

Board of Education Regular Meeting
Monday, July 10, 2023 8:00 PM
High School Library
P.O. Box 8400
Ravenna, NE 68869-8400

1. Call to Order and Roll Call - Open Meeting Law
2. Excuse Absent Board Members
3. The Pledge of Allegiance
4. Recitation of School Mission Statement: ***Preparing Students Today to Succeed Tomorrow: Family-Community-School***
5. Recitation of Board Mission Statement: ***Providing collaborative leadership to prepare students today to succeed tomorrow.***
6. Approval of Agenda
7. Financial Report
8. Consent Agenda
 - 8.1. Discuss, consider, and take all necessary action to minutes
 - 8.2. Discuss, consider, and take all necessary action to bills
 - 8.3. Notice of Meeting Publication: The notice for this board meeting was published in the July 5th edition of the Ravenna News
 - 8.4. Discuss, consider and take all action necessary to the banking resolution with Town & Country Bank
 - 8.5. Discuss, consider, and take all necessary action to accept the resignation of Joana Velez-Bermudez
 - 8.6. Discuss, consider, and take all action necessary to declare items as surplus inventory for immediate sale or disposal
 - 8.7. Discuss, consider, and take all action necessary in reviewing the RPS 2023-2024 safe return/stay in school plan, considering any and all community input

9. Request to Address the Board and Correspondence

10. Information and Action Items

10.1. Annual Parental Involvement Policy Review Hearing (Policy #5018)

10.2. Annual Title I Parental Involvement Policy Review Hearing (Policy # 5057)

10.3. Annual Student Fees Policy Hearing (#5045)

10.4. Annual Bullying Policy Review (#5054)

10.5. Annual Attendance and Excessive Absenteeism Policy Review (#5001)

10.6. Discuss, consider, and take all action necessary to set meal prices for the 2023-24 school year

10.7. Discuss, consider, and take all action necessary to 2023-24 School Calendar Revision

10.8. Discuss, consider, and take all action necessary to the 2023-24 Student Handbook

10.9. Discuss, consider, and take all action necessary to the 2023-24 Ravenna Public Schools Student Activity Handbook

10.10. Discuss, consider, and take all action necessary to the 2023-24 Staff Handbook

11. Discussion Items

11.1. Discuss, consider, and take all action necessary to the annual school board policy review as recommended by KSB School Law

11.2. Discuss, consider, and take all action regarding elementary gym HVAC project

11.3. Discuss, consider and take all action regarding 2023-2024 Breakfast, Lunch and Milk Prices

11.4. Discuss, consider, and take all action necessary to 2023-24 Budget Planning

11.5. Discuss, consider and take all action necessary to NASB Monthly Update

11.6. Discuss, consider, and take all action necessary to NRCSA Superintendent Transition Meeting

11.7. Discuss, consider, and take all action necessary to real estate proposal (Executive Session)

11.8. Discuss, consider, and take all action necessary to personnel matters (Executive Session)

12. Superintendent's Report

13. Positive Comments

14. Adjournment

Ravenna Public Schools
Fund Balance Report
June 30th, 2023

Special Building

Last month ending balance	\$	727,898.33
Buffalo Co Taxes	\$	33,480.15
Sherman Co Taxes	\$	16,170.00
Settlement Checks	\$	-
Interest	\$	761.76
Check(s)	\$	-
Bank Statement Balance	\$	778,310.24
Outstanding Checks		
Flex 9 mo. CD 043	\$	5,000.00
Interest	\$	234.07
Flex 11 mo. CD 286	\$	501,685.51
Interest	\$	4,110.93
Total	\$	1,289,340.75

Depreciation Fund

Last month ending balance	\$	357,439.76
Interest		\$44.07
Boosters Reimb.		\$0.00
Transfer		\$0.00
Check(s)		\$0.00
Bank Statement Balance	\$	357,483.83

Employee Benefit Fund

Last month ending balance	\$	14,794.74
Deposit for Employee Benefits	\$	-
Interest	\$	1.82
Check(s)	\$	-
Bank Statement Balance	\$	14,796.56
Flex 9 mo. CD 094	\$	100,000.00
Interest	\$	1,723.30
Total	\$	116,519.86

Qualified Cap

Last month ending balance	\$	1.73
Buffalo Co Taxes	\$	-
Sherm Co Taxes	\$	-
US Treas.		
Interest	\$	-
check(s) Transfer to GF	\$	-
Bank Statement Balance	\$	1.73

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 01		Fund Number 01 General		
177057		A Parts Warehouse	06/27/2023	30.15
01 2710 610 000 000		Tires And Parts		30.15
Total A Parts Warehouse				30.15
4726831153		ACCO Brands USA LLC	06/02/2023	346.80
01 1100 610 001 000		Gen Supplies Secon		173.40
01 1100 610 002 000		Gen Supplies Elem		173.40
Total ACCO Brands USA LLC				346.80
18493		ACT	06/08/2023	352.00
01 2120 610 001 000		Supplies Secon		352.00
Total ACT				352.00
3702		ALPHA REHABILITATION	06/30/2023	1,395.20
01 2161 320 001 601		PROFESSIONAL ED SERVICES		625.25
01 2151 320 001 602		PROFESSIONAL ED SERVICES		769.95
Total ALPHA REHABILITATION				1,395.20
00022693		Applied Educational Systems	05/18/2023	799.00
01 1100 735 001 026		Comp Software		799.00
Total Applied Educational Systems				799.00
C-23987-JW		ARROW SEED COMPANY INC	06/15/2023	1,157.70
01 2620 610 001 000		GENERAL SUPPLIES		578.85
01 2620 610 002 000		GENERAL SUPPLIES		578.85
Total ARROW SEED COMPANY INC				1,157.70
9288		Blessing LLC	06/08/2023	2,164.05
01 2620 431 001 000		Con/ser Repair Secon		1,082.03
01 2620 431 002 000		Cont/ser Repair Elem		1,082.02
Total Blessing LLC				2,164.05
897039		BLICK ART MATERIALS	06/02/2023	1,310.77
01 1100 610 002 005		Grade 5 Materials		25.56
01 1100 610 002 006		Grade 6 Materials		16.50
01 1190 610 002 000		PreK Supplies		39.78
01 1100 610 001 027		Secon Art Materials		1,228.93
Total BLICK ART MATERIALS				1,310.77
80861361		CENGAGE LEARNING	03/09/2023	15,792.00
01 6998 640 001 000		BOOKS & PERIODICALS		15,792.00
Total CENGAGE LEARNING				15,792.00
001937709		CENTRAL COMMUNITY COLLEGE	06/14/2023	72.00
01 2212 330 001 000		Purch Prof Ser Secon		36.00
01 2212 330 002 000		Purch Prof Ser Elem		36.00
Total CENTRAL COMMUNITY COLLEGE				72.00
8288691		CHEMSEARCH	06/28/2023	3,413.95
01 2610 610 001 000		Supplies Secon		1,706.98
01 2610 610 002 000		Supplies Elem		1,706.97
Total CHEMSEARCH				3,413.95

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
	357.June23	CITY OF RAVENNA	06/28/2023	429.90
01 2610 410 001 000		Water Sewer Secon	214.95	
01 2610 410 002 000		Water Sewer Elem	214.95	
	760.June23	CITY OF RAVENNA	06/27/2023	64.00
01 2610 410 001 000		Water Sewer Secon	32.00	
01 2610 410 002 000		Water Sewer Elem	32.00	
Total	CITY OF RAVENNA		493.90	
	26591.May23	CULLIGAN OF KEARNEY	06/27/2023	140.00
01 2620 610 001 000		GENERAL SUPPLIES	70.00	
01 2620 610 002 000		GENERAL SUPPLIES	70.00	
Total	CULLIGAN OF KEARNEY		140.00	
	1374741	DAS State Accounting - Central Finance	06/12/2023	238.13
01 1100 382 000 000		INTERNET SERVICES	238.13	
Total	DAS State Accounting - Central Finance		238.13	
	8740811-0	EAKES OFFICE PLUS	06/16/2023	611.46
01 2610 610 001 000		Supplies Secon	305.73	
01 2610 610 002 000		Supplies Elem	305.73	
Total	EAKES OFFICE PLUS		611.46	
	368722	EGAN SUPPLY CO.	06/07/2023	616.26
01 1100 610 002 007		Kingrt Materials	13.37	
01 2610 610 001 000		Supplies Secon	301.44	
01 2610 610 002 000		Supplies Elem	301.45	
Total	EGAN SUPPLY CO.		616.26	
	coop002532	ESU COORDINATING COUNCIL	06/26/2023	330.00
01 1100 735 001 000		Comp Software Secon	165.00	
01 1100 735 002 000		Comp Software Elem	165.00	
Total	ESU COORDINATING COUNCIL		330.00	
	INV000014443	ETA hand2mind	07/13/2022	13.63
01 1200 610 001 000		Gen Supplies	13.63	
	INV000044839	ETA hand2mind	09/22/2022	25.44
01 1200 610 001 000		Gen Supplies	25.44	
Total	ETA hand2mind		39.07	
	3078	Family Physical Therapy & Sports Center P.C.	06/19/2023	2,355.00
01 2171 569 002 000		PT Sped School Age	480.00	
01 2171 569 001 000		PT Sped School Age	165.00	
01 2162 569 002 000		OT Sped 3-5	270.00	
01 2162 569 002 000		OT Sped 3-5	60.00	
01 2162 569 002 000		OT Sped 3-5	135.00	
01 2161 569 002 000		OT Sped School Age	990.00	
01 2161 569 001 000		TUITION-OTHER	255.00	
Total	Family Physical Therapy & Sports Center P.C.		2,355.00	
	2223-838	Gangwish Turf	06/09/2023	435.00
01 2620 610 001 000		GENERAL SUPPLIES	217.50	
01 2620 610 002 000		GENERAL SUPPLIES	217.50	
Total	Gangwish Turf		435.00	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	222773	GRONES OUTDOOR POWER	06/12/2023	335.04
01 2620 610 001 000		GENERAL SUPPLIES		167.52
01 2620 610 002 000		GENERAL SUPPLIES		167.52
	222889	GRONES OUTDOOR POWER	06/13/2023	164.32
01 2620 610 001 000		GENERAL SUPPLIES		82.16
01 2620 610 002 000		GENERAL SUPPLIES		82.16
Total	GRONES OUTDOOR POWER			499.36
	10817811	Hamilton	07/01/2023	88.48
01 2510 382 001 000		Telephone Secon		44.24
01 2510 382 002 000		Telehone Elem		44.24
	10819958	Hamilton	07/01/2023	35.13
01 2510 382 001 000		Telephone Secon		17.57
01 2510 382 002 000		Telehone Elem		17.56
	10821662	Hamilton	07/01/2023	276.68
01 2510 382 001 000		Telephone Secon		138.34
01 2510 382 002 000		Telehone Elem		138.34
Total	Hamilton			400.29
	12304.GP23	Heartland Health Center, Inc.	06/30/2023	97.25
01 2710 340 000 000		Purch Ser(physicals)		97.25
Total	Heartland Health Center, Inc.			97.25
	750287690	Home Depot Pro, The	06/14/2023	162.66
01 2610 610 001 000		Supplies Secon		81.33
01 2610 610 002 000		Supplies Elem		81.33
	750941601	Home Depot Pro, The	06/19/2023	20.88
01 2610 610 001 000		Supplies Secon		10.44
01 2610 610 002 000		Supplies Elem		10.44
Total	Home Depot Pro, The			183.54
	12795338.July23	Hometown Leasing	07/01/2023	671.85
01 1100 443 001 000		LEASED EQUIP		671.85
Total	Hometown Leasing			671.85
	2324Ellis5	IDEAL PROFESSIONAL CLEANERS	07/04/2023	786.45
01 1100 350 001 028		Other Purchased Services		786.45
Total	IDEAL PROFESSIONAL CLEANERS			786.45
	INVIE0101197	Illuminate Education, Inc.	07/01/2023	2,485.25
01 6998 643 001 000		WEB/CLOUD BASED SOFTWARE		1,242.63
01 6998 643 002 000		WEB/CLOUD BASED SOFTWARE		1,242.62
Total	Illuminate Education, Inc.			2,485.25
	S-130867	Jerry's Sheet Metal Heating & Cooling, Inc.	05/31/2023	213.00
01 2620 431 002 000		Cont/ser Repair Elem		213.00
Total	Jerry's Sheet Metal Heating & Cooling, Inc.			213.00
	2460.May23	K & B PARTS	05/31/2023	451.54
01 2710 610 000 000		Tires And Parts		451.54
Total	K & B PARTS			451.54

