Reporting of Harassment to Retaliation Prohibited referenced in AR 5131.43(b)*

**Cyberbullying/Harassment via Technology:** The district's computer network, including access to the Internet via that network, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. Users are responsible for the appropriateness of the material they transmit over the system. All forms of harassment, intimidation or bullying over the network, commonly referred to as cyberbullying, are prohibited. Cyberbullying also includes, but is not limited to, other misuses of technology to harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs.

Students and staff who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and a report made under this policy.

In situations in which the cyberbullying originated from a non-school computer, but is brought to the attention of school officials, disciplinary measures may be imposed provided the cyberbullying and/or Internet threats:

1. Contain threats of violence against staff members or students;
2. Threaten vandalism to school property;
3. Suggest or advocate physical harm to staff members or students; or
4. Create a significant disruption to the school's educational mission, purpose and

objectives.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for those committing acts of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.

BP 5131.43(b)

***Threats of Violence:*** Students should be educated in an environment that is free from harm and threats of harm. Threats of violence or death are prohibited. Students shall not make any threats, suggestions, or predictions of violence against any person or group or to the school building, whether made orally, in writing, or electronic means. No threat of violence will be considered a joke. Any bomb threats or threats of violence or death, whether or not made during school hours or on school grounds, shall result in immediate disciplinary action, up to and including suspension and/or expulsion. All students shall report any and all threats of violence, including jokes and threats of suicide, by reporting the threat to a teacher or school principal, who in turn reports it to the Superintendent. The right is reserved to hold the student responsible for any costs and/or damages incurred by the District because of a threat. BP 5131.42

### ***Bus Conduct***

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. BP 5131.1

### ***Curriculum***

The curriculum at Mitkof Middle School has been designed to meet the unique needs of our students. Students are assigned seven classes each day. Four assigned classes are in core subjects. The remaining three classes consist of exploratory subjects.

All students are required to take the school's four core courses each year. The core middle school subjects include: Math, Science, Language Arts, and Social Studies. VHS (Virtual High School) can be available on a limited basis for students seeking additional practice in subjects.

Exploratory classes are designed to engage student interests. Student exploratory schedules may be adjusted as required to address either academic or behavioral requirements. Also, exploratory classes are intended to meet the needs of specific grade levels. Exploratory programs include:

- Physical Education for all grade levels
- Careers for all grade levels
- Band for all grade levels
- Computer Literacy for all grade levels
- MS Introduction for sixth grade
- Robotics for sixth grade
- Spanish for seventh grade
- Art for seventh grade
- Health for eighth grade
- X Tech for eighth grade

- Exploratory classes provide opportunity for programs from local organizations

## ***Discipline***

The school is responsible for students' safety and welfare in school and during school-sponsored functions; therefore, students are subject to school discipline during these times. It is expected that Mitkof Middle School students will conduct themselves as responsible citizens and make an effort to achieve excellence in their studies.

Students may be disciplined for behavior, prohibited by student discipline rules, that occurs off campus if the behavior is either related to school or school activities or is likely to affect safety, welfare or disrupt the educational process in the District.

By law, students caught possessing a firearm must be expelled for no less than one calendar year. Students caught possessing a deadly weapon must be suspended for a minimum of 30 calendar days.

Knives/blades are coded under two different categories, one for blades 2 1/2 inches and longer (code 7) and one for knives/blades less than 2 1/2 inches (code 27). Any knife/blade coded as a 7 is considered a deadly weapon and must result in a mandatory 30-day suspension.

## **In-School Suspension (ISS)/Detention**

In-school suspension or detention may be assigned by the principal or designee. Detention and In-school suspension will be assigned according to behavioral chart description (See Appendix Discipline Chart).

## **Reporting to Law Enforcement**

In addition to subjecting a student to discipline, any crime committed by a student while at school, on school grounds, or during any school sponsored activity on or off campus shall be reported to law enforcement. Criminal proceedings are independent of actions taken by the School District. The District may impose discipline for misconduct regardless of whether criminal charges are filed or a conviction is obtained. BP 5144(b)

## **Academic Intervention**

At Mitkof Middle School, we are concerned about each student's academic achievements. Academics are only a part of the student's whole education, but habits, grades, and study skills can greatly affect a student's opportunities in the future. The Academic Intervention Plan addresses steps to be taken to ensure students are maximizing their academic opportunities.

### **Tier 1**

Support for all students

- OPTIONAL after school work time in teacher classrooms or library
- Grades are monitored by student, parents, and teachers using Powerschool

**Grade Check:** If a student has a D or F at the grade check at each mid quarter or quarter end they advance to Intervention Tier 2.

### Tier 2

- The school teacher contacts the parent/guardian.
- Students have to stay after school in a teacher's classroom.
  - Monday-Thursday 3:00-3:45
  - If a student skips or does not attend an after-school session they will receive a morning with the teacher in order to compensate for the missed session. Consequences will escalate for unresolved missed sessions. detention and consequences will escalate for multiple skips.
  - Once the student is passing all core classes and maintains that status for one (1) week, they will be exited from academic support. Once the student is passing all core classes, they still have to stay after school to receive academic support until the end of the quarter.
  - Students cannot attend any after school activities before 3:45 until they are off Tier 2.

**Grade Check:** At the end of the next quarter or midquarter, students who have A, B, or C in all core classes return to Tier 1. Students who continue to have a D or F advance to Intervention Tier 3.

### Tier 3

- The school teacher contacts the parent/guardian.
- Students continue to stay after school in a teacher's classroom as in Tier 2.

AND
- School staff will assign intensive interventions based upon need. Possibilities include:
  - Replaced classes with Individual Learning Program
  - Mandatory Schedule change to add a Supported Study Period
  - Saturday School work time to complete missing or low scoring assignments

**Grade Check:** ~~Students on Tier 3 have a grade check every two weeks.~~ If a student has D or F grades in a core class at this grade check, they advance to Intervention Tier 4. At the end of the next quarter or mid quarter, students who have A, B, or C in all core classes return to Tier 2.

### ~~Tier 4~~

- ~~● The school contacts the parent/guardian.~~
- ~~● Students will continue with all Tier 3 interventions.~~
- ~~● Students will have a mandatory Saturday school work time with an individualized plan to complete missing or low scoring assignments to raise their grade.~~

**Grade check:** ~~Students on Tier 4 will continue to have a grade check every two weeks to determine if they need the Tier 4 intervention or remain at Tier 3.~~

### ~~Tier 5~~–Tier 4

- The school teacher contacts the parent/guardian.
- Students continue to stay after school in a teacher's classroom as in Tier 4-3.
- Tier-5 4 intervention is Summer School to help students complete units of study from core classes that were not passed during the school year.

## ***Dress and Grooming for School***

The dress and grooming of students shall not be disruptive of the educational activities and processes of the school. BP 5132

1. Shoes shall be worn.
2. Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt.
3. Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn. Underwear/Undergarments shall not be visible.
4. ~~Head coverings are not to be worn in the middle school.~~ Head coverings shall not be worn in the auditorium **and/or assemblies**, and may be worn at staff discretion in classrooms ~~and at assemblies.~~ **Religious Head coverings worn for religious reasons are allowed. as long as they do not disrupt the educational setting.**
5. **Mini skirts, mini dresses, and shorts shall be no shorter than the individual's mid-thigh. Destruction jeans shall not reveal skin above the individual's mid-thigh. Hemlines shall be no shorter than mid-thigh.**
6. Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school, shall not be worn.
7. Leggings and yoga pants, when worn, cannot allow more of the wearer's body to be seen than when wearing jean-like material, must be completely opaque, and of a material substantially thicker than tights.
8. **In the event of a dress code infraction, clothing will be provided in order for the student to return to class. Alternative clothing that meets the dress code may be brought to the student.**

## ***Due Process***

Students and their parents have the opportunity to request a conference and/or hearing if they are dissatisfied with the imposition of a disciplinary action. Definition of the various disciplinary actions, and the authority and grounds for imposing discipline are specified in the school board policy manual. Reference BP 5144.1 (a)

1. For the sanctions of ISS and/detention the student will have the opportunity to explain his/her conduct to the principal. A conference/hearing with the principal should occur as soon after the incident as possible. There is no appeal beyond the principal for ISS or detention.
2. For the sanctions of suspension from extra-curricular activities and/or short-term school suspension (less than 10 days), the student will normally have the opportunity to explain his/her conduct to the principal prior to imposition of the sanction. An informal hearing will be held within 24 hours, if possible.
3. An extra-curricular suspension shall not be postponed while awaiting an appeal hearing. Under certain circumstances, the principal may order a short-term suspension to begin before an appeal hearing. The appeal hearing will be held as soon as practical after short-term suspension begins.
4. Students/parents dissatisfied with the imposition of discipline following a hearing with

the principal may request a hearing before the superintendent by submitting a written request within one (1) school day of the imposition of discipline. Commencement of short-term suspension shall be deferred until after the superintendent hearing.

5. Students/parents dissatisfied with the imposition of discipline following a hearing with the superintendent may request a hearing before the school board, by submitting a request within three (3) days of the superintendent's decision. Commencement of short-term suspension shall be deferred until after the Board's hearing. The hearing shall be held no later than the next regularly scheduled Board meeting. The Board shall issue a written decision within seven (7) school days of the hearing date. Complete hearing rules and timelines are outlined in school board policy manual.

6. The sanctions of long-term suspension and/or expulsion may be ordered only by the school board after a formal hearing. Formal hearing procedures are specified in the school board policy manual. Re-admittance to school is contingent upon the Board's satisfaction that the cause for long-term suspension or expulsion has been remedied.

All procedures in the school policy manual are the minimum standards for imposing discipline. More formal procedures may be invoked under special circumstances.

### ***Electronics***

Students may not use personal laptops, ebooks, pads or any mobile device that sends or receives a signal without prior approval from the technology director or principal.

Student cell phones are not allowed in Mitkof Middle School, and, if a student chooses to bring a personal cell phone, ~~it must be kept in the student locker~~, out of sight during the school day. At no time may students create a hot spot or tether devices; the school network must be used at all times in accordance with the Children's Internet Protection Act. Students must surrender personal electronic devices, including cell phones, to a PSD staff member if they are seen or heard during the school day. The return of personal devices may require parent permission or meeting, depending on each respective situation.

### ***Emergency Contact Information***

To facilitate immediate contact with parents/guardians on such occasions, the Board requires parents/guardians to furnish the schools with the current information specified below:

1. Home address and telephone number.
2. Parent/guardian's business address and telephone number.
3. Name, address and telephone number of a relative or friend who is authorized by the parent/guardian to care for the student in cases of emergency when the parent/guardian cannot be reached.
4. Local physician to call in case of emergency. BP 5141(a)

### ***Fire Drills***

Required fire drills are held monthly during the school year.

**SIGNAL:** A continual sounding of the fire alarm is the signal to exit immediately.

**PROCEDURE:** Upon hearing the alarm, rise and leave the room briskly and in an orderly

way. Form a line and file outside the building according to the instructions of the teacher. When outside, be alert to further instructions so that fire lanes may be kept clear. Return to class at a signal from the principal or teachers.

### ***Gun Free Schools***

By state law, any student who is determined to have brought a gun or other firearm to a school in the district shall be expelled from the district for a period of not less than one year. The Board may, on its own initiative or on the recommendation of the Superintendent, modify the expulsion requirement on a case-by-case basis.

The term "firearm" means a firearm as defined in Section 921 of Title 18 of the United States Code and includes bombs and other incendiary devices. The term also includes parts from which a firearm may be assembled.

### ***Homework Policy***

All assignments including classwork, projects, quizzes, and tests are covered in this policy. Assignments are designed with a specific instructional purpose in mind, such as: preparation, practice, extension, and/or creativity. It is essential for students to demonstrate proficiency by meeting a minimal standard on all assignments. *Practices* are assignments that reinforce taught curricular skills whereas *Products* assess learning benchmarks within each class. Teachers will establish a grading policy for their class and inform students and parents at the beginning of the course. ~~*Practices* are worth 30% of a student's overall grade and *Products* are worth 70%. All practices must be completed before retaking a test. When retaking failed products, the first retake is worth a maximum of 80% and a second retake is worth a maximum of 70%. The maximum grade on practices for a late or failed assignment is 70%. Missing/failed products may be retaken within one week and students have two days to contact their teacher to schedule a retake. Three missing practices lead to mandatory after school work in that teacher's classroom.~~ Students are welcome and encouraged to stay after school to get help with their work.

### ***Lockers***

Lockers are school property. Lockers may be opened and inspected by school officials without student permission. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Items in a locker are the student's responsibility, and they need to make sure to keep their belongings locked up and secure in their locker. The school is not responsible for items that are lost or stolen out of lockers. Students are not to jam the locks or in any way permanently alter the locker.

### ***Make-up work***

Students are responsible for any missed work when they are absent. In the event the student is absent for illness, the student needs to confer with the teacher, either via email or on the first day returning to school, to create a plan for learning and to get the assignments missed. For pre-arranged absences i.e. Family trip, activity trip, etc., make up work is due upon return to school unless previously arranged with teacher. If work is not

turned in during the agreed-upon time frame, a "0" will be placed in the grade book for those assignments.

~~Following an absence, a student is expected to talk to the teachers to find out about missing assignments. It is the responsibility of the student to complete these assignments in the allotted time in order to receive full credit. Make-up work for a planned absence needs to be obtained from the teacher prior to the absence.~~

### ***Middle School Activity Calendar***

~~The activity calendar for the middle school is found on the middle school web site. The URL for the Petersburg School District web site is: [pcsd.us](http://pcsd.us)~~

### ***Non-Discrimination Policy***

Petersburg School District does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology education programs.

Petersburg School District complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law. Any questions or concerns about Petersburg School District's compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

For more information regarding accommodations, civil rights or grievance procedures, contact: Superintendent Kludt-Painter at (877) 526-7656, Petersburg School District, 201 Charles W. St., PO Box 289, Petersburg, Alaska, 99833.

Petersburg School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

### ***PBIS***

PBIS (Positive Behavior Interventions and Supports) is a school-wide, proactive approach, which emphasizes the instruction of social skills, data-based decision making, and the prevention of problematic behavior. While fostering positive behaviors and interactions, PBIS also improves academic performance.

The most important part of PBIS is teaching expected behaviors. This is accomplished by utilizing a school-wide matrix of behaviors, which encompasses the three main expectations of Petersburg School District -- Be Safe, Be Respectful, and Be Responsible.

## ***Physical Education and Athletics Health Restriction***

A student who has been removed from participation in physical education class, an athletic practice or game for serious physical injury or medical condition by a supervising adult (i.e. coach, parent, athletic director, etc.) may not return to play until the student has been evaluated, diagnosed and cleared for participation by a licensed practitioner, which may be:

1) A health care provider licensed in Alaska, or exempt from licensure under Alaska law (AS 08.64.370(1), (2), or (4),

OR

2) a person acting at the direction and under the supervision of a physician licensed in Alaska, or exempt from licensure.

If your child has a diagnosis that may restrict or limit his/her activities in physical education, then your child's doctor must fill out a Release From School form and have it submitted to the school office at the beginning of the school year or prior to the beginning of the next school day. The doctor must specify the amount of time this form is valid. Note that a student who is unable to participate in physical education is not able to participate in interscholastic sports and may be excluded from certain field trips.

The following health conditions may require a completed Release From School form:

- Asthma
- Heart Conditions, including murmurs
- Orthopedic problems
- Cerebral Palsy
- Seizure Disorder
- History of head injury, dizziness and/or fainting
- Any other disease/illness that may restrict physical activity.

During the school year, your son/daughter may sustain an illness or injury that will require your child to be excluded or restricted from participating in physical education and interscholastic activities. All notes from a medical professional or parent must be brought to the school office for your child to be excused from gym. Petersburg School District limits parent excuses to 3 days for each quarter in the MS and 3 days per semester in the HS. Students requiring more than the above exclusion/restriction must bring in a doctor's note to be excused (see above). Additional excused days of physical education may be required to be made up with the PE teacher.

Parents who are a licensed practitioner cannot excuse their own child, as legal documentation must come from a third party medical professional.

## ***PowerSchool***

Mitkof Middle School provides parents and students access to current grades and attendance through the Internet. Access your information at: <http://27.237.243.14> or

<http://24.237.243.14> For security purposes, parents and students are assigned unique user names and passwords for each individual student at MMS. To receive your ID and password, please contact the middle school office.

### **Report Cards and Grading System**

Report cards are sent home at the end of each quarter (nine weeks). In addition, midterm report is sent home midway into each quarter. Parent teacher conferences are held as designated in school calendar. Additional parent conferences can be arranged as needed. Parents are encouraged to speak with their child's teachers frequently. Our grading system is as follows:

A	Excellent
A-	
B+	
B	Above Average
B-	
C+	
C	Average
C-	
D+	
D	Below Average
D-	
F	Failing
P	Passing
W	Withdrawal
I	Incomplete
NG	No Grade

An incomplete is given only when a student's work is not finished because of illness, other excused absence, or by teacher request to take additional time to assess the student's achievement level. If not made up within two weeks after the end of the term, an incomplete will be assigned a grade that indicates the student's completed progress during that term. Students shall be graded Pass/Fail only for study skills classes, ~~classes in which they serve as student aides, or other elective/exploratory classes not considered core to the Mitkof Middle School educational program.~~ A No Grade is assigned only with counselor and principal approval. (AR 5121)

### **Safe Schools and Crisis Response**

Students need to feel safe within their school. The District has a crisis response plan. Procedures are in place for a response to threats of attack, shooting in the school and hostage situations as well as other dangerous situations, including a death. The response team consists of staff, parents, students, police, clergy, and social service professionals.

Students who are aware of plans that would endanger any member of the school community or school property should contact the principal or Superintendent immediately to let them know about the situation.

A student should never hesitate to contact school officials or Crime Stoppers (772-7463) with knowledge concerning threats towards another student, staff member or the school buildings. What one student may believe to be an insignificant threat could, in actuality, be the only information known to prevent a tragedy. Students sharing information with school officials can know that their efforts will be respected and valued even if the threat proves to be uneventful.

### **Lock Down Drills**

Lock down drills are also held periodically during the school year. This is done so that students learn how to respond quickly to any disaster in which students need to remain in school for safety reasons.

*SIGNAL:* A repeating two-toned sounding of the alarm is the signal for students to quickly enter the nearest classroom.

*PROCEDURE:* Once within the classroom, students should follow the teacher's directions for lock down procedures.

### **School Safety and Discipline Policies**

This School Safety and Discipline Policy has been prepared by the school with the input of the larger school community over an extended period of time. It contains information the school wants students to know about their rights and responsibilities.

Student success is very important to teachers and the principal. "Success" can mean a lot of things. It is much more than passing classes and graduating from high school. It begins with learning to work with and respect others. It means respecting your culture and your community. Most importantly, it means respecting yourself. Most of the school rules are related to respect for other people and for the rights of other people.

This policy begins with the descriptions of the rights that students have. Those rights are to be honored and protected. It continues with a description of student responsibilities. Those responsibilities will also be upheld. If you have questions or concerns, talk to your teachers or your principal. They are there to help you with problems that arise.

### **Search and Seizure**

Because lockers are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to student health, welfare or safety emanate from the locker.

For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular, announced basis. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Notice of this policy shall be given to all students when lockers are assigned. Notice will also be posted in prominent locations throughout the school.

Authorization to search is specified in BP 5145.12(b)

Any district administrator may search a student's clothing, possessions and/or automobile on school premises if the administrator has reason to suspect that a student possesses contraband.

The superintendent may authorize a district employee to request a drug test from a student, if the employee has reasonable cause to suspect that the student is under the influence of alcohol or a controlled substance not prescribed as required by law. A student's failure to comply upon request pursuant to this policy may be used as evidence against the student in a disciplinary proceeding or may subject the student to other sanctions by board policies and school rules. BP 5145.12 (Search and seizure) does not authorize any school employee to conduct a strip search of a student.

Contraband discovered in the course of a search shall be seized. If the seized item is not illegal to possess, but is prohibited on school grounds, the item shall be returned to the student's parent(s) or guardian at the end of the school day. If the item is illegal to possess, the Superintendent may direct that the item be surrendered to the police.

A reasonable attempt will be made to notify the student's parent(s) or guardian before a search has taken place, if practical. If prior notification is not practical, a reasonable attempt will be made to notify the student's parent(s) or guardian after a search has taken place. The notification shall include the reason for the search and the nature of any contraband discovered.

### ***Sexual Harassment***

The Board shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action.

Students or staff should immediately report incidences of sexual harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person. BP 5145.7(a)

### ***Student Fees***

Students are responsible for any damaged books or supplies on loan. A student activity fee is required for each sport in which a student participates in which they travel, with a reduced activity fee for activities/grades in which students do not travel. ~~If district finances are not enough to support MS activities, parents may be required to pay the full cost of each trip for their student to compete.~~ Each student must pay \$10 yearly for ASB, which contributes to the many events that student government organizes for the student body. An optional fee for an annual yearbook can also be paid at the beginning of the year. Students who check out a PSD laptop will be required to pay the insurance fee annually.

## **Student Information Release**

### **Release of Information to military recruiters**

The federal Elementary and Secondary Education Act requires all local education agencies to provide to military recruiters, upon their request, the name, address and telephone number (including unlisted number) of secondary school students. Although military recruiters focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from the broad category of "secondary" students, defined as students in grades 7 through 12. If any secondary student or the parent/guardian of a secondary student does not want the District to provide the requested information to military recruiters, the secondary student or the parent/guardian must "opt out" of providing such information by submitting a signed, written request to this effect.

### **Institutions of Higher Learning information release**

The Every Student Succeeds Act of 2015 (ESSA) requires all local education agencies to provide to institutions of higher education, upon their request, the name, address, and telephone number of secondary school students. Although post-secondary institutions schools focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from secondary students. If any eligible student (18 years of age) or the parent/guardian of a secondary student does not want the District to provide the requested information to institutions of higher education, the secondary student or the parent/guardian must "opt out" of providing such information by submitting a signed, written request to this effect.