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	411729 01	Kearney Winnelson Co.	06/23/2023	491.00
01 2620 610 002 000		GENERAL SUPPLIES		491.00
	416182 01	Kearney Winnelson Co.	06/23/2023	121.92
01 2620 610 002 000		GENERAL SUPPLIES		121.92
	416226 01	Kearney Winnelson Co.	06/23/2023	40.68
01 2620 610 002 000		GENERAL SUPPLIES		40.68
Total	Kearney Winnelson Co.			653.60
	14373	KSB SCHOOL LAW, PC LLO	06/29/2023	110.00
01 2330 317 000 000		LEGAL SERVICES		110.00
Total	KSB SCHOOL LAW, PC LLO			110.00
	5986	MC AUTOMOTIVE	06/06/2023	133.50
01 2730 431 000 000		REPAIRS & MAINT.		133.50
	6050	MC AUTOMOTIVE	06/20/2023	932.69
01 2730 431 000 000		REPAIRS & MAINT.		932.69
	6084	MC AUTOMOTIVE	06/28/2023	322.48
01 2730 431 000 000		REPAIRS & MAINT.		322.48
Total	MC AUTOMOTIVE			1,388.67
	128165723001	McGraw-Hill LLC	05/31/2023	4,627.20
01 1100 640 001 000		Textbooks Secon		4,627.20
	128190865001	McGraw-Hill LLC	05/25/2023	5,691.60
01 1100 735 001 000		Comp Software Secon		5,691.60
Total	McGraw-Hill LLC			10,318.80
	64934	MENARDS	06/12/2023	79.42
01 2610 610 001 000		Supplies Secon		39.71
01 2610 610 002 000		Supplies Elem		39.71
Total	MENARDS			79.42
	330.8	MERNARDS - KEARNEY	06/08/2023	330.80
01 2620 610 001 000		GENERAL SUPPLIES		165.40
01 2620 610 002 000		GENERAL SUPPLIES		165.40
	54332	MERNARDS - KEARNEY	06/12/2003	346.62
01 2620 610 002 000		GENERAL SUPPLIES		346.62
	54334	MERNARDS - KEARNEY	06/01/2023	624.47
01 2620 610 001 000		GENERAL SUPPLIES		624.47
Total	MERNARDS - KEARNEY			1,301.89
	173	MIDWEST FLOOR SPECIALISTS	06/19/2023	2,393.40
01 2620 431 002 000		Cont/ser Repair Elem		2,393.40
	178	MIDWEST FLOOR SPECIALISTS	06/28/2023	121.83
01 2610 610 001 000		Supplies Secon		60.92
01 2610 610 002 000		Supplies Elem		60.91
Total	MIDWEST FLOOR SPECIALISTS			2,515.23
	1938	MIDWEST TECHNOLOGY PRODUCTS	06/15/2023	2,179.10
01 2620 610 001 000		GENERAL SUPPLIES		1,089.55
01 2620 610 002 000		GENERAL SUPPLIES		1,089.55
Total	MIDWEST TECHNOLOGY PRODUCTS			2,179.10
	218019	Mystery Science, Inc.	07/05/2023	895.00
01 1100 735 002 000		Comp Software Elem		895.00

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	Mystery Science, Inc.			895.00
	2324CBmembersh ip	NCSA	06/28/2023	855.00
01 2410 810 001 000		Dues And Fees Secon		855.00
	2324PAmembershi p	NCSA	06/28/2023	644.00
01 2410 810 002 000		Dues And Fees Elem		644.00
	76742	NCSA	06/13/2023	355.00
01 2212 330 001 000		Purch Prof Ser Secon		355.00
Total	NCSA			1,854.00
	52744.June23	NE PUBLIC POWER DISTRICT	06/29/2023	129.93
01 2610 621 001 000		Fuel Secon		64.97
01 2610 621 002 000		Fuel Elem		64.96
	52749.June23	NE PUBLIC POWER DISTRICT	06/29/2023	47.37
01 2610 621 001 000		Fuel Secon		23.69
01 2610 621 002 000		Fuel Elem		23.68
	52754.June23	NE PUBLIC POWER DISTRICT	06/29/2023	54.17
01 2610 621 001 000		Fuel Secon		27.09
01 2610 621 002 000		Fuel Elem		27.08
	52759.June23	NE PUBLIC POWER DISTRICT	06/29/2023	4,782.35
01 2610 621 001 000		Fuel Secon		2,391.18
01 2610 621 002 000		Fuel Elem		2,391.17
	52765.June23	NE PUBLIC POWER DISTRICT	06/29/2023	64.79
01 2610 621 001 000		Fuel Secon		32.40
01 2610 621 002 000		Fuel Elem		32.39
Total	NE PUBLIC POWER DISTRICT			5,078.61
	Mem 159	NRCSA	07/01/2023	850.00
01 2310 810 000 000		Dues And Fees		850.00
Total	NRCSA			850.00
	PU119943	Parco Scientific Company	05/25/2023	150.00
01 1100 610 001 022		Materials		150.00
Total	Parco Scientific Company			150.00
	112273	PRAIRIE HILLS WIRELESS, LLC	07/01/2023	60.00
01 1100 382 000 000		INTERNET SERVICES		60.00
Total	PRAIRIE HILLS WIRELESS, LLC			60.00
	32763106	QUILL LLC	05/31/2023	30.00
01 1100 610 001 020		Lang Arts Materials		30.00
	32765531	QUILL LLC	05/31/2023	18.00
01 1100 610 001 020		Lang Arts Materials		18.00
Total	QUILL LLC			48.00
	08777	RAVENNA REDI-MIX INC	06/14/2023	270.00
01 2620 610 001 000		GENERAL SUPPLIES		135.00
01 2620 610 002 000		GENERAL SUPPLIES		135.00
Total	RAVENNA REDI-MIX INC			270.00
	trash.July23	RAVENNA SANITATION	07/06/2023	981.00
01 2620 420 001 000		CLEANING SERVICES/TRASH		490.50

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2620 420 002 000		CLEANING SERVICES/TRASH		490.50
Total	RAVENNA SANITATION			981.00
	208132338444	SCHOOL SPECIALTY LLC	05/19/2023	59.34
01 1100 610 001 020		Lang Arts Materials		59.34
	208132338587	SCHOOL SPECIALTY LLC	05/19/2023	2,070.84
01 2410 610 001 000		Supplies Secon		2,070.84
	208132338748	SCHOOL SPECIALTY LLC	05/19/2023	63.83
01 1100 610 002 002		Grade 2 Materials		63.83
	208132338749	SCHOOL SPECIALTY LLC	05/19/2023	65.90
01 1100 610 002 006		Grade 6 Materials		65.90
	208132338756	SCHOOL SPECIALTY LLC	05/19/2023	216.90
01 1190 610 002 000		PreK Supplies		216.90
	208132338762	SCHOOL SPECIALTY LLC	05/19/2023	71.42
01 1200 610 001 000		Gen Supplies		71.42
	208132338764	SCHOOL SPECIALTY LLC	05/19/2023	54.70
01 1100 610 001 018		Music Materials		54.70
	208132338765	SCHOOL SPECIALTY LLC	05/19/2023	118.14
01 1100 610 002 001		Grade 1 Materials		118.14
	208132341216	SCHOOL SPECIALTY LLC	04/20/2023	2,070.84
01 2410 610 001 000		Supplies Secon		2,070.84
Total	SCHOOL SPECIALTY LLC			4,791.91
	290434	Time Management Systems, Inc.	07/05/2023	9.75
01 2510 810 000 000		REGISTRATION		9.75
Total	Time Management Systems, Inc.			9.75
	usbank.july2023	U.S. Bank	06/26/2023	4,199.53
01 2510 531 000 000		POSTAGE		12.55
01 2710 626 000 000		Gas And Oil		27.85
01 1100 580 001 000		Travel Secon		95.77
01 1100 890 001 000		Other Misc Exp Secon		271.34
01 1200 810 001 000		Registration Secondary		15.00
01 2620 610 002 000		GENERAL SUPPLIES		445.42
01 1100 610 001 000		Gen Supplies Secon		897.77
01 2510 610 000 000		Supplies		27.80
01 1100 610 001 000		Gen Supplies Secon		1,075.23
01 1100 610 001 020		Lang Arts Materials		34.00
01 1100 735 001 000		Comp Software Secon		593.00
01 1100 735 002 000		Comp Software Elem		593.00
01 2580 650 001 000		Computer Supplies		99.95
01 1100 610 001 022		Materials		10.85
Total	U.S. Bank			4,199.53
	2324USAD	UNITED STATES ACADEMIC DECATHLON	06/29/2023	805.00
01 1100 640 001 000		Textbooks Secon		805.00
Total	UNITED STATES ACADEMIC DECATHLON			805.00
	04960080202306	Verizon Business	07/01/2023	106.32
01 2510 382 001 000		Telephone Secon		53.16
01 2510 382 002 000		Telehone Elem		53.16
Total	Verizon Business			106.32
	9938167248	VERIZON WIRELESS	06/25/2023	171.73

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2510 382 001 000		Telephone Secon		85.87
01 2510 382 002 000		Telephone Elem		85.86
Total	VERIZON WIRELESS			171.73
	648600	YANDA'S MUSIC	05/15/2023	299.00
01 1100 610 001 028		Instr Materials		299.00
Total	YANDA'S MUSIC			299.00
Fund Number	01			76,997.53
Checking Account ID	01			76,997.53

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01	General							
01 1100 111 001 000	SALARIES TEACHERS SECONDARY	1,038,562.00	73,821.47	813,278.35	78.31	225,283.65	0.00	225,283.65
01 1100 111 002 000	SALARIES TEACHERS ELEM.	985,585.00	60,123.53	663,473.31	67.32	322,111.69	0.00	322,111.69
01 1100 112 001 000	AIDES/COACHES	0.00	0.00	6,820.00	0.00	(6,820.00)	0.00	(6,820.00)
01 1100 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	1,000.00	0.00	2,791.25	279.13	(1,791.25)	0.00	(1,791.25)
01 1100 123 001 000	Sub Salaries Secon	37,000.00	0.00	16,234.18	43.88	20,765.82	0.00	20,765.82
01 1100 123 002 000	Sub Salaries Elem	33,000.00	0.00	24,059.82	72.91	8,940.18	0.00	8,940.18
01 1100 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	10,413.15	117,116.24	0.00	(117,116.24)	0.00	(117,116.24)
01 1100 151 002 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	3,099.51	34,060.52	0.00	(34,060.52)	0.00	(34,060.52)
01 1100 152 001 000	ADDITIONAL COMP. AIDES	0.00	0.00	2,537.50	0.00	(2,537.50)	0.00	(2,537.50)
01 1100 211 001 000	Health Ins Secon	397,188.00	24,151.09	295,532.63	74.41	101,655.37	0.00	101,655.37
01 1100 211 002 000	Health Ins Elem	398,028.00	22,590.12	254,100.97	63.84	143,927.03	0.00	143,927.03
01 1100 212 001 000	GROUP INSURANCE-AIDES	0.00	0.00	4.54	0.00	(4.54)	0.00	(4.54)
01 1100 213 001 000	GROUP INS.-SUBS	0.00	0.00	921.05	0.00	(921.05)	0.00	(921.05)
01 1100 213 002 000	GROUP INS.-SUBS	7,280.00	0.00	201.77	2.77	7,078.23	0.00	7,078.23
01 1100 220 001 000	FICA-NON INSTRUCTIONAL	0.00	0.00	213.54	0.00	(213.54)	0.00	(213.54)
01 1100 221 001 000	Fica Secon	82,996.00	6,219.11	68,675.27	82.75	14,320.73	0.00	14,320.73
01 1100 221 002 000	Fica Elem	78,687.00	4,554.85	50,186.87	63.78	28,500.13	0.00	28,500.13
01 1100 222 001 000	FICA-COACHES/AIDES	0.00	0.00	715.82	0.00	(715.82)	0.00	(715.82)
01 1100 223 001 000	FICA-SUB SUBS	2,700.00	0.00	1,218.54	45.13	1,481.46	0.00	1,481.46
01 1100 223 002 000	FICA-SUB SUBS	2,500.00	0.00	1,833.72	73.35	666.28	0.00	666.28
01 1100 231 001 000	RETIREMENT TEACHERS/ADMINS	102,686.00	8,243.71	91,057.40	88.68	11,628.60	0.00	11,628.60
01 1100 231 002 000	RETIREMENT TEACHERS/ADMIN	97,355.00	6,245.03	68,900.84	70.77	28,454.16	0.00	28,454.16
01 1100 232 001 000	RETIREMENT-COACHES/AIDES	0.00	0.00	250.65	0.00	(250.65)	0.00	(250.65)
01 1100 233 001 000	RETIREMENT-SUBS	0.00	0.00	139.27	0.00	(139.27)	0.00	(139.27)
01 1100 233 002 000	RETIREMENT-SUBS	0.00	0.00	144.45	0.00	(144.45)	0.00	(144.45)
01 1100 281 001 000	CASH IN LIEU/HSA	8,357.00	1,110.59	12,216.49	146.18	(3,859.49)	0.00	(3,859.49)
01 1100 281 002 000	CASH IN LIEU/HSA	10,000.00	1,717.03	18,583.21	185.83	(8,583.21)	0.00	(8,583.21)
01 1100 283 001 000	UNEMPLOYMENT COMP OR INS	0.00	0.00	46.81	0.00	(46.81)	0.00	(46.81)
01 1100 283 002 000	UNEMPLOYMENT COMP OR INS	0.00	0.00	30.27	0.00	(30.27)	0.00	(30.27)
01 1100 330 001 000	ASSEMBLIES	1,000.00	0.00	6,687.50	668.75	(5,687.50)	0.00	(5,687.50)
01 1100 330 002 000	ASSEMBLIES	1,000.00	0.00	3,687.50	368.75	(2,687.50)	0.00	(2,687.50)
01 1100 334 000 000	Mileage for Psyche Services	2,500.00	0.00	1,107.22	44.29	1,392.78	0.00	1,392.78
01 1100 382 000 000	INTERNET SERVICES	10,000.00	298.13	4,834.33	48.34	5,165.67	0.00	5,165.67
01 1100 382 001 000	Distance Education	7,500.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00
01 1100 431 001 000	REPAIRS & MAINTENANCE - Contracted	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1100 431 002 000	REPAIRS & MAINTENANCE - Contracted	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
01 1100 443 001 000	LEASED EQUIP	9,000.00	671.85	6,382.58	70.92	2,617.42	0.00	2,617.42
01 1100 443 002 000	LEASED EQUIP	8,500.00	0.00	1,007.77	11.86	7,492.23	0.00	7,492.23
01 1100 580 001 000	Travel Secon	2,000.00	95.77	5,454.23	272.71	(3,454.23)	0.00	(3,454.23)
01 1100 580 002 000	Travel Elem	1,500.00	0.00	855.50	57.03	644.50	0.00	644.50
01 1100 610 001 000	Gen Supplies Secon	15,000.00	2,146.40	19,076.01	127.17	(4,076.01)	0.00	(4,076.01)
01 1100 610 002 000	Gen Supplies Elem	15,000.00	173.40	11,134.00	74.23	3,866.00	0.00	3,866.00
01 1100 640 001 000	Textbooks Secon	30,000.00	5,432.20	6,594.70	21.98	23,405.30	0.00	23,405.30
01 1100 640 002 000	Textbooks Elem	30,000.00	0.00	13,219.43	44.06	16,780.57	0.00	16,780.57
01 1100 733 001 000	Equipment Secon	10,000.00	0.00	11,561.52	115.62	(1,561.52)	0.00	(1,561.52)
01 1100 733 002 000	Equipment Elem	7,500.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00
01 1100 734 001 000	Comp Equip Secon	60,000.00	0.00	0.00	0.00	60,000.00	0.00	60,000.00
01 1100 734 002 000	Comp Equip Elem	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 1100 735 001 000	Comp Software Secon	30,000.00	6,449.60	18,023.82	60.08	11,976.18	0.00	11,976.18
01 1100 735 002 000	Comp Software Elem	20,000.00	1,653.00	12,702.74	63.51	7,297.26	0.00	7,297.26

Expenditure Report by Op. Unit/Function

07/07/2023 02:40 PM		General Fund						
Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1100 810 001 000	FEES	5,500.00	0.00	2,272.68	41.32	3,227.32	0.00	3,227.32
01 1100 810 002 000	FEES	500.00	0.00	1,136.60	227.32	(636.60)	0.00	(636.60)
01 1100 890 001 000	Other Misc Exp Secon	2,500.00	271.34	3,031.15	121.25	(531.15)	0.00	(531.15)
01 1100 890 002 000	Other Misc Exp Elem	2,500.00	0.00	436.09	17.44	2,063.91	0.00	2,063.91
1100 SALARIES		3,563,424.00	239,480.88	2,674,550.65	75.06	888,873.35	0.00	888,873.35
01 1160 111 002 000	SALARIES TEACHERS POVERTY	80,000.00	5,256.25	57,818.75	72.27	22,181.25	0.00	22,181.25
01 1160 211 002 000	Poverty Program Health Ins	12,003.00	1,576.86	17,345.46	144.51	(5,342.46)	0.00	(5,342.46)
01 1160 221 002 000	Poverty Program FICA	3,000.00	380.56	4,186.16	139.54	(1,186.16)	0.00	(1,186.16)
01 1160 231 002 000	Poverty Program Retire	5,000.00	519.20	5,711.20	114.22	(711.20)	0.00	(711.20)
01 1160 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	286.04	3,146.44	0.00	(3,146.44)	0.00	(3,146.44)
1160 POVERTY		100,003.00	8,018.91	88,208.01	88.21	11,794.99	0.00	11,794.99
01 1190 111 002 000	SALARIES TEACHERS PRE K	46,763.00	3,639.93	41,837.88	89.47	4,925.12	0.00	4,925.12
01 1190 112 002 000	PreK Para	42,900.00	0.00	17,492.68	40.78	25,407.32	0.00	25,407.32
01 1190 123 002 000	PreK Subs	1,500.00	0.00	2,787.58	185.84	(1,287.58)	0.00	(1,287.58)
01 1190 211 002 000	PreK Health	40,673.00	2,147.69	23,624.59	58.08	17,048.41	0.00	17,048.41
01 1190 212 002 000	GROUP INSURANCE-AIDES	0.00	0.00	7,356.60	0.00	(7,356.60)	0.00	(7,356.60)
01 1190 221 002 000	PreK Fica	6,974.00	272.13	3,131.05	44.90	3,842.95	0.00	3,842.95
01 1190 222 002 000	FICA-AIDES	0.00	0.00	1,175.45	0.00	(1,175.45)	0.00	(1,175.45)
01 1190 223 002 000	FICA-SUB SUBS	0.00	0.00	213.24	0.00	(213.24)	0.00	(213.24)
01 1190 231 002 000	PreK Retire	8,857.00	359.55	4,132.71	46.66	4,724.29	0.00	4,724.29
01 1190 232 002 000	RETIREMENT AIDES	0.00	0.00	1,727.88	0.00	(1,727.88)	0.00	(1,727.88)
01 1190 233 002 000	RETIREMENT-SUBS	0.00	0.00	102.73	0.00	(102.73)	0.00	(102.73)
01 1190 610 002 000	PreK Supplies	500.00	256.68	551.54	110.31	(51.54)	0.00	(51.54)
01 1190 890 002 000	PreK Misc Exp	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1190 PREK		148,667.00	6,675.98	104,133.93	70.05	44,533.07	0.00	44,533.07
01 1200 111 001 000	SPED teachers	201,750.00	12,566.66	138,458.26	68.63	63,291.74	0.00	63,291.74
01 1200 111 002 000	SALARIES TEACHERS SPED ELEM.	208,953.00	16,282.29	179,521.76	85.91	29,431.24	0.00	29,431.24
01 1200 112 001 000	SPED Paras	212,289.00	149.84	134,877.61	63.53	77,411.39	0.00	77,411.39
01 1200 112 002 000	Aide Elem	177,912.00	299.68	101,428.93	57.01	76,483.07	0.00	76,483.07
01 1200 116 001 000	Nurse Sp Ed Services	0.00	0.00	622.65	0.00	(622.65)	0.00	(622.65)
01 1200 116 002 000	Nurse Sp Ed Services	0.00	0.00	97.31	0.00	(97.31)	0.00	(97.31)
01 1200 122 001 000	Sub Paras Salary	0.00	0.00	1,338.00	0.00	(1,338.00)	0.00	(1,338.00)
01 1200 123 001 000	Sub Secon	12,000.00	0.00	2,506.68	20.89	9,493.32	0.00	9,493.32
01 1200 123 002 000	Sub Elem	10,000.00	0.00	4,652.72	46.53	5,347.28	0.00	5,347.28
01 1200 132 001 000	OT - AIDES/PARAS	0.00	0.00	1,270.72	0.00	(1,270.72)	0.00	(1,270.72)
01 1200 132 002 000	OT - AIDES/PARAS	0.00	0.00	42.99	0.00	(42.99)	0.00	(42.99)
01 1200 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	748.34	8,231.74	0.00	(8,231.74)	0.00	(8,231.74)
01 1200 211 001 000	Health Ins	97,156.00	4,185.45	45,920.79	47.27	51,235.21	0.00	51,235.21
01 1200 211 002 000	Health Ins Elem	120,124.00	4,985.40	62,163.46	51.75	57,960.54	0.00	57,960.54
01 1200 212 001 000	GROUP INSURANCE-AIDES	0.00	41.23	15,145.13	0.00	(15,145.13)	0.00	(15,145.13)
01 1200 212 002 000	GROUP INSURANCE-AIDES	0.00	82.45	23,077.78	0.00	(23,077.78)	0.00	(23,077.78)
01 1200 213 002 000	GROUP INS.-SUBS	0.00	0.00	56.57	0.00	(56.57)	0.00	(56.57)
01 1200 216 001 000	Health Ins. NURSE	0.00	0.00	16.04	0.00	(16.04)	0.00	(16.04)
01 1200 216 002 000	Health Ins-NURSE	0.00	0.00	16.05	0.00	(16.05)	0.00	(16.05)
01 1200 221 001 000	Fica Secon	33,857.00	972.59	10,717.11	31.65	23,139.89	0.00	23,139.89
01 1200 221 002 000	Fica Elem	29,810.00	1,204.62	13,211.39	44.32	16,598.61	0.00	16,598.61
01 1200 222 001 000	FICA-AIDES	0.00	11.36	9,381.84	0.00	(9,381.84)	0.00	(9,381.84)
01 1200 222 002 000	FICA-AIDES	0.00	22.68	7,254.83	0.00	(7,254.83)	0.00	(7,254.83)
01 1200 223 001 000	FICA-SUB SUBS	0.00	0.00	191.78	0.00	(191.78)	0.00	(191.78)
01 1200 223 002 000	FICA-SUB SUBS	0.00	0.00	353.99	0.00	(353.99)	0.00	(353.99)
01 1200 226 001 000	Fica-NURSE	0.00	0.00	47.63	0.00	(47.63)	0.00	(47.63)
01 1200 226 002 000	Fica-NURSE	0.00	0.00	7.44	0.00	(7.44)	0.00	(7.44)
01 1200 231 001 000	RETIREMENT TEACHERS/ADMINS	41,610.00	1,241.30	13,676.53	32.87	27,933.47	0.00	27,933.47