### ***Student Rights, Responsibilities and Grievance Procedures***

School rules have been made to protect every student's right to learn. If a student breaks a school rule, it means they are interfering with the right of others to learn. Remember that a lot of thought has gone in to making school rules. They have not been made to upset students or to make adults happy. They are there for student protection!

All school rules are related to law that guarantees a free, public school education to all people ages seven through sixteen. No one can take that right away from students without a good reason. Such "good reasons" are related to behavior. If students behave in a way that endangers other people, their right to a free education can be taken away. Also, if students interfere with the education of others, their rights can be taken away.

Principals and teachers have the responsibility to keep the school safe and secure. Students have the responsibility to always behave in a safe and secure manner. When student behavior is not responsible, consequences result.

If there are any questions relating to student rights, contact the principal. Petersburg Schools are committed to providing an effective means for parents and the community to voice concerns and complaints. In general, the complaint should be received and addressed at the level closest to which the complaint originated. For example, if it involves a teacher, first talk to that individual. If you are still concerned, talk with the principal. Then if you are still concerned, make an appointment to talk with the Superintendent.

A grievance as defined herein is a written complaint, registered by identifiable individuals,

involving an alleged violation of the Federal laws or regulations governing Title IX, Section 504, and Title II by the local educational agency. A grievance is a formal complaint regarding specific decisions made by school personnel. A grievance may be submitted in specific circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted, or violated. Any claims of discrimination on the basis of race, color, national origin, sex, pregnancy, religion, age, or disability also may be submitted as a grievance.

The Petersburg School District recognizes that in accordance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, a procedure is required whereby parents, employees and students can be assured of a prompt and fair disposition of their grievances.

A grievance must be filed as soon as possible but no longer than 30 days after disclosure or discovery of the facts giving rise to the grievance. A student who has a grievance must provide the following information in writing to the principal:

- The name of the school district employee or other individual whose decision or action is at issue;
- The specific decision(s) or actions at issue;
- Any board policy or law that the parent or student believes has been misapplied, misinterpreted, or violated; and
- The specific resolution desired

The right to file a complaint shall be afforded to any parent, employee, and/or student, and the general public and shall begin with a written statement by said parent, employee, and/or student alleging a violation of the Federal law or include, as a minimum, the following information:

- a. the name and address of the party or parties alleging the violation, and
- b. a description of the alleged violation of the Federal law or regulation by the local educational agency.

Persons who desire to register complaints relative to Title IX of the Educational Amendments of 1972 should direct these complaints or other inquiries to the Title IX Coordinator at:

Petersburg School District  
Superintendent's Office  
P.O. Box 289  
Petersburg, Alaska 99833  
Tel: (877) 526-7656  
Email: [exec@pcsd.us](mailto:exec@pcsd.us)

Persons who register complaints relative to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 should direct these inquiries to the Section 504 Coordinator of the ADA Coordinator at:

Petersburg School District  
Superintendent's Office  
P.O. Box 289  
Petersburg, Alaska 99833  
Tel:(877) 526-7656  
Email: [exec@pcsd.us](mailto:exec@pcsd.us)

Upon receipt of a complaint the, Petersburg School District shall adhere to the following procedures:

1. The principal shall investigate the alleged violation ~~within fifteen (15) days from the date it is received~~ and shall render a written resolution of the complaint ~~within thirty (30) days~~. **in a prompt and thorough manner.**
2. The principal shall provide an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved.
3. Upon receipt of the principal's resolution to the complaint, the party alleging the violation has the right to appeal this decision to the Superintendent within thirty (30) days. The superintendent will render a final decision within thirty (30) days from the date the appeal is received.

## ***Suspension and Expulsion***

### **Grounds for Suspension and Expulsion:**

A student may be suspended or expelled for the following causes:

1. Continued willful disobedience or open and persistent defiance of reasonable school authority;
2. Behavior which is in some way harmful to the welfare, safety or morals of other students;
3. Conviction of a felony which the board determines will cause the attendance of the child to be in some way harmful to the welfare or education of other students.

A student may be suspended or expelled for behavior occurring at any time, including but not limited to the following circumstances:

1. While on school grounds.
2. While going to or coming from school or a school-sponsored activity.
3. During the lunch period, whether on or off the school campus.

AR 5144.1(a)

A Principal may suspend a student from school for any of the acts listed under "Grounds for Suspension and Expulsion" for not more than thirty (30) consecutive days.

Suspension may be imposed upon a first offense if the principal determines the student's behavior to be in some way harmful to the welfare, safety or morals of other students or the student's presence represents a danger to persons or property or threatens to disrupt

the instructional process.  
AR 5144.1(b)

### **Short Term Suspension Procedures (10 days or less)**

Suspension shall be preceded by an informal conference conducted by the Superintendent or principal, and shall include the student, and whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to explain his/her version and evidence in support of his/her defense.

If at the end of this discussion the Superintendent or principal believes the student is guilty of the misconduct charged, the student may be suspended for 10 days or less.

AR 5144.1(b)

This conference may be omitted if the principal, designee or the Superintendent determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If the pre-suspension conference is not held, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference will be held as soon as the student is physically able to return to school.

AR 5144.1(c)

### **Notice to Parents/Guardians**

At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/ guardian shall be notified in writing of the suspension.

This notice shall state the reasons for suspension and the date and time when the student may return to school, and may request that the parent/guardian confer with school authorities regarding matters pertinent to the suspension.

No penalties may be imposed on the student for the failure or refusal of the parent/guardian to meet with school authorities. The student may not be denied readmission solely because the parent/ guardian failed to meet with school authorities.

AR 5144.1(c)

### **Long Term Suspension (more than 10 days)**

Where alleged misconduct of a student warrants a suspension of more than 10 days, the student will be provided the opportunity for a hearing as outlined under the expulsion procedure.

#### **(Long Term Suspension Cont.)**

The long term suspension procedure does not preclude a student from being suspended for up to 10 days if procedures for short term suspension have been followed.

A student requesting a hearing regarding a long term suspension will be readmitted in the

program (at the end of a short term suspension if applicable) pending the outcome of the hearing except where the superintendent determines that the student's presence in school poses a threat to harm to him or herself or others.

### **Authority to Expel**

A student may be expelled only by the Board.

The Superintendent or principal shall recommend a student's expulsion for any of the following acts, unless the principal or Superintendent finds, and reports in writing to the Board, that expulsion is inappropriate due to particular circumstances which shall be set out in the report of the incident:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive or other dangerous object at school or at a school activity off school grounds.
3. Unlawful sale of any controlled substance.
4. Robbery, extortion, or the conviction of any other felony which will cause the attendance of the student to be injurious to the welfare or education of other students. AR 5144.1(d)

### ***Textbooks and Supplies***

All lockers, textbooks, and library books are loaned to students free of charge. Students are responsible for lost or damaged books and are expected to pay for them.

### ***Vandalism, Theft and Graffiti***

The School Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti. Any district student who commits an act of vandalism shall be subject to disciplinary action, reparation for damages, and also may be reported to the appropriate authorities for legal prosecution. If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts. BP 5131.5

### ***Visitors***

Visitors are always welcome to the middle school. All visitors need to check in at the office. Visitors need the principal's permission before attending class.

### ***Weapons and Dangerous Instruments***

Students shall not bring to, possess, or use deadly weapons, firearms, dangerous instruments, or their replicas in school buildings, on school grounds or district-provided transportation, or at any school-related or school-sponsored activity away from school, unless written permission has been previously obtained from the Superintendent or designee specifically authorizing that possession or use. Students who violate this policy are subject to disciplinary action in accordance with district policy and procedures.

The Board shall expel any student who brings a firearm to school in violation of this policy

for a period of not less than one (1) calendar year. The Board shall suspend for at least 30 days, or expel for the school year, or permanently, a student who possesses a deadly weapon other than a firearm. The district may consider requests for early reinstatement by students suspended or expelled for violations of this policy.

All violations of this policy shall be reported to the school board, local, state and federal agencies including law enforcement authorities. BP 5131.7(a)

## ***Glossary***

**Aggressive behavior:** physical behaviors directed toward another person including, but not limited to, kicking, hitting, biting, shoving, tripping or slapping.

**Assault, physical:** to intentionally, knowingly and recklessly cause or act in an attempt to cause physical injury to another, assault includes, but is not limited to, aggressive behavior.

**Assault, verbal:** to place another person in fear of imminent physical injury by words and/or conduct.

**Bullying:** See Harassment, Intimidation and Bullying

**Cheating:** submitting someone else's work as your own or providing your work to another, giving another answers on an exam, and providing answers electronically.

**Cyberbullying/Harassment via technology:** All forms of harassment, intimidation or bullying over the school district network is commonly referred to as cyberbullying. Cyberbullying also includes, but is not limited to, other misuses of technology to harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. BP 5131.43(b).

**Detention:** assignment to a designated area other than the classroom before, during or after school.

**Drug:** an illicit substance.

**Drug/Alcohol Free School Zone:** Federal and State statutes provide for penalties for the distribution of drugs within 1000 feet of a school, the "Drug Free School Zone", subject to the following conditions:

1. Does not require knowledge of the proximity of a school.
2. Does not require evidence that children are currently or likely to congregate
3. Does not require proof that the sale of drugs had a detrimental effect on children

**Drug paraphernalia:** includes, but is not limited to, any item or device used to conceal, process, prepare, inject, ingest, inhale or otherwise introduce a substance into the human

body.

**Expulsion:** removal of a student from the physical and academic school premises, including school activities, for at least the remainder of the current semester but not to exceed one (1) year.

**Fighting:** mutual use of physical force by two or more students in circumstances in which it is not possible to determine the aggressor.

**Firearm:** includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. Firearms also include any type of weapon by whatever name which will or may be readily converted to expel a projectile by the action of an explosive or other propellant and which has any barrel or bore of more than one-half inch in diameter; or as defined in section 921 of Title 18, United States Code.

**Harassment, Intimidation and Bullying:** Harassment, intimidation, or bullying means an intentional written, oral, or physical act, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and

- (a) physically harms the student or damages the student's property;
- (b) has the effect of substantially interfering with the student's education;

**(Harassment, Intimidation and Bullying cont.)**

(c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

(d) has the effect of substantially disrupting the orderly operation of the school.

BP 5134.43(a)

**Hazing:** initiation rites perpetrated against a new student, new member, or lower classman. All hazing is a violation of the Harassment, Intimidation and Bullying policy. Consequences will be assigned to those determined to be guilty of acts of hazing.

**In-school suspension:** removal of a student from the classroom and school activities by an administrator or designee and assignment to a designated room or area within the school building. Lunch may be eaten in the ISS room. A lunch time other than the regular time may be assigned. The student in ISS is counted present on the attendance roles. The work collected may be turned in for credit.

**Pornography:** material that depicts erotic behavior and is intended to cause sexual excitement. Pornographic material may be protected expression unless it is determined to be obscene. The disruptive nature of pornography makes it inappropriate for the learning environment. Those who bring or access pornography at school will be subject to discipline. Child pornography is illegal under state and federal laws prohibiting the depiction of minors in sexual acts.

**Reasonable:** using or showing reason or sound judgment, sensible.

**Restitution:** reimbursement for actual loss or damage by court order or by the Superintendent's office. (At the discretion of the principal or his/her designee, restitution may be accompanied by community work service.)

**School Wide Discipline Chart:** Please refer to the Appendix for the School Wide Discipline Chart. A teacher led review of this chart occurs several times a year to help students better understand school wide responsibilities.

**Sexual harassment:** any unwelcome sexual advance, request for sexual favors, sexual statement or physical contact, including sexist remarks or behavior, which results in a tense and/or unproductive learning environment. Conduct of an unwelcome sexual nature which (a) is indicated to be term or condition of an individual's academic experience, (b) is used as a basis for academic decisions, (c) interferes with an individual's academic performance, or (d) created an intimidating, hostile or offensive academic environment is included in this definition. "Sexual harassment" is defined in more detail in the District's administrative regulations dealing with sexual harassment.

**Suspension:** temporary removal of a student from the school building and property and/or from participating in school activities.

**Trespass:** unauthorized presence on school property. Refusing to depart from school property at the request of a school authority is considered an act of trespassing.

**Truancy:** willful and unjustified failure to attend school by one who is required to attend; skipping. This includes leaving the building without prior approval and/or checking out through the office.

**Vandalism:** Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

**Vaping:** Any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

**Weapon:** The terms "Deadly Weapon," "Weapon," and "Dangerous Instruments" are defined as anything designed for and capable of causing death or serious physical injury, including, to the extent they are not already included in the above definition, any pistol, revolver, rifle, shotgun, air gun, spring gun or zip gun, any bomb or other explosive, including fireworks, any poison, any dangerous or deadly gas, any slingshot, bludgeon, nightstick, straight razor or throwing star, brass knuckles or artificial knuckles of any kind, any knife, axe, or club. AR 5131.7(c) in Petersburg School Board Policy

**Mitkof Middle School School-Wide Discipline Plan\***

**\*\*\*THIS CHART WILL BE REVISED WITH STAFF DURING INSERVICE WEEK TO ALIGN WITH HS DISCIPLINE PRACTICES\*\*\***

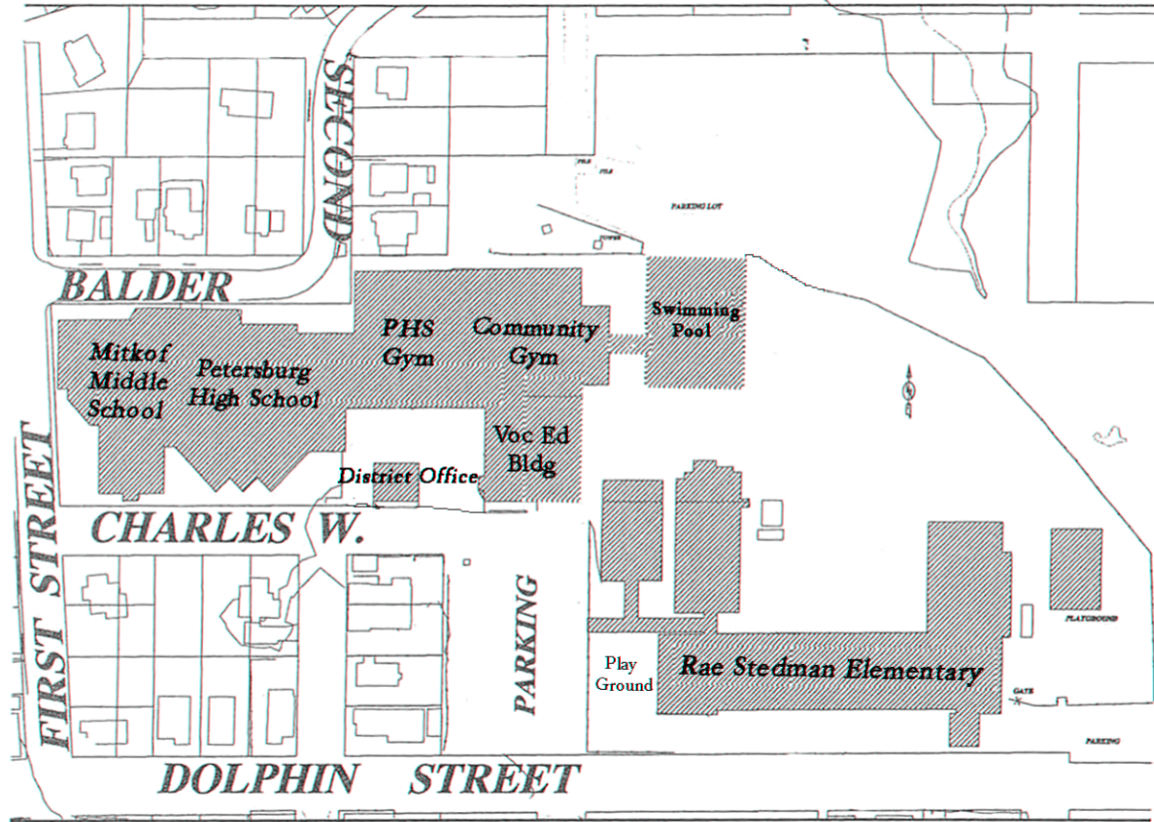
<b>W A R N I N G</b>	<b>Tier 1</b>			
	<ul style="list-style-type: none"> <li>❖ Defiance/Disrespect/Noncompliance</li> <li>❖ Disruption/Off Task</li> <li>❖ Dress Code Violation</li> <li>❖ Inappropriate Language</li> <li>❖ Inappropriate Location/Out of Bounds Area</li> <li>❖ Physical Contact</li> <li>❖ Property Misuse</li> <li>❖ Tardy</li> <li>❖ Technology Violation</li> </ul> <p><b>Third Tier 1 Offense Move to Tier 2 =&gt;</b></p>	<b>Tier 2</b>		
		<ul style="list-style-type: none"> <li>❖ Abusive Language/Inappropriate Language/Profanity (Major)</li> <li>❖ Defiance/Disrespect/Insubordination/Non-Compliance (Major)</li> <li>❖ Disruption (Major)</li> <li>❖ Physical Aggression (minor)</li> <li>❖ Skipping Class</li> <li>❖ Tardy (Major)</li> <li>❖ Technology Violation (Major)</li> </ul> <p><b>Third Tier 2 Offense Move to Tier 3 =&gt;</b></p>	<b>Tier 3</b>	
			<ul style="list-style-type: none"> <li>❖ Property Damage/Vandalism</li> <li>❖ Inappropriate Location/Out of Bounds Area (Major)</li> <li>❖ Harassment/Bullying</li> <li>❖ Cheating/Lying</li> <li>❖ Forgery/Theft (&lt;\$50)</li> <li>❖ Use/Possession of Tobacco</li> </ul> <p><b>Third Tier 3 Offense Move to Tier 4 =&gt;</b></p>	<b>Tier 4</b>
				<ul style="list-style-type: none"> <li>❖ Fighting</li> <li>❖ Assault/Choking</li> <li>❖ Use/Possession Alcohol</li> <li>❖ Use/Possession of Combustibles</li> <li>❖ Severe Theft (&gt;\$50)</li> <li>❖ Use/Possession of Drugs</li> </ul>
<b>Recommended Consequences</b>				
	<ul style="list-style-type: none"> <li>❖ Detention <u>And/Or</u></li> <li>❖ Parent/Guardian Contact</li> <li>❖ Additional Tier 1 infractions may incur additional detention time</li> </ul>	<ul style="list-style-type: none"> <li>❖ 1<sup>st</sup> = 4x Detention</li> <li>❖ 2<sup>nd</sup> = Restricted Day/ISS <u>And</u></li> <li>❖ Saturday School or 2 Hours of Community Service</li> <li>❖ All Tier 2 infractions require a Parent/Guardian Contact</li> </ul>	<ul style="list-style-type: none"> <li>❖ 1<sup>st</sup> = ISS + Forfeit 9 Week Free Day <u>And</u></li> <li>❖ Saturday School or 2 Hours of Community Service</li> <li>❖ 2<sup>nd</sup> = First consequences plus Behavior Plan, progressive duration of ISS/OSS</li> <li>❖ All Tier 3 infractions require a Parent/Guardian Contact</li> </ul>	<ul style="list-style-type: none"> <li>❖ Out of School Suspension <u>And/Or</u></li> <li>❖ Community Service <u>And</u></li> <li>❖ Authorities Contacted <u>And/Or</u></li> <li>❖ Expulsion Hearing</li> </ul>

- ❖ Cellphone/Personal Electronics Policy: If seen or heard, they may be confiscated and held until a parent picks it up.
- ❖ Head coverings and/or sunglasses are not to be worn in the middle school building.
- ❖ Bullying/Harassment Policy: The learning environment shall be free from intimidation for all students. Students shall receive counsel at first occurrence. Repeated occurrences will receive consequences at progressive level of tier system for each occurrence.
- ❖ Three Saturday School Assignments per 9 weeks will equal 6 hours of community service.

❖ \*Tier Chart resets each 9-week period

## SCHOOL GROUNDS MAP AND SCHOOL ZONE

### *Petersburg City Schools*





**Petersburg High School**  
*Home of the Vikings*

P. O. Box 289  
109 Charles W. Street  
Petersburg, Alaska 99833  
Telephone and Fax: 877-526-7656

**Principal**  
Brad King

**Office Staff**  
Marsha Sandhofer, Administrative Assistant  
Erica Thompson, Attendance/Registrar  
Office Hours: 7:00 AM - 4:30 PM

**Faculty**

Ioana Ward	Dino Brock	Chelsea Corrao
Carissa Cotta	Megan Smith	Jon Kludt-Painter
Lisa Adams	Jim Engell	Dustin Crump
Beau Ward	Bev Siercks	Alice Cumps
Elsa Wintersteen	Tyler Thain	Tim Shumway
Dave Owens	Jill Dolbeare	Mariah Colton

email addresses for all faculty and staff are as follows: [fristinitiallastname@pcsd.us](mailto:fristinitiallastname@pcsd.us)  
example: jpainter@pcsd.us

**Administration**  
Jaime Cabral, Activities Director/Dean of Student Development  
  
Erica Kludt-Painter, Superintendent

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## **WELCOME TO PETERSBURG HIGH SCHOOL**

This is your student handbook. It is intended to be used to acquaint you with your school, its operation, government, opportunities, and your responsibilities as a student citizen. Knowledge and an understanding of this handbook will ensure that you have an enjoyable and productive year.

### ***PHILOSOPHY***

Petersburg High School (PHS) fosters the development of wise decision-makers who can communicate clearly, think creatively, develop positive values, and attain personal goals. The school provides opportunities to learn skills and attitudes and increase aesthetic awareness. Through instruction and the activity program, the school teaches an appreciation of the citizenship responsibilities of American democracy. Petersburg High School assists students to develop the self esteem, knowledge, and discipline necessary to choose and prepare for a career and recognize learning as a life-long process.

### ***MISSION STATEMENT***

In a safe and orderly environment, Petersburg High School provides an education which enables students to develop their intellectual, social, physical and aesthetic lives.

### ***BOARD OF EDUCATION***

The Petersburg School Board is elected by the people of the Borough of Petersburg. The board is directed by the State of Alaska to establish policies consistent with Alaska law which determines what is taught and to whom. The Petersburg School Board consists of five members elected for a term of three years. The board holds public meetings on the third Tuesday of each month. The Board's Policy Manual presents the school's operating structures and philosophy in much more detail and is available online at [www.pcsd.us](http://www.pcsd.us) or at the district office, 201 Charles W. Street.

### ***ADMINISTRATION***

**Superintendent of schools.** The Superintendent is charged with the responsibility of administering the educational program within the framework of the Petersburg School Board's policies.

**High school principal.** The high school principal is responsible for the high school buildings and the program of studies carried on therein.

## **ADVANCED PLACEMENT CLASSES (A.P.)**

AP admissions criteria: Students who wish to enroll in Advanced Placement classes must go through an application procedure. The AP teacher will distribute the application materials in the spring for the next school year's class. *The class size is limited to a maximum of 25.*

Applicants for AP English will be asked to submit writing for scoring, and those students receiving the highest scores will be considered for the class. The applications will have a due date, and submissions received after that date may not be considered. Once students have been admitted their junior year, they are not required to re-apply for admission in their senior years. Students who take an AP course do so with the understanding that they are expected to take the AP test in May.

For purposes of GPA, Advanced Placement (AP) courses will be calculated on a 5.0 scale if students complete the course in good standing.

## **ALCOHOL, ILLEGAL DRUGS AND TOBACCO (PCSD BP 5131.6)**

The use, possession, sale, purchase, or transfer (any transaction) of products containing tobacco, alcoholic beverages and drugs are prohibited in all school buildings, on school grounds, and at all school activities, including parties, dances, athletic events, and school-sponsored trips of any kind. The school district unequivocally supports drug-free schools and disciplinary measures to assure that the schools stay drug free.

See Tobacco, Alcohol, Drugs of 25 Extracurricular Activities for violation consequences.

## **ATTENDANCE**

It's very difficult to learn when you're not in class. Students who have been absent are responsible for making up missed work without disrupting the flow of classroom activities. *Alaska Statute 14.30.010. (When Attendance Compulsory)*

Tardiness and poor attendance affect children socially and academically. Students may feel awkward walking in late to a class, and other children will notice when a peer is absent in class to help with a project or collaborate in learning, for example. If a student's tardiness or attendance becomes disruptive to their education, a meeting will be scheduled to make a plan so that attendance will not continue to negatively impact your child's education.

*Absences due to vacations are discouraged. We hope you can make your vacation plans during any of the regular school vacation times.*

### **A. ABSENCES**

~~Absences that happen on a block schedule will be counted as two (2).~~ Being absent from a class for more than 10 minutes may be considered as an absence. Students who will be absent for a prolonged time must complete a trip slip and submit to the office. There are three types of absence: excused, unexcused, and absent. **Valid reasons for an excused absence (E) are listed below. Unexcused absences (U) are those for which there is not a legal, excusable reason for the absence. Absent (A) reflects a parent removing a student from school without meeting the criteria for an excused absence.**

### **B. HOME NOTIFICATION**

Attendance records are kept each period. Every effort is made to notify parents by phone when a student is absent and the school does not have prior notification. Parents are notified by letter when the student is in danger of failing due to absences.

### **C. TARDIES**

Tardiness is disruptive to the classroom environment and infringes on others' learning rights. Students are expected to be at their assigned learning stations on time. A "tardy" means the student was less than ten (10) minutes late for class. Students arriving to class more than 10 minutes late will be assigned an aggravated tardy which will have more discipline associated and may result in loss of credit on class assignments. After three (3) tardies per quarter per class student, parent, and teacher will receive notification that each additional tardies for that class, students will be assigned 30 minutes of detention with the teacher. Habitual tardiness may will result in additional consequences.

### **LEGAL REASONS FOR AN EXCUSED ABSENCE (BP 5113)**

1. Sickness, flu/communicable diseases, or other medical diagnoses. Students with ongoing and/or major illness and who are under the verified care of a doctor may be granted extra days for absence. Home study may be provided for extended medical leave.
2. School-sponsored activities; e.g., local and regional athletic events, AASG, etc.
3. Death in the immediate family, parents, grandparents, or siblings.
4. Students participating in Viking Swim Club or other sanctioned club sports. Absences must be prearranged with the proper forms through the attendance office.
5. Family trips or employment (such as commercial fishing) -- special arrangements must be made with the principal. A trip slip must be on file in the high school office a minimum of three days before departure.

### **ABSENCES REPORTING**

A note or a phone call by parent/guardian explaining daily absences is needed. Please call the main office by 8:15 am at 877-526-7656, or you may call outside office hours and leave a message within the same day of absence.

1. All absences are documented daily by staff and verified by the parent through a phone call or note. If we have not been notified by the time attendance is recorded in the office, we will call to verify the absence. This procedure ensures student safety.

If a student is absent for 5 consecutive days due to medical/illness, after communicating with school officials, we may request a doctor's note to excuse the absence. A "Release from School" form may be requested from the Petersburg Medical Clinic by a patient or patient representative at no charge.

*Please consult Petersburg Medical Center (or attending medical facility) and your insurance provider to predetermine medical costs. Petersburg School District is not responsible for medical charges associated with your child.*

2. If a student is going to be out of school for family trips or other personal reasons, a "Parent Request for Student Absence" needs to be filed in the office before leaving (with the exception of family emergencies.) The students generally know this as a "trip slip" (which must be signed and turned into the office before all travel.) Class work will be done according to the arrangements made ahead of time with individual teachers. Students need to take this form to their teachers a minimum of three school days prior to their absence. In order to receive credit for work missed, the student must have a signed trip slip and complete assigned work on time.

3. Step 1: After five (5) cumulative days of absences per semester in the HS, a letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.
4. Step 2: After ten (10) absences per semester in the HS, a second letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.
5. Step 3: Students who have absences beyond 12 days per semester in the HS, parents will be notified by the school office to make an appointment with the principal and school counselor to assess any concerns, including medical that may be keeping the child from attending school on a regular basis so other supports or concerns can be addressed. This includes a doctor's verification and or other professional evaluations.

### **MAKEUP WORK**

Students are responsible for any missed work when they are absent. In the event the student is absent for illness, the student needs to confer with the teacher, either via email or on the first day returning to school, to create a plan for learning and to get the assignments missed. For pre-arranged absences i.e. Family trip, activity trip, etc., make up work is due upon return to school unless previously arranged with teacher. If work is not turned in during the agreed-upon time frame, a "0" will be placed in the grade book for those assignments. Unexcused absences may result in reduced or no credit for assignments that were assigned or due on the date of the student unexcused absence(s). Teachers will ensure that students will have access to the information to allow the opportunity for learning to continue.

If you feel there are extenuating circumstances, a parent/guardian has the option of the appeal procedure, starting with the teacher.

## **CHECKING OUT**

Parents are advised to call the school on the morning of a student's absence, if possible. Please call the main office by 8:15am at 877-526-7656 x200, or you may call outside office hours and leave a message. Notification will enable the teacher to plan makeup work, to know approximately how long the student will be absent, and to arrange to send assignments home.

Students who leave school grounds for any reason (excluding open-campus lunch), including students leaving on a school-sponsored trip, are to check out through the office. Returning students must check in to the office before re-entering class. Failure to check out through the office will result in disciplinary action.

**Out of School Suspension.** Daily work is to be handed in the day OSS students return to school, unless prior arrangements have been made with the teacher(s). All of their assignments are posted on the teacher's web site. Work not handed in on time turns into a "0".

## **BULLYING**

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated. (Source: *stopbullying.gov*)

A form of repeated aggression and occurs when a person(s) with a perceived power imbalance willfully subjects another person (victim) to an intentional, unwanted, and hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed (stress, injury, intimidation, discomfort) at any school site or school-sponsored activity or event. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team. Students who engage in such conduct shall be subject to a range of punishment to include parent conference, verbal or written reprimand, in-school or out-of-school suspension, and/or placement in an alternative learning environment.

Students are prohibited from engaging in any form of harassment, intimidation, or bullying while on school property, on school buses, at the bus stop, or at school-sponsored activities or functions. Students or staff members who have witnessed or have reliable information that a student has been subjected to harassment, intimidation or bullying should report the incident immediately to school staff members, who shall promptly initiate an investigation. Allegations of bullying shall be promptly investigated, giving due regard to the need for confidentiality and the safety of the victim and/or any individual(s) who report an incident(s) of bullying to a teacher, counselor, or principal. An individual has the legal right to report an incident(s) of bullying without fear of reprisal or retaliation at any time.

**False Reporting Harassment:** Students and staff who knowingly or willfully make a false report of harassment, intimidation or bullying, or provide false information in connection with an investigation, will be subject to disciplinary action up to and including suspension/expulsion for students.

**Retaliation Prohibited:** Retaliation or reprisal against any person who reports an incident of harassment, intimidation or bullying, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in disciplinary procedures, which may include suspension or expulsion of offending students. *All information regarding Reporting of Harassment to Retaliation Prohibited referenced in AR 5131.43(b)*

**Cyberbullying/Harassment via Technology:** The district's computer network, including access to the Internet via that network, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. Users are responsible for the appropriateness of the material they transmit over the system. All forms of harassment, intimidation or bullying over the network, commonly referred to as cyberbullying, are prohibited. Cyberbullying also includes, but is not limited to, other misuses of technology to harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs.

Students and staff who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and a report made under this policy. In situations in which the cyberbullying originated from a non-school computer, but is brought to the attention of school officials, disciplinary measures may be imposed provided the cyberbullying and/or Internet threats:

1. Contain threats of violence against staff members or students; 2. Threaten vandalism to school property; 3. Suggest or advocate physical harm to staff members or students; or 4. Create a significant disruption to the school's educational mission, purpose and objectives.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for those committing acts of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials. BP 5131.43(b)

## ***CAREER AND TECHNICAL EDUCATION (CTE)***

Petersburg High School currently offers several Career and Technical Education courses to prepare students for the workplace with career-ready skills and training. They include: Metals, Advanced Metals, Marine Fabrication, Woods, Advanced Woods, Construction, Culinary, Advanced Culinary, Aquaculture, Advanced Aquaculture and CNA (certified nursing assistant).

### **Non-Discrimination Policy**

Petersburg School District does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology education programs. Petersburg School District complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law. Any questions or concerns about Petersburg School District's compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

For more information regarding accommodations, civil rights or grievance procedures, contact: Superintendent Kludt-Painter at (877) 526-7656, Petersburg School District, 201 Charles W. St., PO Box 289, Petersburg, Alaska, 99833.

Petersburg School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## ***COLLEGE COURSES FOR HIGH SCHOOL CREDIT***

Students wishing to take courses outside those offered by Petersburg High School for high school credit must have **prior** administrative approval. Complete the Outside Credit Request Form, attach the college course syllabus and get signatures on the form which include student, parent, counselor and principal. This form must be completed and submitted to the counseling office.

- The course may have an on the job training component, but it cannot be the main part of the course.
- The course must be completed in the school year in which the student began taking the course. Summer courses must be completed before the first day of the school year.
- Outside courses may not be taken for course retakes to improve GPA and do not replace previously earned grades in other courses.
- The course must be 100-level or above and considered by the college to be a General Education Requirement (GER). College remediation and orientation courses may be accepted for elective credit only.
- College courses for high school credit must be a minimum of 3 credits (0.5 HS credits).
- Any requests submitted after the completion of the semester will NOT be accepted.
- Outside courses may NOT be taken to replace a course currently taught by PHS staff, unless a bona fide conflict exists. Conflicts must be approved by both the high school counselor and principal.
- After completion of the course, the student must submit the final transcript to the counseling office.
- This does not include CTE dual credit courses.
- Cost/fees charged by the university are the family's responsibility.

## ***COMPUTER USE, INTERNET RULES, AND WEB PAGE DEVELOPMENT***

Prior to having access to the technology infrastructure of Petersburg High School, students must understand and have on file a signed statement agreeing to comply with district policy related to the acceptable use of technology. Specifically, the

Parent/Student Computer Use Contract, Internet Use Agreement, and the Laptop Check out Form must all be signed and submitted to the office prior to access being granted.

Petersburg High School fully expects all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. Use the following regulations as a guide when working within our computer system:

1. The school's Internet connection must be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the school and faculty.
2. During school hours, game playing on computers is not allowed unless the game is directly related to a school assignment or activity. For example chess would be appropriate if related to the activities of a Chess Club.
3. Students are required to bring their notebook computers to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
4. E-mail (or any other computer communication) must be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
5. Students may access only those files that belong to them or which they are certain they have permission to use.
6. Files stored within the school computer systems should be limited to those relating to formal school courses and activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.
7. Laptops, wireless cards, and backpacks belong to and are distributed by the school.
8. Laptop computers may be collected at Christmas break and will be at the end of the school year for maintenance and reimaging.
9. Laptop computers will be available for faculty inspection at any time.

Access to the Petersburg School District computer systems is a privilege, not a right. Violating the letter or spirit of the above regulations may be cause to deny a student access to Petersburg School District computer systems, loss of computer privileges, including the privilege to take their laptop off school grounds, and/or may result in more serious disciplinary action.

## **CREDIT BY EXAMINATION (Course Challenge)**

Credit by Examination is an opportunity for students in grades 9-12 to receive credit through a testing process. Students who have completed 8<sup>th</sup> grade and those entering grades 9-12, who are currently enrolled in PSD, may challenge courses for high school credit. This option is designed to provide students the opportunity to demonstrate mastery through exam. It is not a process for credit recovery or course retakes. Assessments determined by the content area teachers will be used in most instances to challenge courses in mathematics, language arts, science, social studies, and world languages by demonstrating mastery of course material. The course challenge request form, along with a \$25 fee, must be submitted to the PHS office before the course begins for the student. Upon receipt of an approved application for Credit by Examination (Course Challenge), the Principal (or designee) will consult with the content area teachers to determine the appropriate evaluative process. This examination may include an assessment of the student's knowledge and comprehension of the subject through a curriculum-based exam, evaluation of the student's higher-level cognitive skills and comprehension of the concepts through a written essay, and/or evaluation of the student's lab or performance knowledge and techniques by setting up, explaining, performing, and/or demonstrating activities required in a class typical of the one challenged. An eighty-percent (80%) score or higher is required to receive credit, and any score less than 80% will not receive a credit. A student cannot be granted Credit by Examination for a course in which he or she has previously earned credit nor may he or she earn credit for a prerequisite course if they are presently enrolled in or have previously earned credit in an advanced course. If credit is denied, a student may not reapply for a Course Challenge for the same course. Only approved PSD courses can be challenged. Credit awarded for successfully challenging a course will appear on the student's transcript with the grade of "Pass", but no points will accrue to the grade point average. The word "Challenged" will follow the course title. (BP 6155)

## **DANCES**

Dances must be scheduled three days prior (minimum), and approved by the advisor and principal. The activity director and principal may schedule a maximum of four dances a year. Dances will end before midnight unless authorized by the principal and permission to extend curfew is authorized by the Petersburg Police Department. All school dances will be supervised by four chaperones (minimum), including administration, certified staff, and

parents, if possible. Students will not be allowed to leave and return while dances are in progress, and outside containers are not allowed. All dances are restricted to Petersburg High School students unless special permission has been requested and granted by the principal.

Attendance at a PHS dance is a privilege, not a right. By voluntarily entering a dance, students are granting implied consent for staff to perform safety checks, which may include being lightly searched by a same-gender chaperone. In addition, the use of a Passive Alcohol Sensor (Alcohol Light) will be used to prevent students under the influence of alcohol from entering the dance, ensuring student safety and deterring illegal conduct.

Parents/students will be notified in the school bulletin prior to the dance of these safeguards, and signage will be posted when student searches and the PAS/Alcohol Light are going to be utilized. Specific details regarding student expectations and dance rules are available in the office. Compliance with these rules is required.

Alcoholic beverages, tobacco, and/or drugs are not permitted at dance functions by students, guests of students, or chaperones. Students are not permitted to have consumed alcohol or drugs or be under the influence of alcohol or drugs immediately prior to attending a dance function. The Alcohol Light (PAS) will be used to check all students entering PHS dance functions. The Petersburg Police Department will be called, parents will be notified and School Board Policy will be enforced when students are found violating this policy. BP 5131.6, BP 5030, BP 5144, BP 5145.12

## ***DANGEROUS ITEMS***

To further ensure student safety, dangerous items such as knives, explosive materials, etc. are prohibited in all school buildings, on school grounds, and at all school activities, including parties, dances, athletic events and school-sponsored trips of any kind. By law, students caught possessing a firearm must be expelled for no less than one calendar year. Students caught possessing a deadly weapon must be suspended for a minimum of 30 calendar days.

Knives/blades are coded under two different categories, one for blades 2 1/2 inches and longer (code 7) and one for knives/blades less than 2 1/2 inches (code 27). Any knife/blade coded as a 7 is considered a deadly weapon and must result in a mandatory 30-day suspension.

## ***DISCIPLINE***

The school is responsible for students' safety and welfare in school and during school-sponsored functions; therefore, students are subject to school discipline during these times. It is expected that high school students will conduct themselves as responsible citizens and make an effort to achieve excellence in their studies.

Students may be disciplined for behavior, prohibited by student discipline rules, that occurs off campus if the behavior is either related to school or school activities or is likely to affect safety or welfare or disrupt the orderly educational process in the District.

### ***IN-SCHOOL SUSPENSION (ISS)/DETENTION***

In-school suspension or detention may be assigned by the principal or designee. Students must be making adequate progress on any detention time, as determined by the principal or his designee, before attending any school function, including practice for activities. Students receiving a disciplinary slip will receive a minimum half-hour detention.

## ***DRESS AND GROOMING***

In accordance with the implementation of the District's goals and strategies, the dress code for all students shall meet school board requirements (BP 5132) and create an environment that contributes to the learning needs of students.

The dress and grooming of students shall contribute to the health and safety of the individual, promote a positive educational environment and good school spirit, and be non-disruptive of the educational activities and processes of the school.

Shoes shall be worn.

Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt. Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn.

Underwear/Undergarments shall not be visible. (continued)

Leggings and yoga pants, when worn, cannot allow more of the wearer's body to be seen than when wearing jean-like material, must be completely opaque, and of a material substantially thicker than tights.

Head coverings shall not be worn in the auditorium and/or assemblies, and may be worn at staff discretion in classrooms and at assemblies. Religious Head coverings worn for religious reasons are allowed, as long as they do not disrupt the educational setting.

Mini Skirts, mini dresses, and shorts shall be no shorter than the individual's mid-thigh. Destruction jeans shall not reveal skin above the individual's mid-thigh. Hemlines shall be no shorter than mid-thigh.

Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school, shall not be worn.

In the event of a dress code infraction, clothing will be provided in order for the student to return to class. Alternative clothing that meets the dress code may be brought to the student.

(updated 8/2023)

## ***DUE PROCESS***

Students and their parents have the opportunity to request a conference and/or hearing if they are dissatisfied with the imposition of a disciplinary action. Definition of the various disciplinary actions, and the authority and grounds for imposing discipline are specified in school board policy.

For the sanctions of ISS and/detention the student will have the opportunity to explain his/her conduct to the principal. A conference/hearing with the principal should occur as soon after the incident as possible. There is no appeal beyond the principal for ISS or detention.

For the sanctions of suspension from extra-curricular activities and/or short-term school suspension (less than 10 days), the student will normally have the opportunity to explain his/her conduct to the principal prior to imposition of the sanction. An informal hearing will be held within 24 hours, if possible.

An extra-curricular suspension shall not be postponed while awaiting an appeal hearing. Under certain circumstances, the principal may order a short-term suspension to begin before an appeal hearing. The appeal hearing will be held as soon as practical after short-term suspension begins.

Students/parents dissatisfied with the imposition of discipline following a hearing with the principal may request a hearing before the superintendent by submitting a written request within two (2) school days of the imposition of discipline. Commencement of short-term suspension shall be deferred until after the superintendent hearing.

Students/parents dissatisfied with the imposition of discipline following a hearing with the Superintendent may request a hearing before the school board, by submitting a request within five (5) days of the Superintendent's decision. Commencement of short-term suspension shall be deferred until after the Board's hearing. The hearing shall be held no later than the next regularly scheduled Board meeting. The Board shall issue a written decision within seven (7) school days of the hearing date. Complete hearing rules and timelines are outlined in school board policy manual.

The sanctions of long-term suspension and/or expulsion may be ordered only by the school board after a formal hearing. Formal hearing procedures are specified in the school board policy. Re-admittance to school is contingent upon the Board's satisfaction that the cause for long-term suspension or expulsion has been remedied.

All procedures in the school board policy are the minimum standards for imposing discipline. More formal procedures may be invoked under special circumstances.

## ***ELECTRONICS--PERSONAL***

Students may not use personal laptops, ebooks, pads or any mobile device that sends or receives a signal without prior approval from the technology director or principal.

Student cell phone use is a privilege, not a right. Cell phone privileges will vary from teacher to teacher depending on the learning expectations. At no time may students create a hot spot or tether devices; the school network must be used at all times in accordance with the Children's Internet Protection Act. Students must surrender personal electronic devices, including cell phones, to a PSD staff member if they are disrupting the learning environment. The return of personal devices may require parent permission or meeting, depending on each respective situation. Any devices that takes

pictures should not be used in sensitive areas such as locker rooms, bathrooms, etc. Additionally, photographing or capturing videos of other students and/or staff without their prior approval is prohibited and may earn disciplinary actions.