Expenditure Report by Op. Unit/Function
General Fund

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1200 231 002 000	RETIREMENT TEACHERS/ADMINS	37,502.00	1,608.33	17,732.79	47.28	19,769.21	0.00	19,769.21
01 1200 232 001 000	RETIREMENT AIDES	0.00	14.80	12,842.31	0.00	(12,842.31)	0.00	(12,842.31)
01 1200 232 002 000	RETIREMENT AIDES	0.00	29.60	9,865.37	0.00	(9,865.37)	0.00	(9,865.37)
01 1200 233 001 000	RETIREMENT-SUBS	0.00	0.00	147.66	0.00	(147.66)	0.00	(147.66)
01 1200 233 002 000	RETIREMENT-SUBS	0.00	0.00	92.75	0.00	(92.75)	0.00	(92.75)
01 1200 236 001 000	Retire-NURSE	0.00	0.00	61.51	0.00	(61.51)	0.00	(61.51)
01 1200 236 002 000	Retire-NURSE	0.00	0.00	9.62	0.00	(9.62)	0.00	(9.62)
01 1200 281 001 000	CASH IN LIEU/HSA	9,335.00	0.00	0.00	0.00	9,335.00	0.00	9,335.00
01 1200 282 001 000	INSTRUCTIONAL AIDES HSA	0.00	7.25	66.14	0.00	(66.14)	0.00	(66.14)
01 1200 282 002 000	INSTRUCTIONAL AIDES HSA	0.00	14.50	2,368.86	0.00	(2,368.86)	0.00	(2,368.86)
01 1200 283 002 000	INS/HSA Cont.	0.00	0.00	8.48	0.00	(8.48)	0.00	(8.48)
01 1200 286 001 000	NURSE-HSA	0.00	0.00	2.34	0.00	(2.34)	0.00	(2.34)
01 1200 286 002 000	NURSE-HSA	0.00	0.00	2.34	0.00	(2.34)	0.00	(2.34)
01 1200 320 001 000	Purch Prof Ser Secon	11,500.00	0.00	375.00	3.26	11,125.00	0.00	11,125.00
01 1200 320 002 000	Purch Prof Serv Elem	0.00	0.00	340.00	0.00	(340.00)	0.00	(340.00)
01 1200 330 001 000	Contracted Services	250.00	0.00	2,250.00	900.00	(2,000.00)	0.00	(2,000.00)
01 1200 520 001 000	INSURANCE(Property, Liability)	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1200 569 001 000	TUITION-OTHER	150,000.00	0.00	52,016.83	34.68	97,983.17	0.00	97,983.17
01 1200 569 002 000	TUITION-OTHER	39,536.00	0.00	0.00	0.00	39,536.00	0.00	39,536.00
01 1200 580 001 000	Travel Secon	150.00	0.00	180.15	120.10	(30.15)	0.00	(30.15)
01 1200 580 002 000	Travel Elem	250.00	0.00	180.15	72.06	69.85	0.00	69.85
01 1200 591 001 000	SPED SUPERVISION SEC.	0.00	0.00	13,189.48	0.00	(13,189.48)	0.00	(13,189.48)
01 1200 591 002 000	SPED SUPERVISION ELEM.	33,888.00	0.00	13,189.48	38.92	20,698.52	0.00	20,698.52
01 1200 610 001 000	Gen Supplies	1,100.00	110.49	2,997.37	272.49	(1,897.37)	0.00	(1,897.37)
01 1200 610 002 000	Gen Supplies Elem	2,250.00	0.00	899.96	40.00	1,350.04	0.00	1,350.04
01 1200 640 001 000	Textbooks	750.00	0.00	0.00	0.00	750.00	0.00	750.00
01 1200 640 002 000	Textbooks Elem	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 1200 641 001 000	Digital Materials	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1200 641 002 000	Digital Mat./EBOOKS	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1200 733 001 000	Equipment Furn Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1200 733 002 000	Furniture Equip Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1200 734 001 000	Comp Equip Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1200 734 002 000	Computer Equip Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1200 735 001 000	Comp Software Secon	1,000.00	0.00	137.10	13.71	862.90	0.00	862.90
01 1200 735 002 000	Comp Software Elem	610.00	0.00	140.30	23.00	469.70	0.00	469.70
01 1200 810 001 000	Registration Secondary	250.00	15.00	419.51	167.80	(169.51)	0.00	(169.51)
01 1200 810 002 000	Registration Elem	1,000.00	0.00	308.76	30.88	691.24	0.00	691.24
1200 SPEDICAL ED School Age		1,441,882.00	44,593.86	904,111.99	62.70	537,770.01	0.00	537,770.01
01 1291 610 002 000	PRE Supplies	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1291 640 002 000	Periodicals (3-5)	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1291 733 000 000	Equipment (3-5)	1,700.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00
1291 SPED AGES 3-5		4,900.00	0.00	0.00	0.00	4,900.00	0.00	4,900.00
01 2120 111 001 000	Counselor Sal Secon	58,064.00	4,741.98	52,161.78	89.83	5,902.22	0.00	5,902.22
01 2120 111 002 000	Counselor Sal Elem	14,516.00	1,185.49	13,040.39	89.83	1,475.61	0.00	1,475.61
01 2120 211 001 000	Health Ins. Secon	13,052.00	945.24	10,397.64	79.66	2,654.36	0.00	2,654.36
01 2120 211 002 000	Health Ins. Elem	3,227.00	236.31	2,599.41	80.55	627.59	0.00	627.59
01 2120 221 001 000	Fica Secon	4,442.00	346.54	3,811.94	85.82	630.06	0.00	630.06
01 2120 221 002 000	Fica Elem	1,111.00	86.65	953.15	85.79	157.85	0.00	157.85
01 2120 231 001 000	Retirement Secon	5,735.00	468.40	5,152.40	89.84	582.60	0.00	582.60
01 2120 231 002 000	Retirement Elem	1,434.00	117.10	1,288.10	89.83	145.90	0.00	145.90
01 2120 281 001 000	TEACHERS/PRINCIPALS HSA	0.00	169.62	1,865.82	0.00	(1,865.82)	0.00	(1,865.82)
01 2120 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	42.41	466.51	0.00	(466.51)	0.00	(466.51)
01 2120 320 001 000	Purch Prof Ser Secon	1,000.00	0.00	645.00	64.50	355.00	0.00	355.00
01 2120 320 002 000	Purch Prof Ser Elem	1,000.00	0.00	90.00	9.00	910.00	0.00	910.00

Expenditure Report by Op. Unit/Function

		General Fund						
Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2120 580 001 000	Travel Secon	500.00	0.00	501.19	100.24	(1.19)	0.00	(1.19)
01 2120 580 002 000	Travel Elem	60.00	0.00	317.13	528.55	(257.13)	0.00	(257.13)
01 2120 610 001 000	Supplies Secon	1,000.00	352.00	415.70	41.57	584.30	0.00	584.30
01 2120 610 002 000	Supplies Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2120 640 001 000	BOOKS & PERIODICALS	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 2120 640 002 000	Resource Texts	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2120 735 001 000	Computer Software	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2120 810 000 000	REGISTRATION	0.00	0.00	79.00	0.00	(79.00)	0.00	(79.00)
2120 COUNSELOR		108,891.00	8,691.74	93,785.16	86.13	15,105.84	0.00	15,105.84
01 2130 116 000 000	SALARIES -Professional Non-Cert. (Nurse)	36,000.00	234.05	30,227.86	83.97	5,772.14	0.00	5,772.14
01 2130 216 000 000	GROUP INS.-NURSE	4,991.00	0.00	4,706.11	94.29	284.89	0.00	284.89
01 2130 226 000 000	FICA-NURSE	2,754.00	15.76	2,299.09	83.48	454.91	0.00	454.91
01 2130 236 000 000	RETIREMENT-NURSE	3,556.00	23.12	2,985.82	83.97	570.18	0.00	570.18
01 2130 286 000 000	NURSE-HSA	0.00	65.50	751.23	0.00	(751.23)	0.00	(751.23)
01 2130 320 001 000	Purch Prof Ser Secon	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2130 320 002 000	Purch Prof Serv Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2130 580 000 000	Travel	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2130 610 000 000	Health Supplies	2,500.00	0.00	3,498.08	139.92	(998.08)	0.00	(998.08)
01 2130 610 001 000	Instruc Mater Secon	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2130 610 002 000	Instruc Mater Elem	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2130 733 000 000	Equipment	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 2130 810 000 000	Dues And Fees	150.00	0.00	145.00	96.67	5.00	0.00	5.00
2130 NURSE		50,851.00	338.43	44,613.19	87.73	6,237.81	0.00	6,237.81
01 2131 116 001 000	SALARIES -Professional Non-Cert. (Nurse)	13,500.00	91.95	10,685.15	79.15	2,814.85	0.00	2,814.85
01 2131 116 002 000	SALARIES -Professional Non-Cert. (Nurse)	13,500.00	91.94	10,685.14	79.15	2,814.86	0.00	2,814.86
01 2131 216 001 000	GROUP INS.-NURSE	1,972.00	0.00	1,644.43	83.39	327.57	0.00	327.57
01 2131 216 002 000	GROUP INS.-NURSE	1,972.00	0.00	1,644.47	83.39	327.53	0.00	327.53
01 2131 226 001 000	FICA-NURSE	1,033.00	6.19	812.61	78.67	220.39	0.00	220.39
01 2131 226 002 000	FICA-NURSE	1,033.00	6.20	812.52	78.66	220.48	0.00	220.48
01 2131 236 001 000	RETIREMENT-NURSE	1,334.00	9.08	1,055.46	79.12	278.54	0.00	278.54
01 2131 236 002 000	RETIREMENT-NURSE	1,334.00	9.08	1,055.45	79.12	278.55	0.00	278.55
01 2131 286 001 000	NURSE-HSA	0.00	25.73	265.35	0.00	(265.35)	0.00	(265.35)
01 2131 286 002 000	NURSE-HSA	0.00	25.73	265.30	0.00	(265.30)	0.00	(265.30)
2131 HEALTH SERVICES SPED-NURSE		35,678.00	265.90	28,925.88	81.07	6,752.12	0.00	6,752.12
01 2161 320 001 000	PROFESSIONAL ED SERVICES	0.00	0.00	362.20	0.00	(362.20)	0.00	(362.20)
01 2161 320 002 000	PROFESSIONAL ED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2161 569 001 000	TUITION-OTHER	15,000.00	255.00	3,690.00	24.60	11,310.00	0.00	11,310.00
01 2161 569 002 000	OT Sped School Age	0.00	990.00	13,155.00	0.00	(13,155.00)	0.00	(13,155.00)
2161 OCCUPATIONAL THERAPY-SPED SCHOOL AGE		15,000.00	1,245.00	17,207.20	114.71	(2,207.20)	0.00	(2,207.20)
01 2162 569 002 000	OT Sped 3-5	0.00	465.00	2,295.00	0.00	(2,295.00)	0.00	(2,295.00)
2162 OCCUPATIONAL THERAPY-SPED 3-5		0.00	465.00	2,295.00	0.00	(2,295.00)	0.00	(2,295.00)
01 2171 569 001 000	PT Sped School Age	20,000.00	165.00	2,775.00	13.88	17,225.00	0.00	17,225.00
01 2171 569 002 000	PT Sped School Age	0.00	480.00	7,995.00	0.00	(7,995.00)	0.00	(7,995.00)
2171 PHYSICAL THERAPY-SPED SCHOOL AGE		20,000.00	645.00	10,770.00	53.85	9,230.00	0.00	9,230.00
01 2172 569 002 000	PT 3-4 Sped	0.00	0.00	630.00	0.00	(630.00)	0.00	(630.00)
2172 PHYSICAL THERAPY:SPED 3-5		0.00	0.00	630.00	0.00	(630.00)	0.00	(630.00)
01 2190 110 001 000	Act Trans Sal Secon	14,000.00	0.00	15,855.75	113.26	(1,855.75)	0.00	(1,855.75)
01 2190 110 002 000	Act Trans Sal Elem	1,200.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00
01 2190 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	0.00	127.19	0.00	(127.19)	0.00	(127.19)
01 2190 220 001 000	FICA-NON INSTRUCTIONAL	1,071.00	0.00	1,210.32	113.01	(139.32)	0.00	(139.32)