## **EVALUATION OF STUDENT ACHIEVEMENT**

A complete record of grades earned, activities, conduct, test results, and attendance is maintained in the high school office. Each student has a transcript and a cumulative folder. The transcript contains the courses taken, grades, number of credits earned, and awards earned. The cumulative personal folder contains test results, biographical data, medical records, citizenship information, and pertinent documents relating to your education.

Your school record is invaluable to you and is used for recommendations to future employers and for college, vocational, and technical school entrance. All information in these files is confidential and will be disclosed only to qualified persons, including the student, parents, and teachers.

## **EXTRA-CURRICULAR ACTIVITY PARTICIPATION**

Extra-curricular activities are very important to student growth. Student participation is a privilege, not a right. There are special school rules for participation in extra-curricular activities, and students must meet all of these expectations in order to participate. These rules apply to students who participate in extra-curricular activities and are not limited to the time or season of the extra-curricular activity only. The extra-curricular activities covered by the rules include, but are not limited to, all athletic units; Washington, D.C. Close-up; debate; the music program; pep band; and ASSG. Students are expected to meet the financial obligations of travel not covered by the school district. ~~A student becomes ineligible for interscholastic competition regulated by the Alaska School Activities Association (ASAA) on his/her 20th birthday-(add) A student who becomes nineteen (19) years of age, on or before August 1, shall be ineligible for interscholastic competition.~~ A student becomes ineligible for interscholastic competition, regardless of age or grades, at the beginning of his/her ninth semester in high school. Participation in Washington, D.C. Close-up is limited to one (1) year. Enrollment in band, jazz band or chorus is required for travel to Music Festival & be eligible for SE Honors Music. Enrollment in a minimum of one (1) Art course is required to be eligible for the Region 5 Art Festival and All-State Art. **NOTE: No participant may participate in the first competition or event until all fees and forms are submitted and has attended the ASAA TAD INFORMATIONAL SESSIONS.**

### **GRADE REQUIREMENTS**

Any student participating in an interscholastic activity for which grade or credit requirements are established by the ASAA shall meet those requirements. ASAA requires that a student must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system. Students must be in regular attendance at school classes in which enrolled or for which credit is granted (or be enrolled in a district or member school correspondence program)

Petersburg School District additionally requires that students participating in an interscholastic athletic, extracurricular, or co-curricular activity must maintain grades of "C" or better in all courses as reported on the most recent athletic director grade check, mid-quarter or end of quarter grade report to be eligible for competition and/or travel.

A student determined ineligible at the end of the fourth quarter (last quarter of the school year) shall remain ineligible for competition and/or travel until the first official grade determination of the following school year. The student may attend practice during periods of academic ineligibility, including summer workouts. The athletic director or administration will perform activity eligibility grade checks on a regular basis, approximately every week **utilizing current quarter grades**, including mid-quarter and quarter grade reports. A student is deemed ineligible on their most recent and current quarter grade check if they possess a grade letter of an F, D, or I. The student is ineligible for all travel and/or competition until the student successfully passes the next grade check. Grade checks will take place every Tuesday throughout the school calendar year unless otherwise noted.

A student who receives an "I" (Incomplete) shall remain ineligible for competition and/or travel until the "I" is replaced by a passing grade ("C", "B", "A"). Converting an "I" (Incomplete) to a grade of "D" does not automatically qualify the student for competition and/or travel.

### **ATTENDANCE REQUIREMENTS**

Students must attend all classes on the day of travel or activity, up to departure time for the event. If students leave on a weekend or holiday, students must attend all classes on the last school day before departure. The principal, coach and athletic director may approve special circumstances requiring alternative student travel arrangements. ~~Students must return to school in a reasonable time, as determined by the coach/sponsor and/or athletic director, when returning to Petersburg from school-sponsored travel. Any absence following travel must be excused by the athletic director or principal. Failure to return in a reasonable time will result in an unexcused absence and the student may be ineligible for the next school-sponsored activity.~~ (add) Students must return to school within 1 hour of returning to Petersburg OR as determined by the coach/sponsor and/or athletic director, when returning to Petersburg from school-sponsored travel. Any absence following travel must be excused by the athletic director or principal. Failure to return by stated time will result in an unexcused absence and the student may be ineligible for the next school-sponsored activity.

### **BEHAVIORAL EXPECTATIONS**

Students representing PHS are expected to behave in a mature manner, dress appropriately, and conduct themselves with grace and politeness. Our students have a fine reputation, and we are very proud of it. Participation in activities is a privilege, not a right. A coach or an administrator has the right to deny a student's participation. Students must be making adequate progress on any outstanding detention time, as determined by the principal or his designee, to be eligible to practice or compete.

Petersburg Schools maintains a zero tolerance for students using tobacco, illegal drugs, weapons, and alcoholic beverages. Students are expected to disassociate themselves from situations where alcohol and controlled substances are being illegally used.

If a student is not under school supervision and is issued either a citation, the police have made a report to the school the student and/or parent choose to self-report, or the school otherwise becomes aware of a possible violation, then the school shall investigate the matter and the student will be subject to discipline under these extra-curricular activities rules.

Students representing PHS are expected to obey all school rules and city, state and federal laws. Petersburg School District maintains high expectations of students involved in extracurricular activities, and has taken a firm position that those students should not be using alcohol, tobacco, or illegal substances. Because of the tremendous responsibilities inherent in student activities, it is expected that students will abstain from use and that both students and their parents will honor this rule. Infractions that occur while the student is under school jurisdiction or control may result in more serious discipline.

Traveling students are not allowed to ride in automobiles except those driven by housing parents or school-authorized staff. Students must wear seat belts at all times. Students are not allowed to drive a car in another town while traveling for the school district.

Traveling students who violate laws or school rules may be sent home by the first available transportation, at the students' own expense.

Students may, at the reasonable discretion of the Superintendent, be disciplined for behavior prohibited by student discipline rules as mandated by ASAA, that occurs on or off campus any time of the year if the behavior is either related to school or school activities or is likely to affect student safety or welfare or disrupt the orderly educational process in the District. To the extent appropriate, the Superintendent shall follow the Discipline Chart for Extra-Curricular.

### **ELIGIBILITY FOR TRAVEL/PARTICIPATION IN SCHOOL ACTIVITIES**

As a member of the Alaska School Activities Association, Petersburg High School upholds its by-laws.

In order for a student to be eligible to travel and/or participate in extracurricular activities, he/she must meet the following conditions:

- ✓ Have a current physical examination, student consent form and current signed High School Activities agreement on file in the office. All school fees must be paid before traveling.
- ✓ Be enrolled in at least five-semester credits.
- ✓ Have received no D's or F's on the most recent midterm or quarter grade report. ~~A single D with prior permission of the principal may be allowed to participate. This is a special provision and will be applied on a case by case basis. Students with one D may be given this allowance once during the school year.~~
- ✓ Be in compliance with absence limits.
- ✓ Be present in class for the entire school day on the day of an activity or school-sponsored trip. Any exceptions to this, such as a doctor's appointment that cannot be scheduled at another time, must have prior approval of the principal. A student violating this rule will be ineligible to practice, participate or travel on the day of the violation. Check out times will be established for each trip. Failure to check out through the office will result in disciplinary action. Only participating students will be housed.
- ✓ Students should bring sufficient funds for their own expenses. \$25 per day for food is recommended, plus additional money for transportation costs. An individual sleeping bag, plus towel, uniform, and warm clothes should be brought.
- ✓ State travel is the responsibility of the student. Payment for state travel will be scheduled with the office.
- ✓ All school fees must be paid prior to first scheduled event, whether student travels or not.
- ✓ Student and parent/guardian must sign ASAA's Student and Parent/Guardian Acknowledgment Form.

### **TRAVEL RULES**

While traveling to or engaged in an out-of-district school-sponsored activity, students are expected to follow all rules described herein, as well as those that are a part of the Activities Agreement and any that might be established by the advisor, coach or chaperone.

### **Housing with a Host Family**

1. Students must abide by all rules established by the host family.
2. Students must abide by all curfews established by the coach or sponsor if earlier than item "3" below or in addition to "3" below.
3. Generally, students must be in the house one hour after the event. In special cases, such as an extended school dance, students are permitted to stay out until 1:00 AM
4. **Coach/Sponsor is to contact host parents to provide contact information and any special rules students are expected to follow.**
5. Host parents are to contact the Coach/Sponsor, Activity Director, or Principal should issues or problems arise.
6. No student is allowed to partake of alcoholic beverages, drugs or tobacco. If a student violates this rule, please notify the coach immediately. The housed student is expected to remove himself/herself from any situation where alcoholic beverages or drugs are being used by contacting his/her coach and/or host family.
7. Host parents are expected to provide one or more meals per day for the students.
8. Housing changes are not generally made. If necessary, any housing changes by students must be approved by the coach, advisor and host high school housing coordinator. The host parent will be notified about any changes.
9. **No housed student may drive any vehicle while being housed with a host family.**
10. Host parents will have working smoke alarms installed in their homes.
11. Host parents are encouraged not to leave students unattended at their home. If the host parent is working during the day, the student can be dropped off with the coach/chaperone.
12. (PCSD Rule) **No student is to be housed alone with a host parent.**
13. (PCSD Rule) **Only students of the same gender may be housed in the same host residence.**

### **Group housing in a school, church, community facility, etc.**

1. **(PCSD Rule)** Coach/Sponsor/Chaperone is to "house" with the team or group when group housing is provided.
2. **(PCSD Rule)** Coaches and Sponsors may release students *only* to their parents on district sponsored activity travel.
3. ASAA regulations and PCSD policy prohibit coaches or chaperones from drinking alcohol on school trips.
4. **(PCSD Rule)** Students must be assigned a sleeping area, and an adult (coach/sponsor/chaperone) must be

- present in the area at all times.
5. When notifying the host school of your intention to group house, state the number of participants, male and female, and the number of chaperones that will be coming.
  6. Honor the host schools request regarding when the student needs to vacate the facility.
  7. No students is to be in any part of the host facility without a chaperone.
  8. No use of any home phone without chaperone permission.
  9. Please keep your area clean and policed daily.
  10. Please clean the assigned area prior to departure. Leave the facility the same way you found it.
  11. Host school will supply phone number contacts in case of problems or emergencies at the school.
  12. Mixed groups will be kept in separate rooms, if possible.
  13. Students should not leave the housing area without coaches/advisors permission and always with a buddy.
  14. If the host school requires you to be group housed, the host school will provide one meal a day.
  15. Adhere to host schools rules at all times.
  16. Do not prop doors open to the school, host school will provide keys to school.

## **Housing in a hotel or related facility**

1. **Coach/Sponsor shall establish curfew hours while traveling. The curfew time is not negotiable.**
2. Only students assigned to a room may be in that room after curfew.
3. Students are not allowed in rooms occupied by persons not affiliated with the team or the school they represent.
4. Students are not allowed in rooms assigned to persons of the opposite sex.
5. People not associated with the team or the school shall not be allowed in team rooms.
6. Students on trips may not leave the team unless accompanied by a parent or guardian, the coach or sponsor has given explicit agreement and written request by the parent/guardian is provided to the coach/sponsor.
7. Students are expected to adhere to all school and team rules and attend all activity/team functions.
8. When in public on road trips, students shall be in groups of three (3) or more.
9. When in a hotel and outside their assigned room, students shall be in groups of two (2) or more.

## **Rule Infraction Consequences (Student)**

In the event a PCSD student should fail to abide by established rules, one or more of the following consequences may apply:

1. The student may be withdrawn from the competition
2. The student may be sent home immediately at his/her parent's expense
3. The student may be suspended from the program for a length of time to be determined by the coach and/or the administration depending on the severity of the infraction
4. The student may be dismissed from the program
5. The student may be subject to further consequences to be determined by the school administration or the Superintendent

## ***Travel "Rules of the Road" (Students)***

Petersburg School District students are expected to conduct themselves with honor and integrity at all times while traveling within or outside of the school district. Students should consider themselves ambassadors for their families, school, and community. Travel rules are established for the benefit of participating students, coaches, and chaperones.

1. All school and school district policies are in effect for the duration of the trip as covered in the High School Student Activities Handbook.
2. Students cannot travel if they are not making adequate progress on unserved detention time.
3. Detention unserved at the end of one school year carries over to the beginning of the next school year.
4. Students must participate in at least one meet to be allowed to go to Regionals.
5. Students are expected to follow all directions given by coaches, sponsors, and chaperones.
6. Disrespectful, destructive, or any behavior considered being detrimental to the program or which brings disfavor upon the school or the school district shall not be tolerated. This behavior shall include but is not be limited to:
  - a) Alcohol or drug use
  - b) Public displays of affection or sexual contact of any kind
  - c) Vandalism or trashing of rooms or other property
  - e) Shoplifting or other illegal actions

7. **Coaches shall establish curfew hours while traveling for the benefit of the team. The curfew time is not negotiable.**
8. Students on trips may not leave the team unless accompanied by a parent or guardian, or host family, and written permission has been given to, and the coach or sponsor has given explicit agreement.
9. Students are expected to attend all team/group functions.
10. While on school-sponsored trips, students are expected to dress appropriately and to follow the school dress code.
11. Coaches will address the code of conduct to be followed on buses or public transportation.
12. Teams will clean up their areas prior to leaving any competition site.
13. Students shall demonstrate good sportsmanship at all times.
14. Additional rules may apply and shall be covered by the coach or sponsor prior to departure or before certain activities.

## **TOBACCO, ALCOHOL, DRUGS (T.A.D.) – Extracurricular (PCSD BP 5131.6)**

An extracurricular student who receives an alcohol or drug citation shall promptly notify the activity director or principal. Any extracurricular student who fails to do so may forfeit their reduction option or be subject to further disciplinary action once the school learns of the offense. All student(s) and parent(s)/guardian(s) are required to attend the ASAA TAD Introduction Session once (1) per calendar year in order to participate in any practice for any activity.

### ***Determination of Violations***

A student is determined to have violated the T.A.D. policy if they use, possess, sell or furnish tobacco, alcohol and/or illegal substances, receive a citation from a law enforcement officer for alcohol or illegal drug violations, or is observed by a Petersburg School District staff member using, possessing or selling tobacco, alcohol and/or illegal substances. Observation by a staff member via the internet, video, picture or other media will be considered.

A member school's determination that a violation has occurred and its imposition of penalty may not be appealed to ASAA. If a member school or member school district reverses a determination of violation, it shall promptly notify ASAA of such reversal. Violations and penalties are to be based upon noncompliance with the policy by the student participant, by the student's parents/legal guardians, or both, provided however, that where a violation is based solely upon action or inaction of the parent or legal guardian and not of the student participant, under circumstances completely beyond the control of the student and where it would be manifestly unfair to disqualify the student on this ground, the member school may, at its discretion, withhold imposition of a penalty against the student.

### **First Offense**

~~The student will be suspended from interscholastic competition for 30 calendar days (as defined in section 10). The student and parent/guardian must complete ASAA's T.A.D. First Offense educational component before the student may return to practice. The suspension will be reduced to 15 days if the student completes 15 hours of community service and the student enrolls and actively participates in the *Prime for Life Risk Reduction* counseling program through a certified provider at the student's expense.~~

**The student will be suspended from interscholastic competition for 30 calendar days (as defined in the discipline chart). The student and parent/guardian must complete ASAA's T.A.D. First Offense educational component before the student may return to practice. The suspension may be reduced to 15 days if the student additionally completes 15 hours of community service.**

### **First Offense – student self-report**

If the student self-reports a personal violation of the tobacco, alcohol or drug policy before the district otherwise learns of the student's actions, and the student did not receive disciplinary action from school officials or law enforcement officers, the district may reduce the first offense suspension to a minimum of 10 calendar days. To regain eligibility, the student must complete all requirements of a first offense violation as stated above and in the chart.

### **First Offense violation during travel on school-sponsored trip**

~~The student will be suspended from interscholastic competition for 90 calendar days (as defined in section 10). The student and parent/guardian must complete ASAA's T.A.D. First Offense educational component before the student may return to practice. To regain eligibility, the student must enroll and actively participate in the *Prime for Life Risk Reduction* counseling program through a certified provider at the student's expense. The suspension will be reduced to 45 days if~~

~~the student additionally completes 15 hours of community service.~~

The student will be suspended from interscholastic competition for 90 calendar days (as defined in the discipline chart). The student and parent/guardian must complete ASAA's T.A.D. First Offense educational component before the student may return to practice. The suspension will be reduced to 45 days if the student additionally completes 15 hours of community service.

### **Second Offense**

~~The student will be suspended from interscholastic competition for 90 calendar days (as defined in section 10). The student and parent/guardian must complete ASAA's T.A.D. Second Offense educational components before the student may return to practice. To regain eligibility, the student must enroll, actively participate and follow through with treatment recommendations in Prime for Life through a certified provider at the student's expense. The suspension will be reduced to 60 days if the student additionally completes 20 hours of community service.~~

The student will be suspended from interscholastic competition for 90 calendar days (as defined in section discipline chart). The student and parent/guardian must complete ASAA's T.A.D. Second Offense educational components before the student may return to practice. To regain eligibility, the student must enroll, actively participate and follow through with treatment recommendations in Substance Abuse Counseling and Assessment through a certified provider at the student's expense and **write an essay on what they learned about the experience**. The suspension will be reduced to 60 days if the student additionally completes 20 hours of community service.

### **Second Offense violation during travel on school-sponsored trip**

~~The student will be suspended from interscholastic competition for 180 calendar days (as defined in section 10). The student and parent/guardian must complete ASAA's T.A.D. Second Offense educational components before the student may return to practice. To regain eligibility, the student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. The suspension will be reduced to 90 days if the student additionally completes 20 hours of community service.~~

The student will be suspended from interscholastic competition for 180 calendar days (as defined in discipline chart). The student and parent/guardian must complete ASAA's T.A.D. Second Offense educational components before the student may return to practice. To regain eligibility, the student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense and **write an essay on what they learned about the experience**. The suspension will be reduced to 90 days if the student additionally completes 20 hours of community service.

### **Third Offense**

The student will be suspended from interscholastic activities and practice for one (1) school year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition. While under the period of suspension, the student **may** return to practice after completion of the Third Offense educational component. The student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. A student may need additional days of practice before returning to competition (See Article 7, Section 7 of the ASAA Policy Manual). A student's suspension may be reduced to 180 calendar days by completing 30 hours of community service as well as meeting the following criteria only on a 3<sup>rd</sup> Offense: a) seek assessment and counseling/treatment from a local health care professional, b) successfully complete the recommendations of the care provider and submit a letter from the agency, c) demonstrate a commitment to remain substance free, d) make a presentation to the District School Board requesting reinstatement of interscholastic eligibility, e) notify ASAA through the school administration that all conditions have been successfully completed, and f) and request reinstatement from ASAA. \*There is no reduction for 4<sup>th</sup> and further offenses.

### **Fourth Offense**

The student's privilege to participate in interscholastic activities and practice is revoked for one (1) year. Both the student and parent/guardian must complete the 4<sup>th</sup> Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension.

In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

## **TOBACCO VIOLATION CONSEQUENCES**

All violations of only the tobacco policy by an extracurricular student will be subject to the ASAA T.A.D. policy minimum suspensions.

### **First Offense**

The student will be suspended from interscholastic activities and practice for 10 (ten) calendar days (as defined in Section). Fifty (50) percent of the suspension will be forgiven if the student completes 15 hours of community service. The student may return to practice when the student and parent/guardian complete the First Offense educational component.

For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule within the 10 (ten) calendar day period of suspension, the student's period of suspension will start over again; the First Offense educational component will become mandatory, and no forgiveness will be granted. This process will continue until the student has demonstrated 10 (ten) calendar days without a subsequent tobacco violation.

A student who has not completed a suspension or re-suspension under the first Offense Penalty for violation of the Tobacco Rule does not become subject to imposition of penalties under a Second, Third or Fourth Offense for violation of the Tobacco Rule, until the student has completed all suspensions and re-suspensions under the First Offense Penalty for tobacco use. A student serving a First Offense Penalty under the Tobacco Rule is, however, subject to immediate imposition of a Second Offense Penalty to the extent this is based upon violation of the non-tobacco prohibitions under this Policy.

### **Second Offense**

The student will be suspended from interscholastic activities and practice for forty-five (45) calendar days. Both the student and parent/guardian must complete the Second Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Second Offense educational component. A student may need additional days of practice before returning to competition (See Article 7, Section 7).

### **Third Offense**

The student will be suspended from interscholastic activities and practice for one (1) school year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition. While under the period of suspension, the student **may** return to practice after completion of the Third Offense educational component. The student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. A student may need additional days of practice before returning to competition (See Article 7, Section 7 of the ASAA Policy Manual). A student's suspension may be reduced to 180 calendar days by completing 30 hours of community service as well as meeting the following criteria only on a 3<sup>rd</sup> Offense: a) seek assessment and counseling/treatment from a local health care professional, b) successfully complete the recommendations of the care provider and submit a letter from the agency, c) demonstrate a commitment to remain substance free, d) make a presentation to the District School Board requesting reinstatement of interscholastic eligibility, e) notify ASAA through the school administration that all conditions have been successfully completed, and f) and request reinstatement from ASAA.

### **Fourth Offense**

The student's privilege to participate in interscholastic activities and practice is revoked for one (1) calendar year. Both the student and parent/guardian must complete the 4<sup>th</sup> Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension.

These are minimum penalties which may be increased by the member school or member school district, based upon (1) the nature of the violation, (2) the extent to which it occurs on school property or during school activities, and (3) the extent to which it arises in the context of the student's participation in interscholastic activities.

Penalties shall be imposed beginning on the first calendar day following a determination that a violation has occurred. An extra-curricular suspension shall not be postponed while awaiting an appeal hearing except to the extent a school's appeals policy permits a student to continue to participate pending final determination of any appeal filed by the student under such policy. In such a case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is

imposed.

### **PHYSICAL EXAMINATIONS**

Students must have a physical exam on file before participation in any athletic activity. Students who participate in extracurricular activities are required to have some type of health insurance. Forms are available at the office for purchasing student accident insurance.

**NOTE: No participant may participate in the first competition or event until all fees and forms are submitted and has attended the ASAA TAD INFORMATIONAL SESSIONS.**

### **FEES and Textbooks**

Student fees are collected each year. The basic fee includes a yearbook and admission to all the regular home sports events. Certain subjects within the curriculum also have a required student fee. These fees are collected at the school office.

Students are issued textbooks and all books are identified by the book number and the student's name. It is the responsibility of the student to return the book in good condition with allowance made for general book wear and depreciation. The student is responsible for paying established fees for book damage or loss. Grade cards and/or transcripts will not be released until all fines or fees are paid.

Students are issued lap top computers for their use 24/7. Students are expected to treat the lap top computers as if they were their own. Gross negligence on the part of students for damage to the lap top computers will result in additional fees. See the technology use policy.

### **FIRE DRILLS**

Required fire drills are held monthly during the school year.

*SIGNAL:* A continual sounding of the fire alarm is the signal to exit immediately

*PROCEDURE:* Upon hearing the alarm, rise and leave the room briskly and in an orderly way. Form a line and file outside the building according to the instructions of the teacher. When outside, be alert to further instructions so that fire lanes may be kept clear. Return to class at a signal from the principal or teachers.

## **GRADUATION REQUIREMENTS**

The following program meets the requirements for graduation at PHS. Students are required to complete a minimum of eight semesters (or the equivalent) of high school work as well as the following:

English	4 credits	(1 credit each year for 4 years)
Science	*3 credits	(1 credit each year of 9 <sup>th</sup> & 10 <sup>th</sup> Biology and Intro to Chemistry recommended; with one additional science elective)
Math	3 credits	(in grades 9, 10 and 11 recommended)

Social Studies	3 credits	(1 credit each for US History and World History, ½ credit for Alaska History and ½ credit for American Government.)
P.E.	1 credit	(½ credit allowed for participation in district-funded extracurricular sport or approved dance program, Viking Swim club or other school-approved activity program beginning in grade 10. Participation in two such activities will be required to earn ½ credit)**
Health	½ credit	
Electives	<u>9.5 credits</u>	
TOTAL CREDITS	24	

\*Note: the graduation requirement for 3 science credits will begin with the Class of 2027, all prior graduating classes will be grandfathered into the 2 science credit requirement.

\*\*To be approved, the dance program must meet the following criteria:

- established program for three (3) years
- taught by a qualified and recognized instructor
- holds a public performance
- willing to participate in granting credit option and to follow school requirements for participation
- willing to document minimum of 75 hours of physical activity

The Superintendent may recommend to the Board that the eight-semester attendance requirement be waived in the case of students who have completed all requirements for graduation. Early graduation requires approval of the School Board on an individual basis. The student requesting early graduation must have an education plan filed with the Board.

For existing high school students, the selection of Valedictorian, Salutatorian, and Historian will be determined at the end of the 2nd semester of the graduating class's senior year. The student with the highest GPA, carried out to the ten thousandths decimal place, will be selected as Valedictorian and the student with the next highest GPA will be selected as the Salutatorian, and the student with the next highest GPA will be selected as the Historian. If there is a tie in GPA, more than one Valedictorian, Salutatorian or Historian will be selected. The selection for Valedictorian, Salutatorian, and Historian will be determined based on a weighted grade point scale. (AR 5127)

Students need 24 credits to graduate. Students will not be allowed to participate in the graduation ceremony unless they have successfully completed all requirements. Students graduating from a non-district sponsored homeschool program are not eligible to participate in the graduation ceremony. In order to participate in the graduation ceremony, a student must be enrolled as a student in Petersburg School District. (BP 5127)

Study Hall classes do not receive credit. Resource classes are on a Pass/Fail grading scale.

Recognizing that the graduation ceremony is a school-sponsored, community celebration, student attire must comply with current district policies. This includes language and images on the graduation hat, gown and visible clothes worn underneath the gown must be in compliance with school policies. Violations will result in district staff requiring removal of the hat/gown prior to the graduation ceremony and replacing it with non-decorated attire.

All transfer of credits to Petersburg High School must come from a school accredited by AdvancED, the only body to be recognized by the State Department of Education and Early Development (DEED). Credits from alternative educational programs must fit the adopted statutory definition, in AS 14.30.365 (c) (1), of "alternative education program" as a public secondary school that provides a nontraditional education program, including the Alaska Military Youth Academy; a public vocational, remedial or theme-based program; a home school program that is accredited, as defined in this section; a charter school authorized under AS 14.030.250-14.03.290; a statewide correspondence school that enrolls students that reside outside of the district in which the student resides and provides less than 3 hours a week of scheduled face-to-face student interactions in the same location with a teacher who is certified under AS 14.20.020

## ***GUIDANCE PROGRAM***

A counselor is available to assist all students with personal and school problems and to assist them with educational and vocational planning. However, he/she will not choose a program for you. The final choice must rest with the parent and student. Some examples of how the counselor can help you are as follows: class scheduling, job exploration, post-secondary training selection, information on financial aid, planning for careers and life work, and personal social issues.

PHS classes are designed for classroom participation, not individual study. The superintendent or designee may allow home study programs based on PHS classes, if warranted.

Students may elect any course, for which they are otherwise qualified, without regard to race, color, creed, sex or handicap. Questions regarding discrimination should be referred to the Title IX and section 504 coordinator/Director of SPED Services.

## ***GUN FREE SCHOOLS***

By state law, any student who is determined to have brought a gun or other firearm to a school in the district shall be expelled from the district for a period of not less than one year. The Board may, on its own initiative or on the recommendation of the Superintendent, modify the expulsion requirement on a case-by-case basis. The term "firearm" means a firearm as defined in Section 921 of Title 18 of the United States Code and includes bombs and other incendiary devices. The term also includes parts from which a firearm may be assembled.

## ***HALLWAY BEHAVIOR***

Students are to be in the classroom or library when school is in session unless they have permission from the teacher. Those who receive such permission for a good reason are expected to be quiet while in the halls. The school is not an appropriate place to show intimate affection.

## ***HARASSMENT***

All students and staff have a right to a safe educational environment. Sexual harassment interferes with this right and will not be tolerated. Sexual harassment is specifically prohibited by state and federal law. Harassment includes unwanted sexual comments and behaviors, as well as racially or religiously oriented remarks and other behaviors that prevent a student from being comfortable in their school environment. Harassment may be directed toward persons of the same or opposite sex. Concerns about harassment should be brought to the attention of a teacher, counselor or principal so that appropriate action can be taken.

## ***HELP FROM TEACHERS***

Teachers will be glad to assist students who are having difficulty with their courses; however, it is the student's responsibility to ask for help and obtain make-up assignments. Teachers are available before and after school and by appointment. One may ask for additional help or tutoring from our special services teacher.

## ***HONOR ROLL***

An honor roll will be calculated at the close of each semester. A student must have an average of 3.3 or higher to be eligible. High honor roll is considered 3.5 and above and certificates will be issued for this achievement. Students must be enrolled in a minimum of six classes at PHS to be eligible for honor roll. A "D" in any class disqualifies a student for honor roll.

## ***IMMUNIZATIONS and HEALTH SCREENINGS***

State law requires that students complete their immunization program before being allowed to attend school.

All students may be screened for health statistics (such as height and weight) every school year, performed by a certified nurse, typically the school nurse, if applicable. All results are confidential and are only reported by student number to the state. Parents or students who wish to not have health screenings done at the school must notify the office staff.

## **LENGTH OF SCHOOL DAY**

Petersburg High School begins at 8:15 A.M., and continues until 3:00 P.M. Monday through Thursday. Students will be released at 2:00 P.M. on Friday.

## **LIBRARY**

Our library supports the curriculum of the middle school and the high school. It is part of the Alaska Library Network and is connected electronically to the Petersburg Public Library. A common library card serves both facilities. The library houses a collection of books, periodicals, non-print media and audio-visual equipment.

The librarian maintains a study atmosphere in the library and all students are encouraged to use the library any time during the school day. There are no fines. Library check-out privileges may be suspended until overdue books are returned. Students are responsible for material they check out and must pay replacement costs of lost or damaged materials.

## **LOCK DOWN AND LOCK OUT DRILLS**

Lock down drills are also held periodically during the school year. This is done so that students learn how to respond quickly to any disaster in which students need to remain in school for safety reasons.

**SIGNAL:** A repeating two-toned sounding of the alarm is the signal for students to quickly enter the nearest classroom.

**PROCEDURE:** Once within the classroom, students should follow the teacher's directions for lock down procedures

## **LOCKERS**

Every student is issued a locker and combination on the first day of school. Personal valuables can be checked into the office to be kept secure. The high school accepts no responsibility for theft from lockers.

Your lockers are not your property. They may be inspected periodically.

## **MOTOR VEHICLES**

Angled parking on Charles W. Street is reserved for school employees.

Students are not allowed to park in visitor parking in front of the school during the school day.

All drivers must take great care when parking and driving near the school.

Weapons, including guns, are not allowed in parked vehicles.

Remember that very small children are walking in the area and they are especially difficult to see; please drive slowly and cautiously.

Student-operated vehicles may not be used to travel to and from off-campus class activities without signed parent permission on file in the principal's office. Cases of speeding or reckless driving and improper parking will be reported to the police department. When a student parks his/her vehicle, it should be locked. The school assumes no responsibility for vehicles or their contents. Moving violations in the school zone have the consequence of double the fines and points. Illegally parked vehicles may have a district parking boot placed on the vehicle's wheel. Students will receive one warning, then the fine to remove the district parking boot is \$85.00, to be paid at the district office.

## **NATIONAL HONOR SOCIETY**

Seniors, juniors and sophomores with a 3.6 grade point average are eligible for selection. Selection is also based upon leadership, service, and character. Members must maintain the high standards which warranted their election or they will be dropped from the society. National Honor Society members are expected to take challenging math, science, and English classes each year.

(web site: [www.nhs.us](http://www.nhs.us))

## **NONDISCRIMINATION POLICY**

Petersburg School District does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology education programs. Petersburg School District complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 (“ADA”), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law. Any questions or concerns about Petersburg School District’s compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

For more information regarding accommodations, civil rights or grievance procedures, contact: Superintendent Kludt-Painter at (877) 526-7656, Petersburg School District, 201 Charles W. St., PO Box 289, Petersburg, Alaska, 99833.

Petersburg School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## **PART-TIME ENROLLMENT**

Students who are enrolled in another school as their primary school may also enroll at Petersburg High School, if space is available in the desired classes. Part-time students will enroll after full time students have registered.

Students at PHS may register for dual enrollment with other accredited schools with the principal/counselor approval. Correspondence classes should be scheduled outside the regular school day. Student requests for correspondence study during the school day at Petersburg High School will be considered only if the student is a junior or senior, and has the principal’s permission. **Exceptions may be made with administrative approval.** Distance delivery instruction as a way to expand and enrich PHS existing curriculum and/or to provide opportunities to make up credits needed for graduation, require principal/counselor approval. Students enrolled in distance delivery classes need to pay close attention to timelines and due dates in order to complete courses in a timely manner; a semester class must be completed within a semester.

## **PBIS**

PBIS (Positive Behavior Interventions and Supports) is a school-wide, proactive approach, which emphasizes the instruction of social skills, data-based decision making, and the prevention of problematic behavior. While fostering positive behaviors and interactions, PBIS also improves academic performance.

The most important part of PBIS is teaching expected behaviors. This is accomplished by utilizing a school-wide matrix of behaviors, which encompasses the three main expectations of Petersburg School District -- Be Safe, Be Respectful, and Be Responsible.

## **PHYSICAL EDUCATION AND ATHLETICS HEALTH RESTRICTION**

A student who has been removed from participation in physical education class, an athletic practice or game for serious physical injury or medical condition by a supervising adult (i.e. coach, parent, athletic director, etc.) may not return to play until the student has been evaluated, diagnosed and cleared for participation by a licensed practitioner, which may be:

1) A health care provider licensed in Alaska, or exempt from licensure under Alaska law (AS 08.64.370(1), (2), or (4),

OR

2) a person acting at the direction and under the supervision of a physician licensed in Alaska, or exempt from licensure.

If your child has a diagnosis that may restrict or limit his/her activities in physical education, then your child's doctor must fill out a Release From School form and have it submitted to the school office at the beginning of the school year or prior to the beginning of the next school day. The doctor must specify the amount of time this form is valid. Note that a student who is unable to participate in physical education is not able to participate in interscholastic sports and may be excluded from certain field trips.

The following health conditions may require a completed Release From School form:

- Asthma
- Heart Conditions, including murmurs
- Orthopedic problems
- Cerebral Palsy
- Seizure Disorder
- History of head injury, dizziness and/or fainting
- Any other disease/illness that may restrict physical activity.

During the school year, your son/daughter may sustain an illness or injury that will require your child to be excluded or restricted from participating in physical education and interscholastic activities. All notes from a medical professional or parent must be brought to the school office for your child to be excused from gym.

Petersburg School District limits parent excuses to 3 days for each quarter in the MS and 3 days per semester in the HS. Students requiring more than the above exclusion/restriction must bring in a doctor's note to be excused (see above). Additional excused days of physical education may be required to be made up with the PE teacher.

Parents who are a licensed practitioner cannot excuse their own child, as legal documentation must come from a third party medical professional.

## ***POST HIGH SCHOOL EDUCATION***

Information about colleges, technical and vocational schools is available in the guidance counselor's office. Together with your parents and the guidance counselor, you should begin planning for your future. For those who plan to continue their studies after high school graduation, there are a number of scholarships and student loans available to help you financially. These financial aids are announced in the early spring, and it is the student's responsibility to apply for this assistance. Parents and students should begin this process at least during the student's junior year in high school.

## ***POWERSCHOOL***

Petersburg High School can provide parents and students access to current grades and attendance through the Internet. The following website will allow you access to your information: <http://pcsd.powerschool.com/public/home.html>  
For security purposes, parents and students are assigned unique user names and passwords for each individual student at PHS. To receive your ID and password, contact the high school office.

## ***PROGRESS REPORTS IMPROVEMENT NOTICES***

A progress report is sent home every mid-quarter (four to five weeks) to the parents of those students whose work is failing or near failing. The purpose of this notice is to notify the student and parent that the course work is below par and that additional work will be necessary on the part of the student in order to prevent failing. Limited tutorial help is also available to students. All students involved in extracurricular activities will have their grades checked regularly by the coaching staff, in addition to every mid-quarter as well. Student's grades and course progress may be checked anytime via Powerschool student information system at [www.pcsd.powerschool.com](http://www.pcsd.powerschool.com)

Improved work notices may also be sent to the parent of students whose work has improved. Through this notice a teacher can express his/her congratulations and encouragement to the student in hopes that the student will continue in this manner.

## **REPORT CARDS AND GRADING SYSTEM**

Report cards are issued every nine weeks. These cards should be shared and discussed with your parents. It is not necessary to return these cards to the school because you will receive a new card at the end of each nine-week period. Our grading system is as follows:

<u>Standard 4.0 Scale</u>			<u>Advanced Placement 5.0 Scale</u>		
A	Outstanding Achievement	4.0 grade points	A	Outstanding Achievement	5.0 grade points
A-		3.7	A-		4.7
B+		3.4	B+		4.4
B	Above Average Achievement	3.0	B	Above Avg. Achievement	4.0
B-		2.7	B-		3.7
C+		2.4	C+		3.4
C	Average Achievement	2.0	C	Average Achievement	3.0
C-		1.7	C-		2.7
D+		1.4			
D	Below Average Achievement	1.0			
D-		0.7			
F	Failing	0			
I	Incomplete	0			
NG	No Grade	0			
M	Insufficient data/credit by another institution				

Grade Point Averages (GPA) will be calculated using a 4.0 scale. Advanced Placement (AP) courses will be calculated on a 5.0 scale if students complete the course in good standing. ~~Beginning with the Class of 2019,~~ GPA will include plus and minus grading on a student's transcript. Student transcripts include both a weighted and non-weighted GPA.

A student may take one elective course on a pass/fail basis each semester (does not include courses required for graduation, such as American Government, English I, etc.) The pass/fail grade will not be used in the computation of your grade point average. Such election must be made and the teacher and the counselor notified within the first two weeks of the course. An Incomplete grade must be made up within two weeks. If not made up within two weeks after the end of the term, an incomplete will be assigned the grade that indicates the student's earned progress during that term. Classes taken for credit recovery can only receive a maximum grade of 70%.

### **RE-TAKING A CLASS**

If students feel they have not gained all that they could from a class in which they have attempted, they have the option to take it over. In that case, both classes/grades will be shown on the report card and/or transcript. The old grade will be changed to either a P or NG and will not be considered for either GPA or credit; only the new one will be used. However, in cases of a tie in class ranking, the student who re-took a class will receive the lower ranking.

It should also be noted that students are given credit and a grade each time they take repeatable classes (i.e., band, physical education, chorus, etc).

### **SAFE SCHOOLS AND CRISIS RESPONSE**

Students need to feel safe within their school. The District has a crisis response plan. Procedures are in place for a response to threats of attack, shooting in the school and hostage situations as well as other dangerous situations, including a death. The response team consists of staff, parents, students, police, clergy, and social service professionals.

Students who are aware of plans that would endanger any member of the school community or school property should contact the principal or Superintendent immediately to let them know about the situation. A student should never hesitate to contact school officials or Crime Stoppers (772-7463) with knowledge concerning threats towards another student, staff member or the school buildings. What one student may believe to be an insignificant threat could, in actuality, be the only information known to prevent a tragedy. Students sharing information with school officials can know that their efforts will be respected and valued even if the threat proves to be uneventful.

## **SCHEDULING OF CLASSES**

All students must enroll in seven (7) classes each semester of the school year, unless approved by the principal.

A student who drops a course during the first two weeks of the semester may do so without any entry on his/her permanent record card. A student who drops a course after the first two weeks of the semester shall receive an W/F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

Most classes earn one credit for a year's work. Teacher aide earns  $\frac{1}{2}$  credit for a full year's time, and can only be taken twice during a student's school career, unless approved by the principal. Only Juniors and Seniors are eligible to request a teacher aide position with approval by school administration. Students who desire to be a teacher aide must have C's or better in all classes on their last semester grades.

## **SCHOOL CALENDAR**

All approved student activities must be placed on the school calendar in the office a minimum of two weeks in advance of the scheduled date. Activity Request forms are available in the office. Forms must be completed and signed by an advisor and the principal and returned to the office one week prior to the event.

## **SEARCH AND SEIZURE**

BP 5145.12

All lockers and other containers provided to students by the District are owned, supervised and controlled by the District. Lockers and other District-provided containers are subject to search by the Superintendent, or designee, who may authorize a District employee to search them at any time. Authorization to search is specified in school board policy. No decorations allowed on outside or inside of locker unless approved by the office.

Any District administrator may conduct searches when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The use of drug-detection dogs and metal detectors, or similar detection devices, may be used upon express authorization of the Board/Superintendent.

The Superintendent or designee may request a drug test from a student, if they have reasonable cause to suspect that the student is under the influence of alcohol or a controlled substance not prescribed as required by law. A student's failure to comply upon request pursuant to this policy will be used as evidence against the student in a disciplinary proceeding and will subject the student to other sanctions by board policies and school rules.

Items discovered in the course of a search that are illegal or violate school or district rules shall be seized. If the seized item is not illegal to possess, but is prohibited on school grounds, the item may be returned to the student's parent(s) or guardian at the end of the school day. If the item is illegal to possess, the Superintendent or designee may direct that the item be surrendered to police.

A reasonable attempt will be made to notify the student's parent(s) or guardian before a search has taken place, if practical. If prior notification is not practical, a reasonable attempt will be made to notify the student's parent(s) or guardian after a search has taken place. The notification shall include the reason for the search and the nature of any contraband discovered.

## **STUDENT COUNCIL**

The student council is a learning opportunity for PHS students to develop and promote commitments to citizenship, scholarship, leadership, human relations and cultural values. The student council teaches and provides the means through representative government to develop decision-making skills. Classes report their activities and concerns through their elected representative to the council. Council activities and decisions are in turn reported back to classes, organizations and faculty. Decisions and requests of the student council are communicated to the administration, faculty, and school board through the student council school board representative.

The student council is made up of elected Associated Student Body Officers (president, vice president, secretary, treasurer, sergeant-of-arms (ASB Executive Board), city council representative, school board representative, curriculum steering committee representative, library board representative, parks and rec representative, public safety

representative), the president and class representative for each class. Student council meetings are scheduled monthly or more regularly.

An agenda will be prepared by the president prior to meetings and Robert's Rules of Order are followed during meetings.

## **STUDENT INFORMATION RELEASE**

### **Release of Information to military recruiters**

The federal Elementary and Secondary Education Act requires all local education agencies to provide to military recruiters, upon their request, the name, address and telephone number (including unlisted number) of secondary school students. Although military recruiters focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from the broad category of "secondary" students, defined as students in grades 7 through 12. If any secondary student or the parent/guardian of a secondary student does not want the District to provide the requested information to military recruiters, the secondary student or the parent/guardian must "opt out" of providing such information by submitting a signed, written request to this effect.