Expenditure Report by Op. Unit/Function

07/07/2023 02:40 PM			General Fund					
Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2190 220 002 000	FICA-NON INSTRUCTIONAL	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2190 230 001 000	RETIREMENT- NON INSTRUCTIONAL	1,383.00	0.00	501.49	36.26	881.51	0.00	881.51
01 2190 230 002 000	RETIREMENT- NON INSTRUCTIONAL	115.00	0.00	0.00	0.00	115.00	0.00	115.00
01 2190 340 001 000	Testing	1,000.00	0.00	597.00	59.70	403.00	0.00	403.00
01 2190 580 002 000	Meals/mileage	90.00	0.00	0.00	0.00	90.00	0.00	90.00
2190 ACT TRANS		18,959.00	0.00	18,291.75	96.48	667.25	0.00	667.25
01 2212 111 002 000	SALARIES TEACHERS STAFF DEV. ELEM.	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2212 123 001 000	Staff Development	3,500.00	0.00	16.00	0.46	3,484.00	0.00	3,484.00
01 2212 123 002 000	Staff Development	2,500.00	0.00	40.00	1.60	2,460.00	0.00	2,460.00
01 2212 221 001 000	Staff Dev Fica	268.00	0.00	0.00	0.00	268.00	0.00	268.00
01 2212 221 002 000	Staff Dev Fica	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2212 231 002 000	Staff Dev Retire	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2212 330 001 000	Purch Prof Ser Secon	2,500.00	391.00	1,416.00	56.64	1,084.00	0.00	1,084.00
01 2212 330 002 000	Purch Prof Ser Elem	2,000.00	36.00	746.00	37.30	1,254.00	0.00	1,254.00
01 2212 580 001 000	Travel Secon	500.00	0.00	2,741.13	548.23	(2,241.13)	0.00	(2,241.13)
01 2212 580 002 000	Travel Elem	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
01 2212 610 001 000	Supplies Secon	1,500.00	0.00	265.00	17.67	1,235.00	0.00	1,235.00
01 2212 610 002 000	Supplies Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2212 810 001 000	Dues And Fees Secon	7,000.00	0.00	568.50	8.12	6,431.50	0.00	6,431.50
01 2212 810 002 000	Dues And Fees Elem	500.00	0.00	703.50	140.70	(203.50)	0.00	(203.50)
2212 STAFF		24,668.00	427.00	6,496.13	26.33	18,171.87	0.00	18,171.87
01 2214 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	5,100.00	0.00	0.00	0.00	5,100.00	0.00	5,100.00
01 2214 221 000 000	FICA TEACHERS/ADMIN	650.00	0.00	0.00	0.00	650.00	0.00	650.00
01 2214 231 000 000	RETIREMENT TEACHERS/ADMINS	650.00	0.00	0.00	0.00	650.00	0.00	650.00
01 2214 580 001 000	TRAVEL	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2214 580 002 000	TRAVEL	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2214 610 001 000	GENERAL SUPPLIES	375.00	0.00	0.00	0.00	375.00	0.00	375.00
01 2214 610 002 000	GENERAL SUPPLIES	375.00	0.00	0.00	0.00	375.00	0.00	375.00
01 2214 810 001 000	DUES AND FEES	1,425.00	0.00	0.00	0.00	1,425.00	0.00	1,425.00
01 2214 810 002 000	DUES AND FEES	1,425.00	0.00	0.00	0.00	1,425.00	0.00	1,425.00
2214 IMPLEMENTATION OF STANDARDS		10,300.00	0.00	0.00	0.00	10,300.00	0.00	10,300.00
01 2220 111 001 000	SALARIES TEACHERS LIBRARIAN SECOND.	30,113.00	2,446.87	26,915.57	89.38	3,197.43	0.00	3,197.43
01 2220 111 002 000	SALARIES TEACHERS LIBRARIAN ELEM.	30,113.00	2,373.47	26,108.17	86.70	4,004.83	0.00	4,004.83
01 2220 211 001 000	Health Ins Secon	12,887.00	0.00	0.00	0.00	12,887.00	0.00	12,887.00
01 2220 211 002 000	Health Ins Elem	12,887.00	0.00	0.00	0.00	12,887.00	0.00	12,887.00
01 2220 221 001 000	Fica Secon	2,304.00	187.19	2,059.08	89.37	244.92	0.00	244.92
01 2220 221 002 000	Fica Elem	2,304.00	181.57	1,997.26	86.69	306.74	0.00	306.74
01 2220 231 001 000	Retire Secon	2,975.00	241.70	2,658.70	89.37	316.30	0.00	316.30
01 2220 231 002 000	Retire Elem	2,975.00	234.45	2,578.95	86.69	396.05	0.00	396.05
01 2220 320 001 000	Purchased Ser Secon	700.00	0.00	20.00	2.86	680.00	0.00	680.00
01 2220 320 002 000	Purchased Ser Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2220 431 001 000	Repair Secon	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2220 431 002 000	Repair Elem	350.00	0.00	0.00	0.00	350.00	0.00	350.00
01 2220 610 001 000	Supplies Secon	500.00	0.00	171.36	34.27	328.64	0.00	328.64
01 2220 610 002 000	Supplies Elem	568.00	0.00	302.22	53.21	265.78	0.00	265.78
01 2220 640 001 000	Library Books Secon	4,700.00	0.00	1,820.36	38.73	2,879.64	0.00	2,879.64
01 2220 640 002 000	Library Books Elem	2,250.00	0.00	1,830.84	81.37	419.16	0.00	419.16
01 2220 641 000 000	EBOOKS	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2220 641 001 000	Digital Mat./EBOOKS	250.00	0.00	0.00	0.00	250.00	0.00	250.00

Expenditure Report by Op. Unit/Function

		General Fund						
Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2220 641 002 000	Digital Mat./EBOOKS	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 2220 643 001 000	WEB/CLOUD BASED SOFTWARE	0.00	0.00	295.00	0.00	(295.00)	0.00	(295.00)
01 2220 733 001 000	Equipment Secon	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2220 733 002 000	Equipment Elem	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2220 735 001 000	Computer Software	3,800.00	0.00	592.50	15.59	3,207.50	0.00	3,207.50
01 2220 735 002 000	Elem Software	2,500.00	0.00	592.50	23.70	1,907.50	0.00	1,907.50
01 2220 890 001 000	Other Mis Exp Secon	40.00	0.00	0.00	0.00	40.00	0.00	40.00
01 2220 890 002 000	Other Misc Exp Elem	100.00	0.00	0.00	0.00	100.00	0.00	100.00
2220 LIBRARY/MEDIA SERVICES		114,466.00	5,665.25	67,942.51	59.36	46,523.49	0.00	46,523.49
01 2310 340 000 000	SERVICES	750.00	0.00	1,815.05	242.01	(1,065.05)	0.00	(1,065.05)
01 2310 520 000 000	INSURANCE(Property, Liability)	15,500.00	0.00	0.00	0.00	15,500.00	0.00	15,500.00
01 2310 540 000 000	Advertising & Print	7,500.00	0.00	6,659.24	88.79	840.76	0.00	840.76
01 2310 580 000 000	Board Travel	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2310 610 000 000	Supplies	3,500.00	0.00	2,840.86	81.17	659.14	0.00	659.14
01 2310 735 000 000	Software (E-Meetings)	2,000.00	0.00	2,600.00	130.00	(600.00)	0.00	(600.00)
01 2310 810 000 000	Dues And Fees	12,500.00	850.00	13,936.74	111.49	(1,436.74)	0.00	(1,436.74)
01 2310 890 000 000	Other Misc Exp	2,000.00	0.00	598.15	29.91	1,401.85	0.00	1,401.85
2310 BOARD OF EDUCATION		45,750.00	850.00	28,450.04	62.19	17,299.96	0.00	17,299.96
01 2320 105 000 000	SUPERINTENDENT SALARY	132,000.00	12,204.39	122,545.39	92.84	9,454.61	0.00	9,454.61
01 2320 110 000 000	Clerical	22,000.00	1,641.22	18,535.04	84.25	3,464.96	0.00	3,464.96
01 2320 130 000 000	OT-NON INSTRUCTIONAL	0.00	0.31	723.30	0.00	(723.30)	0.00	(723.30)
01 2320 210 000 000	GROUP INSURANCE-NON INSTRUCTIONAL	10,000.00	518.25	5,672.13	56.72	4,327.87	0.00	4,327.87
01 2320 215 000 000	Health Ins	1,137.00	2,203.44	2,849.54	250.62	(1,712.54)	0.00	(1,712.54)
01 2320 220 000 000	FICA-NON INSTRUCTIONAL	1,683.00	121.55	1,435.38	85.29	247.62	0.00	247.62
01 2320 225 000 000	Fica	10,175.00	933.63	9,132.73	89.76	1,042.27	0.00	1,042.27
01 2320 230 000 000	RETIREMENT- NON INSTRUCTIONAL	2,152.00	162.15	1,992.54	92.59	159.46	0.00	159.46
01 2320 235 000 000	RETIREMENT SUPT.	13,960.00	1,201.80	12,067.40	86.44	1,892.60	0.00	1,892.60
01 2320 280 000 000	NON INSTRUCTIONAL HSA	0.00	94.23	1,031.19	0.00	(1,031.19)	0.00	(1,031.19)
01 2320 580 000 000	Travel	4,000.00	0.00	2,807.50	70.19	1,192.50	0.00	1,192.50
01 2320 610 000 000	Supplies	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2320 735 000 000	Software-North Star	2,500.00	0.00	1,716.00	68.64	784.00	0.00	784.00
01 2320 810 000 000	Dues And Fees	2,500.00	0.00	684.00	27.36	1,816.00	0.00	1,816.00
01 2320 890 000 000	Other Misc Exp	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
2320 EXECUTIVE ADMINISTRATION-SUPT		204,107.00	19,080.97	181,192.14	88.77	22,914.86	0.00	22,914.86
01 2330 317 000 000	LEGAL SERVICES	23,976.48	110.00	7,668.00	31.98	16,308.48	0.00	16,308.48
2330 DISTRICT LEGAL SERVICES		23,976.48	110.00	7,668.00	31.98	16,308.48	0.00	16,308.48
01 2410 110 001 000	Clerical Sal Secon	53,000.00	4,103.29	49,492.34	93.38	3,507.66	0.00	3,507.66
01 2410 110 002 000	Clerical Sal Elem	46,000.00	2,092.60	39,299.08	85.43	6,700.92	0.00	6,700.92
01 2410 111 001 000	Princ Sal Secon	88,913.00	7,348.94	80,838.54	90.92	8,074.46	0.00	8,074.46
01 2410 111 002 000	Prin Sal Elem	103,490.00	8,595.50	94,550.50	91.36	8,939.50	0.00	8,939.50
01 2410 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	0.00	0.00	200.07	0.00	(200.07)	0.00	(200.07)
01 2410 122 001 000	STUDENT AIDE	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2410 130 001 000	OT-NON INSTRUCTIONAL	0.00	0.72	1,687.67	0.00	(1,687.67)	0.00	(1,687.67)
01 2410 130 002 000	OT-NON INSTRUCTIONAL	0.00	0.00	1,351.50	0.00	(1,351.50)	0.00	(1,351.50)
01 2410 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	60.38	664.58	0.00	(664.58)	0.00	(664.58)
01 2410 151 002 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	25,677.00	0.00	0.00	0.00	25,677.00	0.00	25,677.00
01 2410 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	1,295.67	14,499.23	0.00	(14,499.23)	0.00	(14,499.23)
01 2410 210 002 000	GROUP INSURANCE-NON INSTRUCTIONAL	25,676.00	1,813.92	19,953.12	77.71	5,722.88	0.00	5,722.88
01 2410 211 001 000	Health Ins Secon	25,833.00	2,149.69	23,646.59	91.54	2,186.41	0.00	2,186.41

Expenditure Report by Op. Unit/Function

		General Fund						
Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2410 211 002 000	Health Ins Elem	170.00	10.00	110.00	64.71	60.00	0.00	60.00
01 2410 220 001 000	FICA-NON INSTRUCTIONAL	4,284.00	303.83	3,814.14	89.03	469.86	0.00	469.86
01 2410 220 002 000	FICA-NON INSTRUCTIONAL	3,519.00	154.22	2,898.42	82.36	620.58	0.00	620.58
01 2410 221 001 000	Fica Secon	6,802.00	540.72	5,948.02	87.45	853.98	0.00	853.98
01 2410 221 002 000	Fica Elem	13,630.00	809.04	8,899.44	65.29	4,730.56	0.00	4,730.56
01 2410 230 001 000	RETIREMENT- NON INSTRUCTIONAL	5,477.00	405.38	4,869.53	88.91	607.47	0.00	607.47
01 2410 230 002 000	RETIREMENT- NON INSTRUCTIONAL	4,499.00	206.70	4,015.38	89.25	483.62	0.00	483.62
01 2410 231 001 000	RETIREMENT ADMINS SEC.	8,837.00	731.88	8,050.68	91.10	786.32	0.00	786.32
01 2410 231 002 000	RETIREMENT ADMIN ELEM.	10,563.67	849.05	9,339.55	88.41	1,224.12	0.00	1,224.12
01 2410 280 001 000	NON INSTRUCTIONAL HSA	25,677.00	235.54	2,633.03	10.25	23,043.97	0.00	23,043.97
01 2410 280 002 000	NON INSTRUCTIONAL HSA	0.00	329.77	3,627.47	0.00	(3,627.47)	0.00	(3,627.47)
01 2410 281 002 000	CASH IN LIEU/HSA	0.00	2,110.15	23,211.65	0.00	(23,211.65)	0.00	(23,211.65)
01 2410 580 001 000	Travel Secon	500.00	0.00	474.37	94.87	25.63	0.00	25.63
01 2410 580 002 000	Travel Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2410 610 001 000	Supplies Secon	1,150.00	4,141.68	4,193.92	364.69	(3,043.92)	0.00	(3,043.92)
01 2410 610 002 000	Supplies Elem	1,000.00	0.00	162.61	16.26	837.39	0.00	837.39
01 2410 733 001 000	Equipment Secon	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2410 733 002 000	Equipment Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2410 810 001 000	Dues And Fees Secon	500.00	855.00	1,640.00	328.00	(1,140.00)	0.00	(1,140.00)
01 2410 810 002 000	Dues And Fees Elem	500.00	644.00	1,159.00	231.80	(659.00)	0.00	(659.00)
01 2410 890 001 000	Other Misc Exp Secon	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2410 890 002 000	Other Misc Exp Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2410 OFFICE OF THE PRINCIPAL		462,297.67	39,787.67	411,230.43	88.95	51,067.24	0.00	51,067.24
01 2510 110 000 000	Clerical Salary	76,000.00	5,566.20	65,646.73	86.38	10,353.27	0.00	10,353.27
01 2510 130 000 000	OT-NON INSTRUCTIONAL	0.00	27.81	433.37	0.00	(433.37)	0.00	(433.37)
01 2510 150 000 000	ADDITIONAL COMP. NON INSTRUCTIONAL STAFF	0.00	777.88	8,556.68	0.00	(8,556.68)	0.00	(8,556.68)
01 2510 210 000 000	Health Ins	2,993.00	195.12	3,415.37	114.11	(422.37)	0.00	(422.37)
01 2510 220 000 000	Fica	6,528.00	458.09	5,330.57	81.66	1,197.43	0.00	1,197.43
01 2510 230 000 000	Retirement	7,508.00	552.56	6,527.27	86.94	980.73	0.00	980.73
01 2510 280 000 000	CASH IN LIEU/HSA	9,334.56	0.00	0.00	0.00	9,334.56	0.00	9,334.56
01 2510 293 000 000	Workman's Comp	0.00	0.00	36,134.00	0.00	(36,134.00)	0.00	(36,134.00)
01 2510 315 000 000	ACCOUNTING & AUDITING SERVICES	6,500.00	0.00	10,600.00	163.08	(4,100.00)	0.00	(4,100.00)
01 2510 382 001 000	Telephone Secon	6,000.00	339.18	4,049.03	67.48	1,950.97	0.00	1,950.97
01 2510 382 002 000	Telephone Elem	6,000.00	339.16	4,048.90	67.48	1,951.10	0.00	1,951.10
01 2510 431 000 000	Repair Maint Service	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2510 443 000 000	Rental And Leases	1,500.00	0.00	1,480.00	98.67	20.00	0.00	20.00
01 2510 520 000 000	INSURANCE-WORKMAN'S COMP	30,000.00	0.00	0.00	0.00	30,000.00	0.00	30,000.00
01 2510 531 000 000	POSTAGE	6,000.00	12.55	4,293.63	71.56	1,706.37	0.00	1,706.37
01 2510 580 000 000	Travel	547.00	0.00	40.00	7.31	507.00	0.00	507.00
01 2510 610 000 000	Supplies	2,034.00	27.80	1,991.91	97.93	42.09	0.00	42.09
01 2510 733 000 000	Equipment	1,141.00	0.00	0.00	0.00	1,141.00	0.00	1,141.00
01 2510 734 000 000	Computer Hardware	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2510 735 000 000	Computer Software	6,500.00	0.00	0.00	0.00	6,500.00	0.00	6,500.00
01 2510 810 000 000	REGISTRATION	0.00	9.75	87.00	0.00	(87.00)	0.00	(87.00)
01 2510 890 000 000	Other Misc Exp	429.00	0.00	0.00	0.00	429.00	0.00	429.00
2510 CLERICAL		171,014.56	8,306.10	152,634.46	89.25	18,380.10	0.00	18,380.10
01 2580 112 000 000	Tech Support Aides	3,000.00	774.08	1,620.94	54.03	1,379.06	0.00	1,379.06
01 2580 114 000 000	Tech Support Salary	70,000.00	5,833.33	67,957.43	97.08	2,042.57	0.00	2,042.57
01 2580 214 000 000	Tech Support Health Ins	25,772.00	37.54	412.94	1.60	25,359.06	0.00	25,359.06
01 2580 224 000 000	Tech Support Fica	5,585.00	427.93	4,997.26	89.48	587.74	0.00	587.74
01 2580 234 000 000	RETIREMENT-TECH	7,211.00	576.20	6,338.27	87.90	872.73	0.00	872.73
01 2580 432 000 000	TECH REPAIRS/MAINT.	2,500.00	0.00	2,641.82	105.67	(141.82)	0.00	(141.82)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2580 432 001 000	TECH REPAIRS & MAINTENANCE	2,000.00	0.00	727.48	36.37	1,272.52	0.00	1,272.52
01 2580 432 002 000	TECH REPAIRS & MAINTENANCE	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2580 580 000 000	Tech Support Travel	500.00	0.00	443.84	88.77	56.16	0.00	56.16
01 2580 650 001 000	Computer Supplies	5,000.00	99.95	3,505.77	70.12	1,494.23	0.00	1,494.23
01 2580 650 002 000	Computer Supplies	5,000.00	0.00	2,438.19	48.76	2,561.81	0.00	2,561.81
01 2580 735 001 000	TECHNOLOGY SOFTWARE	0.00	0.00	10,730.79	0.00	(10,730.79)	0.00	(10,730.79)
01 2580 810 000 000	REGISTRATION	500.00	0.00	388.00	77.60	112.00	0.00	112.00
2580 Administrative Tech Services		129,068.00	7,749.03	102,202.73	79.19	26,865.27	0.00	26,865.27
01 2610 110 001 000	Cust Sal Secon	102,344.00	9,645.55	87,755.16	85.75	14,588.84	0.00	14,588.84
01 2610 110 002 000	Cust Sal Elem	53,450.00	8,381.95	60,359.64	112.93	(6,909.64)	0.00	(6,909.64)
01 2610 123 001 000	Sub/Summer Sal Secon	17,400.00	729.80	3,801.35	21.85	13,598.65	0.00	13,598.65
01 2610 123 002 000	Sub/Summer Sal Elem	18,500.00	729.79	3,801.28	20.55	14,698.72	0.00	14,698.72
01 2610 130 001 000	OT-NON INSTRUCTIONAL	0.00	0.00	1,178.39	0.00	(1,178.39)	0.00	(1,178.39)
01 2610 130 002 000	OT-NON INSTRUCTIONAL	0.00	0.00	1,374.31	0.00	(1,374.31)	0.00	(1,374.31)
01 2610 210 001 000	Health Ins Secon	41,405.00	1,879.99	24,694.41	59.64	16,710.59	0.00	16,710.59
01 2610 210 002 000	Health Ins Elem	32,080.00	3,189.54	25,985.75	81.00	6,094.25	0.00	6,094.25
01 2610 220 001 000	Fica Secon	7,830.00	734.67	6,702.56	85.60	1,127.44	0.00	1,127.44
01 2610 220 002 000	Fica Elem	4,224.00	524.47	4,395.26	104.05	(171.26)	0.00	(171.26)
01 2610 223 001 000	FICA-SUB SUBS	1,331.00	43.17	277.25	20.83	1,053.75	0.00	1,053.75
01 2610 223 002 000	FICA-SUB SUBS	1,280.00	43.17	277.25	21.66	1,002.75	0.00	1,002.75
01 2610 230 001 000	Retirement Secon	11,828.00	952.77	8,784.71	74.27	3,043.29	0.00	3,043.29
01 2610 230 002 000	Retirement Elem	7,108.00	817.68	6,087.66	85.65	1,020.34	0.00	1,020.34
01 2610 280 002 000	CASH IN LIEU NON INSTR/HSA	0.00	340.80	3,388.32	0.00	(3,388.32)	0.00	(3,388.32)
01 2610 410 001 000	Water Sewer Secon	3,500.00	246.95	3,187.84	91.08	312.16	0.00	312.16
01 2610 410 002 000	Water Sewer Elem	4,500.00	246.95	3,187.73	70.84	1,312.27	0.00	1,312.27
01 2610 520 001 000	INSURANCE(Property, Liability)	0.00	0.00	28,604.95	0.00	(28,604.95)	0.00	(28,604.95)
01 2610 520 002 000	INSURANCE(Property, Liability)	0.00	0.00	28,604.95	0.00	(28,604.95)	0.00	(28,604.95)
01 2610 610 001 000	Supplies Secon	10,000.00	2,506.55	16,171.17	161.71	(6,171.17)	0.00	(6,171.17)
01 2610 610 002 000	Supplies Elem	15,055.00	2,506.54	15,818.71	105.07	(763.71)	0.00	(763.71)
01 2610 621 001 000	Fuel Secon	55,000.00	2,539.33	45,728.31	83.14	9,271.69	0.00	9,271.69
01 2610 621 002 000	Fuel Elem	55,000.00	2,539.28	45,520.43	82.76	9,479.57	0.00	9,479.57
2610 CUSTODIAL		441,835.00	38,598.95	425,687.39	96.35	16,147.61	0.00	16,147.61
01 2620 110 000 000	Maintenance Sal	50,407.00	2,810.02	34,167.38	67.78	16,239.62	0.00	16,239.62
01 2620 210 000 000	Health Ins	5,175.00	2.40	418.19	8.08	4,756.81	0.00	4,756.81
01 2620 220 000 000	Fica	3,856.00	214.69	2,610.02	67.69	1,245.98	0.00	1,245.98
01 2620 230 000 000	Retirement	4,980.00	277.57	3,053.27	61.31	1,926.73	0.00	1,926.73
01 2620 420 001 000	CLEANING SERVICES/TRASH	0.00	490.50	5,395.50	0.00	(5,395.50)	0.00	(5,395.50)
01 2620 420 002 000	CLEANING SERVICES/TRASH	0.00	490.50	5,395.50	0.00	(5,395.50)	0.00	(5,395.50)
01 2620 431 001 000	Con/ser Repair Secon	35,000.00	1,082.03	36,757.83	105.02	(1,757.83)	0.00	(1,757.83)
01 2620 431 002 000	Cont/ser Repair Elem	20,000.00	3,688.42	55,463.35	277.32	(35,463.35)	0.00	(35,463.35)
01 2620 520 001 000	PROPERTY INS.	20,000.00	0.00	0.00	0.00	20,000.00	0.00	20,000.00
01 2620 520 002 000	PROPERTY INS.	20,000.00	0.00	0.00	0.00	20,000.00	0.00	20,000.00
01 2620 610 001 000	GENERAL SUPPLIES	15,000.00	3,130.45	21,518.78	143.46	(6,518.78)	0.00	(6,518.78)
01 2620 610 002 000	GENERAL SUPPLIES	10,694.00	3,951.62	17,129.71	160.18	(6,435.71)	0.00	(6,435.71)
01 2620 720 001 000	BUILDINGS IMPROVEMENT	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2620 720 002 000	BUILDINGS IMPROVEMENT	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2620 733 001 000	Equipment Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2620 733 002 000	Equipment Elem	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2620 890 001 000	Other Exp Secon	288.00	0.00	0.00	0.00	288.00	0.00	288.00
01 2620 890 002 000	Other Exp Elem	1,950.00	0.00	0.00	0.00	1,950.00	0.00	1,950.00
2620 MAINTENANCE		201,350.00	16,138.20	181,909.53	90.34	19,440.47	0.00	19,440.47
01 2710 110 000 000	Transp Salaries	141,482.00	9,329.13	133,450.32	94.32	8,031.68	0.00	8,031.68
01 2710 123 000 000	SUB SALARIES	20,000.00	0.00	3,128.74	15.64	16,871.26	0.00	16,871.26
01 2710 210 000 000	Health Ins	4,733.00	342.15	5,857.81	123.77	(1,124.81)	0.00	(1,124.81)