### **Institutions of Higher Learning information release**

The Every Student Succeeds Act of 2015 (ESSA) requires all local education agencies to provide to institutions of higher education, upon their request, the name, address, and telephone number of secondary school students. Although post-secondary institutions schools focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from secondary students. If any eligible student (18 years of age) or the parent/guardian of a secondary student does not want the District to provide the requested information to institutions of higher education, the secondary student or the parent/guardian must "opt out" of providing such information by submitting a signed, written request to this effect.

## **STUDENTS' RIGHTS, RESPONSIBILITIES and GRIEVANCE PROCEDURES**

PHS students have the right to learn in school without interruption. Any school attempting to serve the needs of hundreds of individuals must, in order to protect the rights of all, establish guidelines so that all will know how to pattern their behavior. Many rules are unnecessary if members of the organization keep in mind their purpose for being here and are considerate toward the rights of others. Honesty, fairness, ambition and understanding are character traits that we should continually work to develop.

Students are guaranteed the right to appropriately express themselves, conduct meetings and carry out actions in accordance with the democratic process, and through the student council organization which has been established for the purpose of learning and practicing this process.

Care and respect for the physical condition of the buildings and grounds are the responsibility of us all.

School rules have been made to protect every student's right to learn. If a student breaks a school rule, it means they are interfering with the right of others to learn. Remember that a lot of thought has gone into making school rules. They have not been made to upset students or to make adults happy. They are there for student protection!

All school rules are related to law that guarantees a free, public school education to all people ages seven through sixteen. No one can take that right away from students without a good reason. Such "good reasons" are related to behavior. If students behave in a way that endangers other people, their right to a free education can be taken away. Also, if students interfere with the education of others, their rights can be taken away.

Principals and teachers have the responsibility to keep the school safe and secure. Students have the responsibility to always behave in a safe and secure manner. When student behavior is not responsible, consequences result.

If there are any questions relating to student rights, contact the principal. Petersburg Schools are committed to providing an effective means for parents and the community to voice concerns and complaints. In general, the complaint should be received and addressed at the level closest to which the complaint originated. For example, if it involves a teacher, first talk to that individual. If you are still concerned, talk with the principal. Then if you are still concerned, make an appointment to talk with the Superintendent.

A grievance as defined herein is a written complaint, registered by identifiable individuals, involving an alleged violation of the Federal laws or regulations governing Title IX, Section 504, and Title II by the local educational agency. A grievance is a formal complaint regarding specific decisions made by school personnel. A grievance may be submitted in specific circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted, or violated. Any claims of discrimination on the basis of race, color, national origin, sex, pregnancy, religion, age, or disability also may be submitted as a grievance.

The Petersburg School District recognizes that in accordance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, a procedure is required whereby parents, employees and students can be assured of a prompt and fair disposition of their grievances.

A grievance must be filed as soon as possible but no longer than 30 days after disclosure or discovery of the facts giving rise to the grievance. A student who has a grievance must provide the following information in writing to the principal:

- The name of the school district employee or other individual whose decision or action is at issue;
- The specific decision(s) or actions at issue;
- Any board policy or law that the parent or student believes has been misapplied, misinterpreted, or violated; and
- The specific resolution desired

The right to file a complaint shall be afforded to any parent, employee, and/or student, and the general public and shall begin with a written statement by said parent, employee, and/or student alleging a violation of the Federal law or include, as a minimum, the following information:

- a. the name and address of the party or parties alleging the violation, and
- b. a description of the alleged violation of the Federal law or regulation by the local educational agency.

Persons who desire to register complaints relative to Title IX of the Educational Amendments of 1972 should direct these complaints or other inquiries to the Title IX Coordinator at:

Petersburg School District  
Superintendent's Office  
P.O. Box 289  
Petersburg, Alaska 99833  
Tel: (907) 772-4271  
Email: [exec@pcsd.us](mailto:exec@pcsd.us)

Persons who register complaints relative to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 should direct these inquiries to the Section 504 Coordinator of the ADA Coordinator at:

Petersburg School District  
Superintendent's Office  
P.O. Box 289  
Petersburg, Alaska 99833  
Tel: (907) 772-4271  
Email: [exec@pcsd.us](mailto:exec@pcsd.us)

Upon receipt of a complaint the, Petersburg School District shall adhere to the following procedures:

1. The principal shall investigate the alleged violation ~~within fifteen (15) days from the date it is received~~ and shall render a written resolution of the complaint ~~within thirty (30) days~~ **in a prompt and thorough manner.**
2. The principal shall provide an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved.
3. Upon receipt of the principal's resolution to the complaint, the party alleging the violation has the right to appeal this decision to the Superintendent within thirty (30) days. The superintendent will render a final decision within thirty (30) days from the date the appeal is received.

## ***VIRTUAL HIGH SCHOOL (VHS)***

Virtual High School is a non-profit consortium of schools that offer full-semester online courses to the participating schools' students. PHS is a participant in this consortium and therefore will be integrating the VHS program and its course offering into our existing curriculum. There are 25 VHS student seats available for PHS students each semester.

Selection of VHS students will be based on rubric graded scores of an application packet. The application process will include, but is not limited to, evaluation of a Pre-Student Survey, Personal Questionnaire, two teacher evaluations and consideration of student activities, resources, academic standing, and transcripts. A baseline will be established for admittance to the VHS program and a minimum score will be necessary for acceptance. No student can be guaranteed admittance.

Each VHS class is one semester in length and worth  $\frac{1}{2}$  of a PHS credit. PHS VHS students will be expected to commit to one full year (2 semesters) of VHS classes and can take one VHS course per semester. This will translate into one full PHS credit. If a course is offered at both PHS and VHS it is expected that students will enroll in the PHS offering. Challenges to such an expectation are reviewed by an evaluation board consisting of the SC (Site coordinator), Counselor, Principal, Teacher of subject being challenged, Student, and an Advocate of the student's choice (i.e. parent/guardian/teacher).

Students enrolling in VHS are scheduled with one class period to devote to VHS work. The SC will be the teacher responsible for VHS students. Workspace and place are authorized by the SC. AP Courses taken through VHS are subject to an additional fee payable to the school by the student prior to the first day of instruction. Students enrolling in Advanced Placement courses may be eligible, depending on course load, to obtain a Release Period for the purpose of completing VHS AP coursework.

The VHS calendar schedule is not the same as that of PHS; consequently VHS classes will be in session days that PHS is not. PHS VHS students will be accountable for work on all VHS scheduled class days, regardless of the Petersburg High School calendar schedule.

All VHS grades are final. Grades cannot be replaced or adjusted. Quarterly grade checks for VHS will be determined by the VHS calendar and the most recent VHS grade check prior to the Petersburg High School grade check date. For example, if VHS grade check is March 15 and the PHS grade check is March 20<sup>th</sup>, grades from VHS on the 15<sup>th</sup> will be used to determine eligibility on March 20<sup>th</sup>.

Some VHS courses have additional fees associated with enrollment, such as Advanced Placement (AP) VHS classes. Students are responsible for all VHS fees associated with each class in which their child is enrolled. Families will receive communication from PHS before being charged VHS fees. Withdrawing from a VHS course follows the same guidelines as PHS classes, and the student may be responsible for VHS fees resulting from withdrawing. Petersburg School District will sometimes offer courses through vendors similar to VHS that incur charges to the school and/or student. For these courses that the school district sponsors, the student may be responsible for fees if they fail to complete the course in good standing. Families will be notified in advance when their child has enrolled in such a course.

Behavior consequences for VHS courses will follow the district's cheating/plagiarism policy for assignments, tests, and writing. Academic consequences will be applied at the discretion of the VHS instructor.

## ***VISITORS***

Visitors to the school must check into the office. They must have the principal's and teacher's permission before attending class.

## ***WITHDRAWAL FROM SCHOOL***

A student wishing to withdraw from PHS must inform the principal and circulate a withdrawal form, signed by the parent/guardian, to each teacher for signatures from whom the student is currently taking a course. The teacher will verify that books have been turned in and indicate the grade earned at the time of withdrawal. The librarian must also initial the withdrawal form to indicate that all books have been turned in to the library. All fines must be paid prior to withdrawal. Before a student withdraws, an exit interview with the school counselor and principal must be completed.

Transcripts will not be sent to other schools until the student has met all obligations to PHS. Students who plan to transfer to another school should notify the office so transcripts can be sent without delay.

## **GLOSSARY**

**Aggressive behavior:** physical behaviors directed toward another person including, but not limited to, kicking, hitting, biting, shoving, tripping or slapping.

**Assault, physical:** to intentionally, knowingly and recklessly cause or act in an attempt to cause physical injury to another, assault includes, but is not limited to, aggressive behavior.

**Assault, verbal:** to place another person in fear of imminent physical injury by words and/or conduct.

**Bullying:** a form of aggression and occurs when a person(s) who perceives a power imbalance, willfully subjects another person (victim), whoever he or she may be, to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed (stress, injury, discomfort) at any school site or school-sponsored activity or event. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team. The behavior is repeated.

**Cheating:** submitting someone else's work as your own or providing your work to another, giving another student answers on an exam, and providing answers electronically. Using any resources not from your own brain, which includes any screen shot of tests; any other tab open/swiping screens; using vocab hover tool; leaving test open for other students to study from for retake.

**Detention:** assignment to a designated area before, during or after school.

**Drug:** an illicit substance.

**Drug/Alcohol Free School Zone:** Federal and State statutes provide for penalties for the distribution of drugs within 500 feet of a school, the "Drug Free School Zone", subject to the following conditions:

- Does not require knowledge of the proximity of a school.

- Does not require evidence that children are currently or likely to congregate

- Does not require proof that the sale of drugs had a detrimental effect on children

**Drug paraphernalia:** includes, but is not limited to, any item or device used to conceal, process, prepare, inject, ingest, inhale or otherwise introduce a substance into the human body.

**Expulsion:** removal of a student from the physical and academic school premises, including school activities, for at least the remainder of the current semester but not to exceed one (1) year.

**Fighting:** mutual use of physical force by two or more students in circumstances in which it is not possible to determine the aggressor.

**Firearm:** includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. Firearms also include any type of weapon by whatever name which will or may be readily converted to expel a projectile by the action of an explosive or other propellant and which has any barrel or bore of more than one-half inch in diameter; or as defined in section 921 of Title 18, United States Code.

**Harass:** to persistently act in a manner (verbal or physical) which serves to distress, annoy or torment another person or to act in such an extreme manner in a single incident to severely distress, annoy or torment another.

**Hazing:** initiation rites perpetrated against a new student, new member, or lower classman.

**In-school suspension:** removal of a student from the classroom and school activities by an administrator or designee and assignment to a designated room or area within the school building. Lunch may be eaten in the ISS room or a lunch time other than the regular time may be assigned. The student in ISS is counted present on the attendance roles. The work collected may be turned in for credit.

**Plagiarism:** plagiarism is using someone's words that are not your own, such as the words of peers or copying from resources online or in other formats.

**Pornography:** material that depicts erotic behavior and is intended to cause sexual excitement. Pornographic material may be protected expression unless it is determined to be obscene. Child pornography is illegal under state and federal laws prohibiting the depiction of minors in sexual acts.

**Reasonable:** using or showing reason or sound judgment, sensible.

**Restitution:** reimbursement for actual loss or damage by court order or by the Superintendent's office. (At the discretion of the principal or his/her designee, restitution may be accompanied by community work service.)

**Sexual harassment:** any unwelcome sexual advance, request for sexual favors, sexual statement or physical contact, including sexist remarks or behavior, which results in a tense and/or unproductive learning or work environment. Conduct of an unwelcome sexual nature which (a) is indicated to be term or condition of an individual's academic or employment experience, (b) is used as a basis for academic or employment decisions, (c) interferes with an individual's academic or employment performance, or (d) created an intimidating, hostile or offensive academic or employment environment is included in this definition. "Sexual harassment" is defined in more detail in the District's administrative regulations dealing with sexual harassment.

**Suspension:** temporary removal of a student from the school building and property and/or from participating in school activities.

**Trespass:** unauthorized presence on school property.

**Truancy:** willful and unjustified failure to attend school by one who is required to attend; skipping. This includes leaving the building without prior approval and/or checking out through the office.

**Weapon:** any item (ex: gun, knife, club, etc.) used to injure, defeat, or destroy; or as defined in Board Policy Administrative Regulation 5131.7 (Weapons and dangerous instruments).

## PETERSBURG DISCIPLINE GRID

(This chart has been prepared to provide assistance; it should not be interpreted as absolute)

Our philosophy is to involve parents as much as possible in student discipline. Parents will be notified when infractions are either recurring and/or serious. Discipline measures will be cumulative. Prior behavioral misconduct will affect subsequent disciplinary measures.

OFFENSE	OCCUR	CONSEQUENCE
<b>ALCOHOL</b> Using, possessing, taking action to possess, selling, distributing, or being under the influence of alcohol (or substances promoted as alcohol). *1, *Additional consequences apply for students enrolled in activities.	First Second Third	Parent notification, police notification, 3-5 days suspension, Prime for Life (12 week) Reduction, or similar counseling Parent notification, police notification, 5-7 days suspension, counseling Parent notification, police notification, 10 days suspension, Expulsion hearing
<b>AUTOMOBILE MISUSE</b> Not following rules and regulations concerning vehicles on school premises.	First Second Third	Parent contact, student conference, possible detention, possible police notification Parent conference, police notification, detention, possible ISS, loss of driving privileges Student contract with principal, parent and police
<b>*BUS MISCONDUCT</b> Not following the posted instructions governing riding school buses.	First Second	Parent contact, detention, some loss of bus privileges Parent conference, possible ISS/OSS, progressive loss of bus privileges
<b>USE OR POSSESSION OF DRUGS</b> Using, possessing, taking action to possess, selling, distributing, or being under the influence of drugs or other intoxicants (or substances promoted as dangerous drugs). Possessing any drug paraphernalia. *1 *Additional consequences apply for students enrolled in activities.	First Second Third	Parent & Police notification, 3-5 days OSS, Prime for Life counseling Parent & Police notification, 5-7 days OSS, additional counseling Parent & Police notification, 10 days OSS, expulsion hearing
<b>*DEFIANCE OF AUTHORITY/Disrespect/Insubordination</b> Refusal to follow the reasonable requests of District personnel.	First Second Third	Parent conference, apology, detention, possible suspension Parent conference, student contract, possible suspension Parent conference, Progressive suspensions (ISS/OSS), repeated may = possible expulsion
<b>*DISORDERLY OR DISRUPTIVE CONDUCT</b> Language or behavior that disrupts and/or interferes with the educational environment or process. Includes sustained loud talk, horseplay	First Second Third	Parent contact, apology, detention, possible suspension Parent conference, possible suspension Parent conference, Progressive suspensions (ISS/OSS), repeated may = possible expulsion
<b>*DISRUPTIVE APPEARANCE / STUDENT DRESS</b> Dress or grooming that interferes with the learning process or school climate, is unclean, or threatens the health/safety of the student or others. (Clothing, jewelry, or working/graphics on clothing that is sexually suggestive, drug related, vulgar, that depicts violence, insulting, gang membership related, or ridicules a particular person or group.)	First Second Third	Teacher directed, change in dress Office referral, parent contact, change in student dress Principal referral
<b>SKIPPING CLASS</b> Student leaves or misses class without permission	First Second	Detention, parent notification Parent contact, possible suspension
<b>FIGHTING</b> A hostile physical encounter between two or more individuals.	First Second Third	Parent and police notification, 1-3 day suspension Parent conference, police notification, 3-5 days OSS, community service, recom. Counseling Parent conference, police notification, 5+ days OSS, Expulsion hearing
<b>FIRE SETTING / ATTEMPTED FIRE SETTING / FIRE PLAY</b> Using fire to destroy or attempt to destroy property.	First	Parent and police notification, suspension, possible Expulsion hearing
<b>FORGERY/THEFT</b> Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission	First Second Third	Parent and police notification (discretion),detention or possible suspension, restitution Parent and police notification, restitution, suspension, possible Expulsion hearing Parent and police notification, suspension, Expulsion hearing

<b>LEWD CONDUCT / PROFANITY</b> Incident exposure and/or the use of obscenity, profanity (oral, written, or gestured). Includes possession, selling and distribution of lewd materials.	First	0-5 days OSS
	Second	5-10 days OSS, Continued violation may result in expulsion
<b>HARASSMENT/BULLYING</b> Student delivers disrespectful messages* (verbal, written or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. This includes harassment via electronic means. *disrespectful messages include negative comments based on race, religion, gender, age and/or origin; sustained or intense verbal attacks based on ethnic origin, disabilities or personal matters.	First	Parent conference, detention, possible suspension (ISS)
	Second	Parent/principal conference, suspension (OSS)
	Third	Possible 3-5 day OSS, recommendation for expulsion hearing
<b>INAPPROPRIATE LOCATION/OUT OF BOUNDS AREA</b> Student is in an area that is out of school boundaries	First	Detention, parent notification
	Second	Parent/principal conference, detention, student contract, possible ISS
<b>CHEATING/COPYING</b> Submitting someone else's work as your own or providing your work to another	First	Zero on assignment, parent notification, possible detention
	Second	Zero on assignment(s), parent conference, detention/ISS, possible reflective assignment
<b>LYING</b>	First	Test: zero on exam, no retake option, 2x detention, parent meeting with admin and teacher, next activity suspension within 30 days
<b>PLAGIARISM</b> Using someone else's words and/or ideas	First	Plagiarism: Zero on assignment/exam, no retake option, 2x detention, parent meeting w/admin and teacher, next activity suspension within 30 days
	Second	
<b>GANG AFFILIATION DISPLAY</b> Organization composed of students that has an element of purpose which is concealed from the public and shared only confidentially among members. Participation in gang-related activities at school or school functions (possession or display of gang-related clothing, symbols, or paraphernalia, distribution of gang literature or materials, display of gang-related posters or graffiti, signs, or signals, harassment or intimidation of others or recruitment for gang membership).	First	Parent conference, detention, student contract
	Second	Parent/Principal conference, suspension (OSS), contract dependent
<b>PHYSICAL AGGRESSION/ASSAULT</b> Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).	First	Parent conference, police notification, 3-5 day OSS
	Second	Parent conference, police notification, 5-10 day OSS
	Third	10 days OSS, expulsion hearing
<b>TARDINESS</b> Arriving late to school and/or class. Aggravated Tardy > 10 min late to a class	First	Office referral, detention, parent notification
	Repeat	Excessive tardies will result in a parent/principal discipline plan Aggravated tardy=45 min detention w/ teacher of the affected class
<b>TECHNOLOGY MISUSE</b> Failure to comply with the District's "Electronic Use Agreement."	First	Refer to PCSD Technology Plan for Discipline Procedures
<b>USE OR POSSESSION OF TOBACCO</b> Using, possessing, and/or distributing of tobacco in any form.	First	Parent and police notification (discretionary), detention, possible ISS, addiction counseling
	Repeat	Parent and police notification, detention, progressive suspensions, contract, further addiction counseling
<b>TRESPASSING</b> Being present in unauthorized places or refusing to leave when asked to do so by District personnel.	First	Admin
	Second	OSS
<b>UNEXCUSED ABSENCE/TRUANCY</b> Any absence that has not been excused by parent or legal guardian and/or appropriate school official.	First	Parent notification, detention
	Second	Parent notification, detention, repeated = truancy notification, possible police, ISS/OSS
<b>PROPERTY DAMAGE/VANDALISM</b> Intentionally damaging, defacing, (including tagging/graffiti), or destroying public or private property.	First	Parent and police notification (discretionary), restitution, detention, possible ISS
	Second	Parent and police notification, restitution, OSS, possible expulsion
	Third	Parent and police notification, restitution, OSS, expulsion hearing

<b>WEAPONS: EXPLOSIVE DEVICES</b> Using, possessing, or selling an explosive device or material.	First	Parent notification, police notification, 10 days suspension, Expulsion hearing
<b>WEAPONS: FIREARMS OR KNIVES</b> Using, possessing, or selling a firearm (any weapon, including a starter gun, that will or is designed to or readily be converted to expel a projectile by the action of an explosive. Or using, threatening to use, possessing, or selling knives of any form/length	First	Parent and Police notification, 10 days OSS plus Expulsion hearing
<b>USE/POSSESSION OF COMBUSTIBLES WITH INTENT TO HARM</b> Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage with intent to harm (matches, lighters, firecrackers, gasoline, lighter fluid)	First	Confiscation, parent & police notification, possible suspension, possible expulsion hearing

\* = "occurrence" resets every year

\*1 = If a student is suspected of drug or alcohol use, the administration has the right to test and the student is required to submit to the testing. If the student refuses, he/she will be given the same discipline action as if guilty.

## DISCIPLINE CHART -- EXTRACURRICULAR PARTICIPATION

This chart has been prepared to provide assistance; it should not be interpreted as absolute.

	next activity suspension (minimum)	suspension	suspension	1 year for each additional offense
A. Skipping class (missing whole class or leaving class w/o permission)	X			
B. Disrespectful & inappropriate behavior (including swearing)	X			
C. Harassment/bullying	X	X(*)	X(**)	
D. Sexual harassment	X	X (*)	X(**)	
E. Cheating	X			
F. Stealing		X(*)	X(**)	X
G. Vandalism	X	X(*)		
H. Fighting	X	X(*)		
I. Use, sale, purchase, possession of smoking tobacco	see Extracurricular Activities above (pgs. 11-13)			
J. Use, sale, purchase, possession of smokeless tobacco	see Extracurricular Activities above (pgs. 11-13)			
K. Use and/or possession of inhalants, alcohol or illegal drugs including controlled substance transactions while not under school jurisdiction or control	see Extracurricular Activities above (pgs. 11-13)			
L. Use, sale, purchase, possession of inhalants, alcohol or illegal drugs, including controlled substance transactions while on school property, school trips, or otherwise under school jurisdiction or control	see Extracurricular Activities above (pgs. 11-13)			
M. Verbal, physical assault, or bullying other students		X	X	X
N. Verbal, physical assault, or bullying school personnel		X	X	X
O. Possession or use of weapons, other than firearms				X
P. Possession or use of firearms, including explosives				X
Q. Trespassing	X	X(*)		
R. Inappropriate use of school equipment.	X	X(*)		
S. Tattoos or body piercing on school sponsored trip.		X(*)		

### Key:

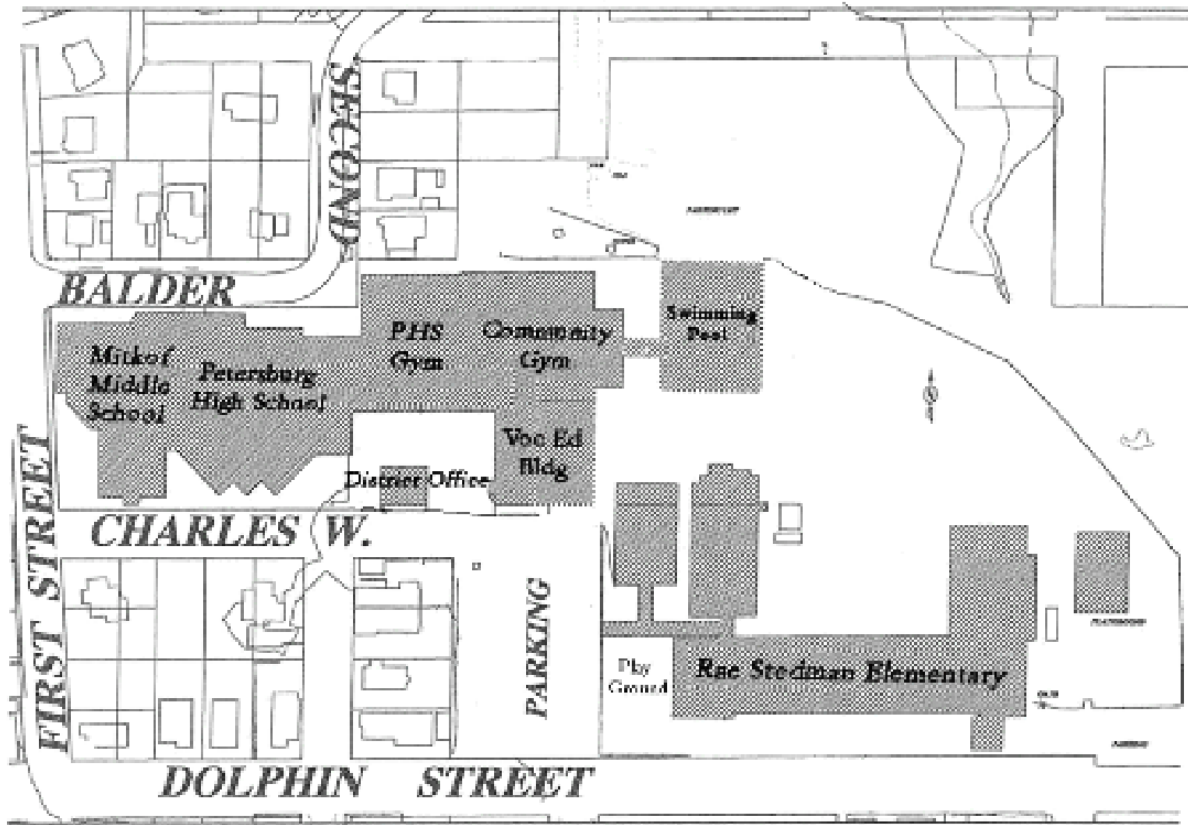
A. A student classified as skipping a class is someone who attended classes previous to or after an unaccountable absence. An unaccountable absence is where the student is marked absent from a class, but has not notified the office that he/she is checking out of school, or is missing from class for more than 15 minutes.

\* Fifty percent (50%) of the suspension will be forgiven if the student completes fifteen (15) hours of community service. The student will be allowed to practice during his/her suspension.

\*\* Thirty percent (30%) of the suspension will be forgiven if the student completes twenty (20) hours of community service. The student will be allowed to practice during his/her suspension.

# SCHOOL GROUNDS MAP AND SCHOOL ZONE

## *Petersburg City Schools*





***SOARING INTO A NEW SCHOOL YEAR!***

**RAE C. STEDMAN ELEMENTARY  
STUDENT HANDBOOK  
2023-2024**

*Phone Number: 1(877)526-7656*

*Fax: 1(877)526-7656*

*Principal: Heather Conn*

*Email: [hconn@pcsd.us](mailto:hconn@pcsd.us)*

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**OUR MISSION:**

***Petersburg Schools will advocate for continuous growth,  
promote a healthy environment, and provide diverse educational opportunities  
where all students achieve.***

**A message from the principal...**

Welcome to Stedman Elementary School! We are off to the start of another new year and are so glad your children will be with us.

By reading this handbook, you are already showing a vested interest in your child's education. Parents are an integral part of the process for students to become lifelong learners. Research shows that a supportive home environment leads to successful student learning. Please start the year off by joining us in:

- Partners in Education (PIE) Meetings (pg 14)
- Nightly reading routines
- Checking your child's backpack & planner daily
- Encourage positive habits for routines
- Volunteering in our Stedman community (pg 14)

This handbook outlines guidelines that are meant to clearly outline our routines, procedures, and expectations, which will foster our children's learning to the fullest. Items in this handbook are subject to change and at times there may be missing pieces. If you find something missing please feel free to email, write a note, or stop by the office.

I believe our mission statement paints a clear picture of who we are as educators and what we want our students to accomplish here at Stedman. When we are all dedicated to continuous growth and provide an environment that is healthy and diverse, there are no limits to what can be achieved.

I really look forward to seeing each of you personally in the coming weeks and then getting to work side-by-side with you through the coming years as we help our students and Stedman community grow. You are always welcome to visit us. Remember that communication is the key to success in everything we do.

*Mrs. Heather Conn*

## 2023-2024 STEDMAN STAFF

<b>Kindergarten:</b>	<b>Pre-School Special Services:</b>
Erin Willis	Barb Marifern
Hillary Mullen	<b>Special Services:</b>
<b>First Grade:</b>	Heidi Cabral
Erin Hofacre	Lee Ann Jenkins
Jolie Norman	<b>P.E.:</b> Dino Brock
<b>Second Grade:</b>	<b>Swim:</b> Tyler Thain
Michelle Brock	<b>Swim Instructional Aide:</b> Blaine Volk
Ethan Bryner	<b>Music:</b> Chelsea Correo
<b>Third Grade:</b>	<b>Counselor:</b> Rachel Etcher
Mary Midkiff	<b>Administrative Assistant:</b> Cena Worhatch
Becky Martin	<b>Paraprofessionals:</b>
<b>Fourth Grade:</b>	Winter Skeek
Thomas Hambley	Courtney Curtiss
Sharon Paulson	Marketa Ith
<b>Fifth Grade:</b>	Tanya Thynes
Gus Pennington	Sharon Smith
Vanessa Miller	Julie Sheldon
<b>Librarian/Media Specialist:</b> Debi Tice	Audra Netro
<b>Title 1 Reading/ESL:</b> Stephanie Pawuk and Kerri Curtiss	Annica Tufele
<b>Migrant:</b> Heather Conn and Carlee McIntosh	Alice Williams

### **ACADEMIC INFORMATION & PERMANENT RECORDS:**

An active record of student progress is kept at school. These records are available for parents to review and are not shared with others unless a release is signed by the parent. School records contain:

- \*Personal data such as names of parents or legal guardians, date of birth, immunization records, birth certificate, home address and phone number.

- \*Previous grades and/or copies of report cards.

- \*Student's yearly attendance records.

- \*Behavioral data

- \*Reading, writing, and math portfolios.

### **ADMISSIONS:**

Kindergarten students must be five years of age by September 1. There is a registration period for kindergarten students every spring and before school officially begins in the fall. Further information about the registration process may be obtained by calling the elementary school office.

To be eligible for the first grade, a student must be six years of age by September 1.

New students who are entering our school for the first time need to be enrolled by their parents or guardians, who will sign a confidential record release form and other specific permission forms (i.e. field trips, etc.). A copy of the student's BIRTH CERTIFICATE and IMMUNIZATION RECORDS will be needed as certain immunizations are required by Alaska State Law before a student may attend school. Parents are encouraged to enroll their children in school as soon as they arrive in Petersburg. Please call the school office if you have any questions.

### **ATTENDANCE AND ABSENCE REPORTING PROCEDURES:**

Regular and consistent attendance is necessary for a student's success in school. Makeup work does not replace all of the instruction and classroom activities that are essential to keeping up with the rest of the class.

1) The bell rings at 8:00 a.m. and students may enter the building at this time.

- School officially begins at 8:00 a.m. We ask that students arrive no sooner than 7:50.
- Please make every effort to have your children here by 8:00 am. When your child is tardy, they miss the most important part of the day and feel anxious or awkward coming in late and not knowing what to do because instructions have already been given. If your child will be tardy and needs a school lunch, let us know so s/he can be included in our lunch count.

Tardies and absences affect a child socially and academically. Other children notice that a child is not present to rely on as a friend and a collaborator on group projects. If a student's tardiness or attendance becomes disruptive to their education, a meeting will be scheduled with parents to make a plan so that attendance will not continue to negatively impact the child's education.

2) All absences are documented daily by staff and verified by the parent through a phone call or note. If we have not been notified by the time attendance is recorded in the office (9:00 am), we will call to verify the absence. This procedure ensures student safety and is a requirement of the Alaska Statute 14.30.010. (Compulsory Attendance Statute) . You are welcome to use our online [Student Absence Form](#) rather than calling in.

3) Our calendar has built-in leave time, if families decide to take leave outside this allotted time we will not provide missing work. Please use our [Stedman Trip Slip](#) 3 days prior to leaving for communication purposes. The link can be found here: <https://www.pcsd.us/page/stedman-elementary-school>

If attendance has an impact on academics or social emotional well being and school connectedness parents will be contacted. Please contact the school if your student will be absent. If a student is absent for 5 consecutive days due to medical/illness, we ask that you communicate with school officials, as we may request a doctor's note to excuse the absence.

In accordance with the Every Student Succeeds Act (ESSA), the state of Alaska holds schools responsible for Chronic absences as a measurement of school quality and student success. Chronic absence, defined as missing 10 percent of school days within one academic year (17.2) for any reason, is a powerful early warning predictor of student performance. Attendance is marked by full or half days.

For more information regarding the Alaska State Compulsory Attendance Law (**Alaska Statute 14.30.010**) you may visit the Alaska Legal Resource Center online or contact the school for a copy of the statute.

#### **BUS TRANSPORTATION/RULES:**

The bus drivers have the responsibility for the safety and conduct of all students riding the bus to and from school. Students are expected to obey the driver at ALL times. If students do not heed warnings from the bus driver, they may receive a bus misconduct citation.

##### **First Citation:**

- Conference with student and driver.
- Parents contacted.

##### **Second Citation:**

- Conference with student and driver.
- Parents contacted.
- Student may be denied bus privileges for 2-5 days.

##### **Third Citation:**

- Conference with student, driver, and parents.
- Student may be denied bus privileges for the remainder of the school year.

**CELL PHONE USE:**

Students are welcome to bring cell phones to school, but they must be turned off and placed in backpacks once they enter the building. They can be turned on and used once students leave the building at the end of the school day. We ask that all parents and visitors observe the same standard in order to minimize disruptions in the hallway and in classrooms. Cell phones will be taken from students and held in the office for parent pick-up if this standard is not followed. Staff cell phone use is to be restricted for school use only, such as school email and apps that require cell phone technology.

**CHANGE OF ADDRESS OR PHONE:**

In order to maintain accurate records, it is important to inform the school of any changes in telephone or post office box numbers. In case of an emergency, the school needs current phone numbers where family members can be reached during school hours.

**COMMUNICATION:**

Family members play a major role in helping us efficiently manage the day to day activities at school. We want our school to be a safe and productive environment for learning. We ask that parents and/or guardians observe the following considerations:

- Safety issues require that all visitors must check into the school office before going to their child's classroom.
- Please call ahead to make an appointment with your child's teacher. Each teacher has a daily plan of instruction and activities. Unexpected visitors require the teacher to shift attention from the students, instructional time is lost, and the children become distracted. It would be much appreciated if you could call ahead to arrange a time to visit with your child's teacher.
- Please call ahead to make an appointment to talk with the principal. She may be away from the office attending meetings, greeting children in the hallway as they arrive or leave the school, or meeting with individual students. She may be elsewhere in the building working with the staff or observing in one of the classrooms. If you call ahead, she will be more than happy to schedule a time to meet with you.
- It is our goal to minimize disruption to the school and classroom routine as little as possible while maintaining the flow of communication between home and school.
- We appreciate it when you send absence notes, permission slips, and lunch money to school when it is due.

**DISCIPLINE and “EAGLE PRIDE”:**

Our students show “Eagle Pride” when they are **Respectful, Responsible, and Safe.**

Throughout the year, students are taught specific expectations from a school-wide matrix based on these three behaviors. Staff members model and role-play in order to teach and reinforce expected behaviors. *Please see the attached matrix in Appendix A of the student handbook.*

Students are rewarded for making good choices. Staff members provide regular positive verbal feedback to students, tickets are also given out to recognize and encourage appropriate behavior, and postcards are sent home to parents when a student is recognized.

There are also times when students make poor choices and may face disciplinary consequences. The main goal of any disciplinary action is to help the student learn from their mistake and make better choices in the future. Consequences may include:

<b>Possible Classroom Consequence, (Minor Offenses):</b>	<b>Possible Classroom Consequence, (Major Offenses):</b>
Warning	Warning
Re-teach behavior	Re-teach behavior
Loss of privilege	Loss of privilege
Parent contact	Parent contact
Behavior contract	Behavior contract
Office referral	Lunch in a quiet room
	After school detention
	Suspension

*Please see attached Minor/Major Behavior Definitions in Appendix B of the Student Handbook. See attached Stedman Behavior Matrix for Grades 3-5 in Appendix C.*

**DISMISSAL:**

**Kindergarten** dismissal will be at 1:15pm for the first two weeks of school, after which students will be dismissed at 2:45pm daily through the end of the school year. On Friday’s ALL K-3 students will be dismissed at 1:00pm.

**K-3** students will be dismissed at 2:45pm Monday - Thursday and 1:00pm on Fridays.

**4th and 5th grade** students will be dismissed at 2:45 p.m. Monday-Thursday, and 2:00 p.m. on Fridays.

\*\*Students should not arrive at school before 7:50am unless they require breakfast which will occur at 7:45am. Students are not to remain at school after 2:45pm, unless in an after school club, as there is no supervision available. \*\*

### **DRESS AND GROOMING:**

The dress code for all students shall meet school board requirements. The dress and grooming of students shall contribute to the health and safety of the individual, promote a positive educational environment and good school spirit, and is non-disruptive of the educational activities and processes of the school.

- Shoes or boots shall be worn. Heely wheel shoes are not allowed in the building or outside at our recess and clubs for safety reasons.
- Inside shoes must be worn while inside the school. This helps protect our carpets.
- Clothing that exposes the entire shoulder, strapless tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt.
- Clothing exposing the torso or the midriff, either front, back, or sides, shall not be worn. Underwear shall not be visible.
- Hats and hoods shall not be worn in the building, with the exception of the cafeteria.
- Mini skirts, mini dresses, and short shorts are to be worn only with leggings or tights.
- Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school, shall not be worn.
- We ask that students dress for being out in the rain or snow.

### **Educator Qualification:**

In compliance with federal requirements, parents may request information on the professional qualifications of their child's teachers to include whether the teacher

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived: and
- is teaching in the field of discipline of the certification of the teachers.

All of our current teachers meet these requirements. Additionally, any paraprofessional serving as a reading instructor has passed the State paraprofessional qualifying exam and is trained in all our reading programs.

### **EMERGENCY DRILLS:**

Periodic emergency drills are required by law and are an important safety precaution. We practice these drills and take the possibility of a fire, need for evacuation, or need for lock-down or lock-out at school very seriously. Students are taught the run, hide, or fight concepts for safety. The children quickly learn that everyone must look to the trusted adult in the room for instructions during emergency situations.

### **EMERGENCY PROCEDURES and Emergency Commands:**

A.L.I.C.E. is a school safety program created in the year 2000 to offer additional options to students and staff in dealing with an armed intruder situation. Two of the individuals who founded and developed the program are long-term law enforcement professionals. A 30-year educational professional is a member

of the team and works to ensure that A.L.I.C.E. teaching/training materials are age-appropriate, psychologically sound, and address the issues of individuals with special needs.

**A.L.I.C.E. is an acronym that stands for:**

**ALERT:** Get the word out that a threat exists.

**LOCKDOWN:** Secure a place to stay as much as possible as a starting point to buy time.

**INFORM:** Give constant, real-time information throughout the building using all available technology.

**COUNTER:** This is a last resort. Individuals are unable to escape. Countering may be as simple as creating a distraction to allow opportunities to escape.

**EVACUATE:** The goal is to move students out of the danger zone. It's important to be prepared to escape.

Traditionally, schools have used a procedure known as "lockdown" which essentially means locking the school building and classrooms and having students and teachers take shelter in their classroom. We believe that offering additional age-appropriate options will allow our students and teachers to be better prepared if a crisis situation occurs. Providing a constant flow of information to everyone in the building can allow opportunities to safely evacuate the building. An important goal of the A.L.I.C.E. program is to evacuate as many people as possible to a safe place.

**FERPA NOTIFICATION FOR ELEMENTARY AND SECONDARY INSTITUTIONS (60 Fed. Reg. 59291, 59297)**

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

1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Petersburg City School District to amend the record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the students education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company in whom the District has

contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office**

**U.S. Department of Education**

**400 Maryland Avenue, SW**

**Washington, DC 20202-4605**

**HEALTH SERVICES**

1) ILLNESS

If students become ill during the school day, they will be sent to the office for the secretary to determine what action should be taken. If necessary, the parent or guardian will be contacted for advice or information or to take the child home. At this time Stedman is a symptom free school. Students with fevers, diarrhea, and vomiting will be asked to stay home for 24 hours after the last incident. Other symptoms not welcomed at Stedman include extreme cough, running nose. Please keep your children home if they have a temperature of 100.4 or higher, cough, sore throat, shortness of breath, chills, muscle pain, run or stuffy nose, headache, vomiting, diarrhea, loss of taste or smell, undiagnosed rash or skin condition, or taking antibiotics for the first 24 hours.

2) FIRST AID AND EMERGENCY CARE

A) The secretary and other staff have First Aid and CPR training, but they are not nurses.

B) In case of a serious accident or injury, appropriate first aid and emergency care will be provided by the most accessible and qualified first aid care giver. Parents or guardians will be contacted as soon as possible. If deemed necessary, the Emergency Medical System (911) will be activated to provide additional assistance. (Please be sure that all emergency information on your child's school records is current and complete.)

3) MEDICATION

A) If it is necessary for your child to take any **prescription** or **over-the-counter** medication during the school day, you (**and your doctor for prescription medication**) must complete a medication form indicating what is to be administered to your child, when, why, the dosage and the duration. Medication is to be sent to the school in the original bottle or packaging.

**B) All medication must be stored in the office. Please deliver the medication directly to the office and do not send it to school in your child's backpack.**

C) It would be best to ask your doctor for dosages that do not require taking medicine during school hours. Most children's prescriptions can be given at home outside of school hours.

D) You can contact the school for a medication form.

4) COMMUNICABLE DISEASES

- A) Examples: strep throat, chicken pox, lice, pink eye, scabies, ringworm, impetigo, covid, etc.
- B) Students will be sent home if suspected of having a communicable disease and will be advised to remain out of school until properly treated or no longer contagious. Please check with your family physician to determine when your child may return to school.
- C) Please notify the school any time your child is kept home for suspected contagious conditions. This will help us observe other students for signs and symptoms.

5) FEVER or DIARRHEA

If a child has a fever or diarrhea they need to stay home. If a child develops a fever or diarrhea while at school we will call his/her parent or guardian. Students must be fever and diarrhea free for 24 hours before returning to school.

6) VOMITING (due to illness):

Children may return to school 24 hours after the last vomiting incident.

7) LICE

A) Head lice (pediculosis) are a recurring problem in Petersburg schools, as it is in schools all over the country. Lice are tiny, wingless insects that live on the hair of human heads. They lay eggs (nits) which attach to the hair tightly and then hatch, increasing the chances of spreading to others. They can cause itching, scalp irritation, sores, and spread easily when children are in close contact. Although they do not carry diseases and are not harmful, they are very annoying and we try our best to work with families to keep lice out of the school and their homes.

B) When we discover a child has lice, we follow these procedures:

- All other students in that child's classroom are checked, as well as the child's brothers and sisters in the school.
- Parents are notified by phone to thoroughly explain the procedures for treating the child, the family and their personal items in the home.
- Students come back to school after being properly treated, and we check each child when they return to make sure they are free of lice.
- We ask that parents re-check the student and pick out nits daily for 7-10 days, which is the incubation period in case some were not taken care of by the treatment. Check continuously every week after that.

C) To prevent the spread of lice, we take many precautions at school. The students are taught about lice and not to share combs, brushes, hats, clothing, etc. If a classroom has a lice problem, we take special precautions with coats, earphones, carpeting, stuffed animals and anything that may contribute to the spreading of the lice.

D) YOU CAN HELP!

- Inspect your child's head on a regular basis looking for lice or nits. Checking after each bath/shower is the best way to remember – establish it as a routine. Make sure you check the first week of school so we don't start off the year spreading them.
- Notify us right away if you suspect your child or a member of your family has head lice. This helps us know to check your child's classmates to help stop them from spreading to other students.
- Notify any groups, neighbors, friends or playmates or anyone who has been in close contact with members of your family who have head lice. This can prevent further spreading and could prevent the re-infestation in your own family.