Expenditure Report by Op. Unit/Function

		General Fund						
Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2710 220 000 000	Fica	10,824.00	704.24	10,099.94	93.31	724.06	0.00	724.06
01 2710 223 000 000	FICA-SUB SUBS	1,530.00	0.00	239.29	15.64	1,290.71	0.00	1,290.71
01 2710 230 000 000	Retirement	5,786.00	498.92	7,924.56	136.96	(2,138.56)	0.00	(2,138.56)
01 2710 233 000 000	RETIREMENT-SUBS	0.00	0.00	139.39	0.00	(139.39)	0.00	(139.39)
01 2710 330 000 000	TESTING	500.00	0.00	1,300.00	260.00	(800.00)	0.00	(800.00)
01 2710 334 000 000	MILEAGE PAID-CONTRACTED	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2710 340 000 000	Purch Ser(physicals)	4,000.00	97.25	977.76	24.44	3,022.24	0.00	3,022.24
01 2710 431 000 000	REPAIRS & MAINT.	25,000.00	0.00	2,664.09	10.66	22,335.91	0.00	22,335.91
01 2710 520 000 000	INSURANCE(Property, Liability)	0.00	0.00	16,151.10	0.00	(16,151.10)	0.00	(16,151.10)
01 2710 610 000 000	Tires And Parts	25,000.00	481.69	17,304.20	69.22	7,695.80	0.00	7,695.80
01 2710 626 000 000	Gas And Oil	40,000.00	27.85	55,282.31	138.21	(15,282.31)	0.00	(15,282.31)
01 2710 733 000 000	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2710 890 000 000	Other Exp	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
2710 Vehicle Operation-Reg. Ed		282,355.00	11,481.23	254,519.51	90.14	27,835.49	0.00	27,835.49
01 2712 110 001 000	NON-INSTRUCTIONAL	0.00	1,271.28	18,857.32	0.00	(18,857.32)	0.00	(18,857.32)
01 2712 110 002 000	SPED Transp Salary	20,000.00	0.00	0.00	0.00	20,000.00	0.00	20,000.00
01 2712 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	272.50	3,550.16	0.00	(3,550.16)	0.00	(3,550.16)
01 2712 210 002 000	SPED Transp Health	4,692.00	0.00	0.00	0.00	4,692.00	0.00	4,692.00
01 2712 220 001 000	FICA-NON INSTRUCTIONAL	0.00	89.83	1,347.59	0.00	(1,347.59)	0.00	(1,347.59)
01 2712 220 002 000	SPED Transp FICA	1,530.00	0.00	0.00	0.00	1,530.00	0.00	1,530.00
01 2712 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	125.58	1,862.72	0.00	(1,862.72)	0.00	(1,862.72)
01 2712 230 002 000	SPED Transp Retire	1,976.00	0.00	0.00	0.00	1,976.00	0.00	1,976.00
01 2712 332 001 000	Mileage/parent Secon	4,500.00	0.00	0.00	0.00	4,500.00	0.00	4,500.00
01 2712 332 002 000	Mileage/parents Elem	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 2712 519 001 000	Contracted Transpor	7,500.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00
01 2712 519 002 000	Contracted Elem	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2712 520 000 000	INSURANCE(Property, Liability)	1,300.00	0.00	0.00	0.00	1,300.00	0.00	1,300.00
01 2712 626 001 000	Gas & Oil	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2712 Vehicle Operation-School Age SPED		46,998.00	1,759.19	25,617.79	54.51	21,380.21	0.00	21,380.21
01 2730 431 000 000	REPAIRS & MAINT.	0.00	1,388.67	28,612.57	0.00	(28,612.57)	0.00	(28,612.57)
2730 Vehicle Service/Maint. Reg Ed.		0.00	1,388.67	28,612.57	0.00	(28,612.57)	0.00	(28,612.57)
01 3300 120 000 000	Youth Center Wages	16,500.00	0.00	0.00	0.00	16,500.00	0.00	16,500.00
01 3300 220 000 000	Fica	1,262.00	0.00	0.00	0.00	1,262.00	0.00	1,262.00
01 3300 230 000 000	Retirement	900.00	0.00	0.00	0.00	900.00	0.00	900.00
3300 YOUTH CENTER		18,662.00	0.00	0.00	0.00	18,662.00	0.00	18,662.00
01 3512 734 001 000	TECHNOLOGY RELATED HARDWARE	18,039.00	0.00	0.00	0.00	18,039.00	0.00	18,039.00
3512 DIST ED INCENTIVE		18,039.00	0.00	0.00	0.00	18,039.00	0.00	18,039.00
01 3516 734 000 000	DIST LEARN EQUIP	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
3516 DIST LEARN EQUIP		1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 3535 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	3,000.00	300.85	3,309.35	110.31	(309.35)	0.00	(309.35)
01 3535 211 000 000	High Ability Health	1,208.00	109.17	1,201.44	99.46	6.56	0.00	6.56
01 3535 221 000 000	High Ability Fica	230.00	22.48	247.28	107.51	(17.28)	0.00	(17.28)
01 3535 231 000 000	High Ability Retirement	297.00	29.71	326.81	110.04	(29.81)	0.00	(29.81)
01 3535 580 000 000	High Abilt Learn Mileage	320.00	0.00	0.00	0.00	320.00	0.00	320.00
01 3535 591 000 000	ESU SERVICES	0.00	0.00	1,000.00	0.00	(1,000.00)	0.00	(1,000.00)
01 3535 610 000 000	High Abilt Learn Supplies	2,820.00	0.00	5,726.81	203.08	(2,906.81)	0.00	(2,906.81)
01 3535 733 000 000	High Abilt Learn Equip	4,644.00	0.00	0.00	0.00	4,644.00	0.00	4,644.00
01 3535 735 000 000	HIGH ABIL SOFTWARE	520.00	0.00	0.00	0.00	520.00	0.00	520.00
01 3535 810 000 000	High Abilt Learn Registration	4,000.00	0.00	3,826.58	95.66	173.42	0.00	173.42

Expenditure Report by Op. Unit/Function

		General Fund						
Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
3535	HIGH ABILITY LEARNERS	17,039.00	462.21	15,638.27	91.78	1,400.73	0.00	1,400.73
01 6200 111 000 000	REGULAR SALARIES	47,000.00	5,618.75	61,806.25	131.50	(14,806.25)	0.00	(14,806.25)
01 6200 211 000 000	HEALTH INSURANCE	7,072.00	1,751.99	19,167.78	271.04	(12,095.78)	0.00	(12,095.78)
01 6200 221 000 000	FICA	5,000.00	407.31	4,481.73	89.63	518.27	0.00	518.27
01 6200 231 000 000	RETIREMENT	3,500.00	555.01	6,105.11	174.43	(2,605.11)	0.00	(2,605.11)
01 6200 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	317.81	3,477.02	0.00	(3,477.02)	0.00	(3,477.02)
01 6200 580 000 000	Travel	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 6200 610 000 000	Supplies/Materials	120.00	0.00	0.00	0.00	120.00	0.00	120.00
6200	TITLE 1 PART A	62,942.00	8,650.87	95,037.89	150.99	(32,095.89)	0.00	(32,095.89)
01 6210 610 000 000	SUPPLIES	8,151.00	0.00	0.00	0.00	8,151.00	0.00	8,151.00
6210	TITLE 1 ACCOUNTABILITY	8,151.00	0.00	0.00	0.00	8,151.00	0.00	8,151.00
01 6310 111 000 000	TEACHERS SALARIES	28,800.00	2,610.19	28,712.09	99.69	87.91	0.00	87.91
01 6310 211 000 000	TITLE IIA Health	11,553.00	934.99	10,244.95	88.68	1,308.05	0.00	1,308.05
01 6310 221 000 000	TITLE IIA Fica	1,900.00	186.61	2,053.27	108.07	(153.27)	0.00	(153.27)
01 6310 231 000 000	TITLE IIA Retirement	2,850.00	257.83	2,836.13	99.51	13.87	0.00	13.87
01 6310 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	169.61	1,858.46	0.00	(1,858.46)	0.00	(1,858.46)
6310	TITLE IIA	45,103.00	4,159.23	45,704.90	101.33	(601.90)	0.00	(601.90)
01 6315 810 000 000	DUES AND FEES TITLE 2B	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
6315	TITLE II, PART B	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 6330 111 000 000	SALARIES-REAP	33,009.00	0.00	0.00	0.00	33,009.00	0.00	33,009.00
01 6330 211 000 000	GROUP INSURANCE REAP	16,785.00	0.00	0.00	0.00	16,785.00	0.00	16,785.00
01 6330 221 000 000	FICA REAP	5,750.00	0.00	0.00	0.00	5,750.00	0.00	5,750.00
01 6330 231 000 000	RETIREMENT REAP	5,100.00	0.00	0.00	0.00	5,100.00	0.00	5,100.00
6330	TITLE VI, PART B REAP	60,644.00	0.00	0.00	0.00	60,644.00	0.00	60,644.00
01 6403 591 000 000	IDEA Vocational/Vision	7,469.00	0.00	0.00	0.00	7,469.00	0.00	7,469.00
6403	IDEA PART B-SCHOOL AGE	7,469.00	0.00	0.00	0.00	7,469.00	0.00	7,469.00
01 6404 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	25,253.00	0.00	0.00	0.00	25,253.00	0.00	25,253.00
01 6404 112 000 000	SALARIES INSTRUCTIONAL AIDES	14,855.00	0.00	0.00	0.00	14,855.00	0.00	14,855.00
01 6404 211 000 000	GROUP INSURANCE TEACHERS/ADMINS	15,588.00	0.00	0.00	0.00	15,588.00	0.00	15,588.00
01 6404 221 000 000	FICA TEACHERS/ADMIN	2,363.00	0.00	0.00	0.00	2,363.00	0.00	2,363.00
01 6404 231 000 000	RETIREMENT TEACHERS/ADMINS	3,962.00	0.00	0.00	0.00	3,962.00	0.00	3,962.00
6404	IDEA PART B: 0-4	62,021.00	0.00	0.00	0.00	62,021.00	0.00	62,021.00
01 6406 111 000 000	BASE 3-4 SPED INSTR	2,464.00	0.00	0.00	0.00	2,464.00	0.00	2,464.00
01 6406 211 000 000	BASE 3-4 SPED HEALTH	1,051.00	0.00	0.00	0.00	1,051.00	0.00	1,051.00
01 6406 221 000 000	BASE 3-4 SPED FICA	188.00	0.00	0.00	0.00	188.00	0.00	188.00
01 6406 231 000 000	BASE 3-4 SPED RETIR	244.00	0.00	0.00	0.00	244.00	0.00	244.00
01 6406 320 000 000	PROFESSIONAL ED SERVICES	2,529.00	0.00	0.00	0.00	2,529.00	0.00	2,529.00
6406	IDEA PRESCHOOL: 3-4	6,476.00	0.00	0.00	0.00	6,476.00	0.00	6,476.00
01 6408 111 002 000	SALARIES TEACHERS/PROFESSIONAL STAFF	25,353.00	0.00	0.00	0.00	25,353.00	0.00	25,353.00
01 6408 112 000 000	SALARIES INSTRUCTIONAL AIDES	0.00	0.00	793.52	0.00	(793.52)	0.00	(793.52)
01 6408 112 002 000	SALARIES INSTRUCTIONAL AIDES	13,245.00	0.00	17,673.06	133.43	(4,428.06)	0.00	(4,428.06)
01 6408 211 002 000	GROUP INSURANCE TEACHERS/ADMINS	14,221.00	0.00	0.00	0.00	14,221.00	0.00	14,221.00
01 6408 212 000 000	GROUP INSURANCE-AIDES	0.00	0.00	284.88	0.00	(284.88)	0.00	(284.88)
01 6408 212 002 000	GROUP INSURANCE-AIDES	105.00	0.00	48.00	45.71	57.00	0.00	57.00
01 6408 221 002 000	FICA TEACHERS/ADMIN	3,552.00	0.00	0.00	0.00	3,552.00	0.00	3,552.00
01 6408 222 000 000	FICA-AIDES	0.00	0.00	51.11	0.00	(51.11)	0.00	(51.11)
01 6408 222 002 000	FICA-AIDES	0.00	0.00	1,352.00	0.00	(1,352.00)	0.00	(1,352.00)