- If you ever have questions, or would like assistance, please call the school and we would be happy to help in any way we can.

### **HOMWORK POLICY:**

The Stedman staff believes that the practicing of skills outside of school is an important part of the educational process. Therefore, skill practice will be assigned during the school year. Here is how it looks at each grade level:

**Kindergarten:** Decodable or Accelerated Reading Book

**1st:** Decodable or Accelerated Reading Book

**2nd:** Decodable or Accelerated Reading Book

**3rd:** Accelerated Reading Book & Bridges Home Connect

**4th:** Accelerated Reading Book & Bridges Home Connect

**5th:** Accelerated Reading Book, Bridges Home Connect, IXL Math

### **LABELS AND LOCKS:**

It is not unusual for elementary students to have problems managing their personal belongings. To avoid lost lunch bags, swimsuits, hats, boots, coats, etc., we suggest labeling. If parents/guardians put the child's name and phone number on all items that could be misplaced at school they can be easily identified and returned to the owner.

There is a bike rack for students who ride their bikes to school. To be sure that the bike is safe, parents/guardians are encouraged to invest in a good lock that is large enough to lock the bike to the rack. It is also recommended that students wear bike helmets.

### **LIBRARY:**

The Rae C. Stedman library provides an ever-expanding resource center containing a healthy collection of books and other media tools, which support the curriculum (i.e. computers with internet access, video tapes, books on tape). There are also a variety of fiction and non-fiction books designed to meet the needs of emerging and developing readers.

During library time, students in kindergarten, 1st, and 2nd grade will be able to check in and out books. Students in 3rd, 4th, and 5th grade will be learning research skills, online catalog, locating books using the Dewey Decimal system, internet navigation skills and safety, and book care. They also learn a variety of information literacy skills. The librarian and teachers coordinate as much as possible to link library lessons in grades 3-5 with grade level curriculum.

### **Book Checkout looks like:**

**Kindergarten:** 3 books (Starts with 1 and increases when they get the idea of returning.)

**1st:** 3 books (Starts with 1 and increases when they get the idea of returning.)

**2nd:** 3 books (Starts with 2 and increases when they get the idea of returning.)

**3rd:** 4 books (Starts with 3 and increases when they get the idea of returning.)

**4th:** 4 books

**5th:** 5 books

**LUNCH/BREAKFAST PROGRAM:**

Our award-winning hot lunch and breakfast program is served on full school days and early release days. Students bringing cold lunch will also eat in the lunchroom. Breakfast prices are FREE of charge. Lunch prices are: \$3.50 for students and \$5.00 for adults. Menus are published in the weekly newsletter, and all menus *exceed* state and federal nutritional guidelines.

The school district offers reduced lunch/breakfast tickets based on family size and income. Free and reduced lunch/breakfast forms are available at the school office and on the school district website. Students may leave the school during their scheduled lunchtime, but MUST have a written note from a parent. We encourage families to prepay meals.

**Breakfast** is being served in the cafeteria starting at 7:45 to 8:10 for ALL Students. ~~8:00 to 8:30 for Kindergarten ONLY.~~ A second chance breakfast will be offered to grades 1st thru 5th between 8:05-8:10 with Breakfast on wheel carts in each classroom. Breakfast is offered to everyone and is FREE of charge.

**7:45-8:10am ALL STUDENTS**

**Recess/Lunch Schedule M-Th**

Preschool AM Session	8:00-8:20	Recess	?	Lunch
Preschool PM Session	2:10-2:30	Recess	?	Lunch
Kindergarten	10:55-11:15	Recess	11:15-11:35	Lunch
1st Grade	10:35-10:55	Recess	10:55-11:10	Lunch
2nd Grade	11:20-11:40	Recess	11:40-12:00	Lunch
3rd Grade	12:10-12:20	Recess	11:50-12:10	Lunch
4th Grade	10:15-10:35	Recess	12:20-12:40	Lunch
5th Grade	10:15-10:35	Recess	12:20-12:40	Lunch

**Recess/Lunch Schedule (Friday Only)**

Preschool - 3rd Grade Same as Above

4th Grade	10:15-10:35	Recess	12:50-1:10	Lunch
5th Grade	10:15-10:35	Recess	12:50-1:10	Lunch

\*\*Parents are welcome to have lunch with their child.

To join your child for lunch, have your child sign you up in the morning or call the office to order that day's lunch.

**Lunchroom rules and courteous behavior:**

- Observe good dining room manners at the table.
- Put your trash in the garbage containers.
- Leave the table and surrounding area clean.
- Return trays to carts.
- Do not take food from the lunchroom.

- Do not crowd others in line in the lunchroom.
- Leave the lunchroom in an orderly fashion when dismissed.

**PARENT VOLUNTEERS:**

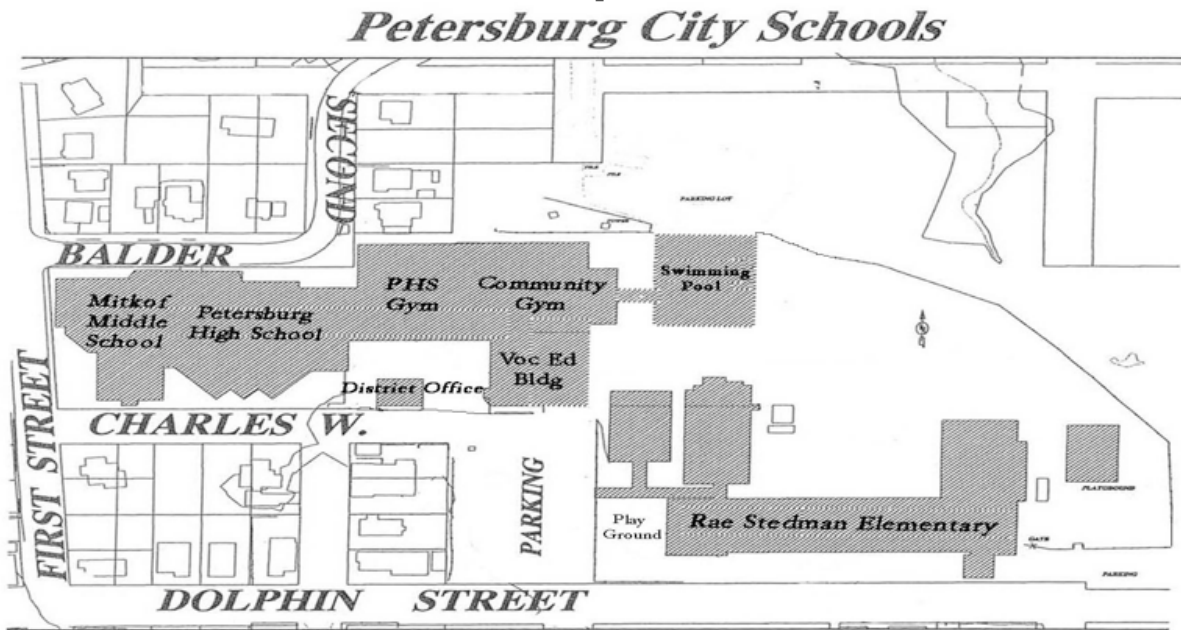
We encourage parents to volunteer time to help both inside and outside the school building. We appreciate the support you give whether it is in the classroom during the regular school day, after school hours, or helping with special projects on the weekends. We do have an active parent/teacher organization called “Partners in Education” (PIE) if you are interested in joining. We welcome your support and involvement! We also recognize that you make valuable contributions to your child’s success at school every day when you see that your child completes his or her homework, gets plenty of rest, and eats nutritious meals.

If you are interested in being a volunteer at the elementary school, please let us know.

**Volunteer Opportunities:**

- Creative Writing Assistant: Helps students write, edit, and bind original books.
- Community Resource Volunteer: On call for special presentations and demonstrations about jobs, special talents, hobbies, etc.
- Library Volunteer: Assists the librarian with filing, shelving books, checking materials in and out, and working on cataloging on-line.
- Classroom Volunteer: Works closely with teachers to coordinate class parties, help with field trips, and other special projects.
- Computer Volunteer: Assists with technology projects.
- Reading Volunteer: Listens to children read and helps children with book reports or other classroom reading activities.
- Yearbook compilation
- Fundraisers
- Partners in Education (P.I.E.)

## PETERSBURG SCHOOL DISTRICT MAP



### REPORT CARDS, PARENT CONFERENCES, and POWERSCHOOL:

Report cards are given to families at the end of each trimester. Scheduled conferences are held at the end of September, then the end of the first and second trimesters. If needed, conferences can be arranged at other times during the year. Call your child's teacher to set up an additional conference or to request a progress report. "Introduction to My Child" conferences take place at the beginning of the school year in September. This is an opportunity for parents to exchange information about their child with the classroom teacher.

Parents and students can also access current grades and attendance through the internet. The following PowerSchool website will allow you access to your information: [pcsd.powerschool.com/public](http://pcsd.powerschool.com/public). For security purposes, parents are assigned unique usernames and passwords for each individual student at Rae C. Stedman Elementary. To receive your ID and password, please contact the elementary office.

### SNACK/CELEBRATION GUIDELINES and Gifts:

The FFVP program will be served around 10:00pm Monday through Thursday. This will NOT fill up your child, as the purpose of this program is to introduce students to fresh fruit and vegetables. If your child needs more of a Snack please have students bring in their own. Parents are asked not to bring in birthday treats on individual student birthdays, as there will be a monthly celebration in each classroom (focusing on healthy food choices and activities, in accordance with district Wellness Policy). Student birthdays will be recognized during morning announcements, as well as receiving a special certificate and gift from the principal (summer birthdays will be recognized during the school year). Gifts brought to the school for students will be kept at the office and students may pick them up after school to avoid disruption in the school day.

### **SUPPORT PROGRAMS:**

Our school offers a variety of support programs to provide the most appropriate learning opportunities for all of our students. Students are identified for programs through careful evaluations administered by qualified personnel. Teams of parents, teachers, students, and appropriate professionals meet to determine which of the following programs might be prescribed to meet the particular needs of students:

- **Hearing and Speech:** Our speech therapist screens all kindergarten, first, second, and third graders for hearing and articulation ability every fall. We provide services for all qualified students, age 3-21. Students may be qualified in the areas of articulation, language, voice, and fluency.
- **Special Education Program:** Students who qualify for special education services have academic, physical, and/or emotional needs that require specialized learning programs. The special education staff works closely with parents and classroom teachers to identify, test, and develop programs for these students. Our district also contracts occupational and physical therapy for students who require these services.
- ~~**Title 1 Reading:** This program offers supplementary, individual, and small group instruction in reading and early literacy classes for students needing additional instruction.~~
- **Title I and Migrant Education:** The Title I and Migrant Education programs have been consolidated. This helps provide instructional aides in our classrooms and support early literacy programs for all students.
- **ESL/ELL Program:** This program provides services in the regular classroom to students learning English as a second language. Services include translation (when available), English as a second language instruction, and assistance with regular academics.
- **Counseling Services:** We are fortunate to have a full-time counselor on staff at Stedman Elementary. She is available for individual, group, and family counseling. She also collaborates with classroom teachers for in-class lessons focusing on self-esteem issues, social concerns, and group dynamics.
- ~~**Math Support:** Our paraprofessionals are trained in following the Bridges Math Curriculum from month to month. They offer enrichment opportunities for math after school. This may be the Bridges home Connect skill work, or just basic skills needed to be~~

successful in the classroom. **Homework Busters:** ~~This program provides after school tutoring and homework support for students Monday-Thursday from 3:00-3:45 p.m.~~

### **SWIMMING AND PHYSICAL EDUCATION:**

All elementary students alternate between swimming and P.E. classes each week. The Physical Education program helps develop fundamental skills, physical fitness, game play, and sportsmanship. Our swimming program emphasizes swimming skills and water safety.

Clothing needs for each student:

- Swimming suit and towel for swimming class.
- Inside shoes that will remain in the classroom throughout the year. (Outside shoes are removed when children enter their classroom).
- Indoor gym shoes for P.E. class (lace-up or Velcro; no slip-ons). These shoes can be the same ones used for “inside shoes” in the classroom.

Swim Locker Rooms:

At this time we are being held to a high standard for locker room usage and this includes keeping it clear of urine in order to keep the doors open. Here is our policy for this problem.

1st Citation: Whole class Group Conversation

2nd Citation: The gender group who has this issue will be pulled from swim for one day.

3rd Citation: The gender group who sat out will have a bathroom break halfway through their swim class for four days.

### **TECHNOLOGY:**

Stedman Elementary is networked with the district office, the middle school, and the high school. Each classroom has supervised internet access, laptop computers and ipads. Students are taught basic computer skills, word processing skills, internet navigation skills, as well as online safety. Students have the opportunity to explore a variety of age-appropriate software programs and apps. Our technology program continues to grow, progress, and adapt as the student and staff needs change. The emphasis is shifting from “computer instruction” to “technology integration,” as students enter school with more advanced computer skills.

### **TEXTBOOKS AND SUPPLIES:**

All classroom textbooks and materials, and library materials are loaned to students free of charge. However, students are responsible for lost or damaged books and materials, and will be expected to pay for them. Students are urged to take good care of their books. Many of the consumable supplies are furnished by the school, but the students will be required to bring some personal supplies. The classroom teacher will indicate what personal materials will be necessary.

**TRANSFERRING TO A NEW SCHOOL:**

When a family is planning to move, we ask that parents or guardians notify the child’s teacher and the principal as far in advance as possible so we can make the transfer to another school as smooth as possible. Library books and textbooks must be returned and outstanding meal balances paid before leaving so that school records can be forwarded.

Appendix A

**In Petersburg, we take pride in being a community of lifelong learners who take responsibility for ourselves and for the world around us. We maintain a safe and positive educational environment through respecting others, and ourselves, as displayed by our efforts and attitudes toward learning and behavior.**

	HALLWAYS	BATHROOM	LUNCH AREA	SCHOOL GROUNDS	SCHOOL BUS	AUDITORIUM	COMMUNITY
<b>RESPECTFUL</b>	Use appropriate language and volume.  Be kind and courteous.  Acknowledge personal space.  Respect Surroundings.	Use appropriate language and volume.  Respect others’ personal space and privacy.  Use facility properly.  Wait patiently.	Use appropriate language and volume.  Hands to yourself.  Practice good meal manners.	Use appropriate language and volume.  Be kind.	Use appropriate language and volume.  Listen to the driver.  Keep hands, feet, and other objects to self.  Be polite and courteous.	Use appropriate language and volume.  Be attentive.  Participate appropriately.	Use appropriate language and volume.  Be kind and courteous to others.  Display good citizenship.  Be considerate of others’ property.
<b>RESPONSIBLE</b>	Keep it clean.  Be on time.  Use acceptable noise level.	Keep it clean.  Use in a timely manner.  Choose appropriate time.	Take what you want; eat what you take.  Keep it clean.	Practice self-control.  Keep it clean.	Electronic use only when seated.  Take care of personal belongings.  Communicate change of plans with parents/drivers.  Keep it clean.	Keep it clean.	Practice self-control.  Take care of personal belongings.  Timely communication with chaperone/teacher.  Follow rules/laws.
<b>SAFE</b>	Keep hands, feet, and other objects to self.  Walk.	Keep hands, feet, and other objects to self.  Practice good personal hygiene.  Report concerns or inappropriate behavior.	Practice good personal hygiene.  Move through line in a calm, orderly fashion.	Comply with rules.  Be aware of others.  Be aware of your surroundings.	Stay seated.  Walk up and down steps.  Wait for driver’s signal to cross.  Keep aisles clear.	Walk.  Use aisles.  Follow directions.	Appropriate use of electronics.  Follow directions.  Stay with the group.

## Appendix B

### Minor Behavior Definitions

- Defiance/Disrespect/ Non-compliance (M-Disrespect)
- o Student engages in brief or low-intensity failure to respond to reasonable adult requests.
- Disruption (M-Disruption)
- o Student engages in low-intensity, but inappropriate disruption to educational setting.
- Dress Code Violation (M-Dress)
- o Student wears clothing that is not within the dress code guidelines defined by the school district.
- Inappropriate Language (M-Inapp Lan)
- o Student engages in low-intensity instance of inappropriate language.
- Inappropriate Location/Out of Bounds Area (M-Out of Bounds)
- o Student is not where they are supposed to be.
- Physical Contact (M-Contact)
- o Student engages in inappropriate physical contact or infringes in other's personal space.
- Property Misuse (M-Prpty Misuse)
- o Student engages in low-intensity misuse of property.
- Tardy (M-Tardy)
- o Student arrives at class after bell.
- Off Task
- o Student does not engage in expected behavior after prompting, but it not disruptive.
- Technology Violation (M-Tech)
- o Student engages in inappropriate use of technology equipment (cell phone, music/video players, camera, computer, etc.) and/or failure to comply with the PCSD Electronic Use Agreement.

Appendix B continued....

### Major Behavior Definitions

- Abusive Language/ Inappropriate Language/ Profanity (Inapp Lan)
- o Student delivers verbal messages that include swearing, name-calling or use of words in an inappropriate way with intent to harm or cause disturbance/disruption.
- Arson (Arson)
- o Student plans and/or participates in malicious burning of property.
- Bomb Threat/ False Alarm (Bomb)
- o Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
- Defiance/Disrespect/Insubordination/Non-Compliance (Disrespect)
- o Student engages in refusal to follow a “reasonable request,” directions, talks back, and/or delivers socially rude interactions.
- Disruption (Disruption)
- o Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming, noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
- Fighting (Fight)
- o Student is involved in mutual participation in an incident involving physical violence.
- Forgery/Theft (Forge/Theft)
- o Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person’s name without that person’s permission.
- Gang Affiliation Display (Gang Display)
- o Student uses gesture, dress, and/or speech to display affiliation with a gang.
- Harassment/Bullying (Harass)
- o Student delivers disrespectful messages\* (verbal, written, or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. This includes through the use of electronics.  
*\*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.*
- Inappropriate Location/Out of Bounds Area (Out Bounds)
- o Student is in an area that is outside of reasonable school boundaries (as defined by school) that places that student or others in a potentially dangerous situation.
- Cheating/Lying (Lying)
- o Student delivers message that is untrue and/or deliberately violates rules or engages in plagiarism or copying another’s work.
- Physical Aggression/Assault (PAgg)
- o Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
- Property Damage/Vandalism (Prop dam)
- o Student participates in an activity that results in destruction or disfigurement of property.
- Skip Class (Skip)
- o Student leaves or misses class without permission.
- Truancy (Truancy)

- o Student receives an 'unexcused absence' for ½ day or more.
  - Tardy (Tardy)
- o Student is repeatedly late (as defined by the school) to class or the start up of the school day. Emphasis will be shown to excessive tardies at the beginning of school, after lunch time and following long breaks.
  - Technology Violation (Tech)
- o Student engages in inappropriate use of technology equipment (cell phone, music/video players, camera, computer, etc.) and/or failure to comply with the PCSD Electronic Use Agreement.
  - Use/Possession Alcohol (Alcohol)
- o Student is in possession of or is using alcohol while on school property, school-sponsored trips, or otherwise on school jurisdiction or control.
  - Use/Possession of Combustibles with Intent to Harm (Combust)
- o Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage with intent to harm (matches, lighters, firecrackers, gasoline, lighter fluid).

Appendix C Behavior Flow Chart:

<https://drive.google.com/file/d/1bnyCRPtLxctLhZtJsnA2ojov39nJRoXh/view?usp=sharing>

## School Times Elementary:

### FIRST DAY OF SCHOOL

Preschool September 5th

Kindergarten August 30th

1st-5th Grade August 29th

Last Day: May 30th

### Special Elementary 1st-week schedule

(August 29th - September 1st)

8:00 am-1:15 pm Tuesday - Friday

Kindergarten (Sept 5th - Sept 15)

8:00 am-1:15 pm Monday - Thursday

8:00 am -1:15 pm Friday

1st-3rd Sept 5th & beyond;

K-3 starting Sept 18th

8:00 am - 2:45 pm Monday - Thursday

8:00 am - 1:15 pm Fridays **Bus runs at 1:45**

4th/5th Grade (September 5th & Beyond)

8:00 am-2:45 pm Monday - Thursday

8:00 am-1:45 pm Friday

Preschool (September 5th & May 24th)

Tuesday-Friday 8:00 am-12:00 pm

## Middle/High School School Times:

Middle/High School:  
Start Date: August  
29th; Last Day May  
30th

Monday-Thursday

8:15 - 3:00 pm

Fridays

8:15 - 2:00 pm





# SECONDARY SCHOOL FEES

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## High School Fees:

Laptop Fee: \$65

Elective Class (per class): \$35

Yearbook: \$20

Activity (per): \$175

ASB Fee: \$10

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## Middle School Fees:

Laptop Fee: \$18

Yearbook: \$10

Activity (per): \$50

ASB Fee: \$10

\*Fees to be paid prior to participation\*  
Ask about scholarships or payment plans

# High School Registration

*At the Main Office (former HS office)*

**10:00 am - 2:00pm**

New-to-District - August 21st

Last Name A-G - August 22nd

Last Name H-O - August 23rd

Last Name P-Z - August 24th

*\*Grade 10-12  
MacBook/Backpacks  
and technology  
agreements will be  
picked up in the  
MacTech room on  
registration day*

*\*Freshman &  
New Student  
MacBook/Backpacks  
and technology  
agreements will be at  
Laptop Rollout  
August 24th 6pm*





# Middle School Registration

*At the Main Office (former HS office)*

**10:00 am - 2:00pm**

New to District - August 21st

Last Name A-G - August 22nd

Last Name H-O - August 23rd

Last Name P-Z - August 24th

## MMS Back to School Night

*(for all middle schoolers)*

Monday August 28th 6pm

[MMS Website](#)