Expenditure Report by Op. Unit/Function

		General Fund						
Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 6408 231 002 000	RETIREMENT TEACHERS/ADMINS	3,525.00	0.00	0.00	0.00	3,525.00	0.00	3,525.00
01 6408 232 000 000	RETIREMENT AIDES	0.00	0.00	78.38	0.00	(78.38)	0.00	(78.38)
01 6408 232 002 000	RETIREMENT AIDES	0.00	0.00	1,745.72	0.00	(1,745.72)	0.00	(1,745.72)
01 6408 282 000 000	INSTRUCTIONAL AIDES HSA	0.00	0.00	42.70	0.00	(42.70)	0.00	(42.70)
6408	IDEA Part B (611) Base & EP 0-21	60,001.00	0.00	22,069.37	36.78	37,931.63	0.00	37,931.63
01 6412 320 000 000	PROFESSIONAL ED SERVICES-IDEA	3,493.00	0.00	0.00	0.00	3,493.00	0.00	3,493.00
6412	IDEA Part B Proportionate	3,493.00	0.00	0.00	0.00	3,493.00	0.00	3,493.00
01 6422 591 000 000	ESU SERVICES	60,644.00	0.00	0.00	0.00	60,644.00	0.00	60,644.00
6422	IDEA Preschool 619	60,644.00	0.00	0.00	0.00	60,644.00	0.00	60,644.00
01 6700 111 000 000	Vocational Wages	2,400.00	0.00	0.00	0.00	2,400.00	0.00	2,400.00
01 6700 211 000 000	Vocational Health	303.00	0.00	0.00	0.00	303.00	0.00	303.00
01 6700 221 000 000	Vocational FICA	183.00	0.00	0.00	0.00	183.00	0.00	183.00
01 6700 231 000 000	Vocational Retire	238.00	0.00	0.00	0.00	238.00	0.00	238.00
6700	VOCATIONAL	3,124.00	0.00	0.00	0.00	3,124.00	0.00	3,124.00
01 6990 734 000 000	TECHNOLOGY RELATED HARDWARE	0.00	0.00	148.75	0.00	(148.75)	0.00	(148.75)
6990	Other Fed Programs (GEER)	0.00	0.00	148.75	0.00	(148.75)	0.00	(148.75)
01 6992 111 000 000	REAP Salary	0.00	2,327.09	25,597.99	0.00	(25,597.99)	0.00	(25,597.99)
01 6992 211 000 000	REAP Health	0.00	833.60	9,133.98	0.00	(9,133.98)	0.00	(9,133.98)
01 6992 221 000 000	REAP Fica	0.00	166.36	1,830.47	0.00	(1,830.47)	0.00	(1,830.47)
01 6992 231 000 000	REAP Retirement	0.00	229.87	2,528.57	0.00	(2,528.57)	0.00	(2,528.57)
01 6992 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	151.21	1,656.85	0.00	(1,656.85)	0.00	(1,656.85)
6992	REAP	0.00	3,708.13	40,747.86	0.00	(40,747.86)	0.00	(40,747.86)
01 6997 113 001 000	SALARIES SUBSTITUTE TEACHERS	17,423.00	0.00	0.00	0.00	17,423.00	0.00	17,423.00
01 6997 113 002 000	SALARIES SUBSTITUTE TEACHERS	17,423.00	0.00	0.00	0.00	17,423.00	0.00	17,423.00
6997	ESSER II	34,846.00	0.00	0.00	0.00	34,846.00	0.00	34,846.00
01 6998 111 001 000	SALARIES TEACHERS/PROFESSIONAL STAFF	5,000.00	3,019.10	3,019.10	60.38	1,980.90	0.00	1,980.90
01 6998 111 002 000	SALARIES TEACHERS/PROFESSIONAL STAFF	5,000.00	8,910.59	8,910.59	178.21	(3,910.59)	0.00	(3,910.59)
01 6998 113 001 000	SALARIES SUBSTITUTE TEACHERS	20,000.00	0.00	17,945.00	89.73	2,055.00	0.00	2,055.00
01 6998 113 002 000	SALARIES SUBSTITUTE TEACHERS	20,000.00	0.00	9,620.00	48.10	10,380.00	0.00	10,380.00
01 6998 211 001 000	GROUP INSURANCE TEACHERS/ADMINS	0.00	850.86	850.86	0.00	(850.86)	0.00	(850.86)
01 6998 211 002 000	GROUP INSURANCE TEACHERS/ADMINS	0.00	1,572.23	1,572.23	0.00	(1,572.23)	0.00	(1,572.23)
01 6998 213 001 000	GROUP INS.-SUBS	0.00	0.00	3,009.23	0.00	(3,009.23)	0.00	(3,009.23)
01 6998 213 002 000	GROUP INS.-SUBS	0.00	0.00	1,863.17	0.00	(1,863.17)	0.00	(1,863.17)
01 6998 221 001 000	FICA TEACHERS/ADMIN	0.00	228.30	228.30	0.00	(228.30)	0.00	(228.30)
01 6998 221 002 000	FICA TEACHERS/ADMIN	0.00	661.07	661.07	0.00	(661.07)	0.00	(661.07)
01 6998 223 001 000	FICA-SUB SUBS	0.00	0.00	1,308.79	0.00	(1,308.79)	0.00	(1,308.79)
01 6998 223 002 000	FICA-SUB SUBS	0.00	0.00	696.58	0.00	(696.58)	0.00	(696.58)
01 6998 231 001 000	RETIREMENT TEACHERS/ADMINS	0.00	298.22	298.22	0.00	(298.22)	0.00	(298.22)
01 6998 231 002 000	RETIREMENT TEACHERS/ADMINS	0.00	880.17	880.17	0.00	(880.17)	0.00	(880.17)
01 6998 233 001 000	RETIREMENT-SUBS	0.00	0.00	1,772.42	0.00	(1,772.42)	0.00	(1,772.42)
01 6998 233 002 000	RETIREMENT-SUBS	0.00	0.00	950.38	0.00	(950.38)	0.00	(950.38)
01 6998 640 001 000	BOOKS & PERIODICALS	50,000.00	15,792.00	15,792.00	31.58	34,208.00	0.00	34,208.00
01 6998 640 002 000	BOOKS & PERIODICALS	0.00	0.00	4,590.00	0.00	(4,590.00)	0.00	(4,590.00)
01 6998 643 001 000	WEB/CLOUD BASED SOFTWARE	10,000.00	1,242.63	1,242.63	12.43	8,757.37	0.00	8,757.37

Expenditure Report by Op. Unit/Function

		General Fund						
Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 6998 643 002 000	WEB/CLOUD BASED SOFTWARE	0.00	1,242.62	6,537.62	0.00	(6,537.62)	0.00	(6,537.62)
01 6998 720 000 000	BUILDINGS	304,027.00	0.00	0.00	0.00	304,027.00	0.00	304,027.00
6998 ESSER III		414,027.00	34,697.79	81,748.36	19.74	332,278.64	0.00	332,278.64
01 8000 913 001 000	Activity Transfer	50,000.00	0.00	0.00	0.00	50,000.00	0.00	50,000.00
01 8000 915 000 000	Depreciation Fund	200,000.00	0.00	0.00	0.00	200,000.00	0.00	200,000.00
8000 TRANSFERS (OUTGOING)		250,000.00	0.00	0.00	0.00	250,000.00	0.00	250,000.00
000 DISTRICT WIDE		8,802,121.71	513,441.19	6,162,781.39	70.01	2,639,340.32	0.00	2,639,340.32
01 1100 610 002 001	Grade 1 Materials	400.00	118.14	495.35	131.33	(95.35)	29.96	(125.31)
01 1100 640 002 001	Classroom Periodical	1,800.00	0.00	0.00	0.00	1,800.00	0.00	1,800.00
1100 SALARIES		2,200.00	118.14	495.35	23.88	1,704.65	29.96	1,674.69
001 FIRST GRADE		2,200.00	118.14	495.35	23.88	1,704.65	29.96	1,674.69
01 1100 610 002 002	Grade 2 Materials	400.00	63.83	885.61	221.40	(485.61)	0.00	(485.61)
01 1100 640 002 002	Classroom Periodical	1,750.00	0.00	0.00	0.00	1,750.00	0.00	1,750.00
1100 SALARIES		2,150.00	63.83	885.61	41.19	1,264.39	0.00	1,264.39
002 SECOND GRADE		2,150.00	63.83	885.61	41.19	1,264.39	0.00	1,264.39
01 1100 610 002 003	Grade 3 Materials	400.00	0.00	98.68	24.67	301.32	0.00	301.32
01 1100 640 002 003	Classroom Periodical	1,550.00	0.00	222.40	14.35	1,327.60	0.00	1,327.60
1100 SALARIES		1,950.00	0.00	321.08	16.47	1,628.92	0.00	1,628.92
003 THIRD GRADE		1,950.00	0.00	321.08	16.47	1,628.92	0.00	1,628.92
01 1100 610 002 004	Grade 4 Materials	400.00	0.00	206.66	51.67	193.34	0.00	193.34
01 1100 640 002 004	Classroom Periodical	650.00	0.00	244.50	37.62	405.50	0.00	405.50
1100 SALARIES		1,050.00	0.00	451.16	42.97	598.84	0.00	598.84
004 FOURTH GRADE		1,050.00	0.00	451.16	42.97	598.84	0.00	598.84
01 1100 610 002 005	Grade 5 Materials	400.00	25.56	404.17	101.04	(4.17)	0.00	(4.17)
01 1100 640 002 005	Classroom Periodical	550.00	0.00	286.88	52.16	263.12	0.00	263.12
1100 SALARIES		950.00	25.56	691.05	72.74	258.95	0.00	258.95
005 FIFTH GRADE		950.00	25.56	691.05	72.74	258.95	0.00	258.95
01 1100 610 002 006	Grade 6 Materials	400.00	82.40	212.70	53.18	187.30	0.00	187.30
01 1100 640 002 006	Classroom Periodical	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1100 SALARIES		700.00	82.40	212.70	30.39	487.30	0.00	487.30
006 SIXTH GRADE		700.00	82.40	212.70	30.39	487.30	0.00	487.30
01 1100 610 002 007	Kingrt Materials	300.00	13.37	42.36	14.12	257.64	0.00	257.64
01 1100 640 002 007	Classroom Periodical	800.00	0.00	0.00	0.00	800.00	0.00	800.00
1100 SALARIES		1,100.00	13.37	42.36	3.85	1,057.64	0.00	1,057.64
007 Kindergarten		1,100.00	13.37	42.36	3.85	1,057.64	0.00	1,057.64
01 1100 610 002 017	Elem Art Materials	501.00	0.00	0.00	0.00	501.00	0.00	501.00
1100 SALARIES		501.00	0.00	0.00	0.00	501.00	0.00	501.00
017 ELEM. ART		501.00	0.00	0.00	0.00	501.00	0.00	501.00
01 1100 610 001 018	Music Materials	1,000.00	54.70	1,123.13	112.31	(123.13)	0.00	(123.13)
01 1100 610 002 018	Music Materials	727.00	0.00	381.03	52.41	345.97	0.00	345.97
01 1100 733 001 018	Music Equipment	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 733 002 018	Music Equipment	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 810 001 018	FEES	831.00	0.00	2,060.00	247.89	(1,229.00)	0.00	(1,229.00)
1100 SALARIES		3,558.00	54.70	3,564.16	100.17	(6.16)	0.00	(6.16)
018 MUSIC		3,558.00	54.70	3,564.16	100.17	(6.16)	0.00	(6.16)
01 1100 610 002 019	Elem Pe Materials	200.00	0.00	313.53	156.77	(113.53)	0.00	(113.53)
01 1100 733 002 019	Equipment	300.00	0.00	0.00	0.00	300.00	0.00	300.00

Expenditure Report by Op. Unit/Function
General Fund

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
1100 SALARIES		500.00	0.00	313.53	62.71	186.47	0.00	186.47
019 ELEM. PE		500.00	0.00	313.53	62.71	186.47	0.00	186.47
01 1100 610 001 020	Lang Arts Materials	500.00	141.34	1,140.21	214.60	(640.21)	(67.20)	(573.01)
01 1100 640 001 020	Classroom Periodical	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 1100 735 001 020	Computer Software	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1100 810 001 020	Student Registration	900.00	0.00	0.00	0.00	900.00	0.00	900.00
1100 SALARIES		2,200.00	141.34	1,140.21	48.77	1,059.79	(67.20)	1,126.99
020 LANGUAGE ARTS		2,200.00	141.34	1,140.21	48.77	1,059.79	(67.20)	1,126.99
01 1100 610 001 021	Math Materials	200.00	0.00	114.72	57.36	85.28	0.00	85.28
1100 SALARIES		200.00	0.00	114.72	57.36	85.28	0.00	85.28
021 MATH		200.00	0.00	114.72	57.36	85.28	0.00	85.28
01 1100 431 001 022	REPAIRS & MAINTENANCE - Contracted	750.00	0.00	0.00	0.00	750.00	0.00	750.00
01 1100 610 001 022	Materials	5,000.00	160.85	590.45	11.81	4,409.55	0.00	4,409.55
01 1100 640 001 022	Classroom Periodical	350.00	0.00	0.00	0.00	350.00	0.00	350.00
01 1100 733 001 022	Equipment	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1100 735 001 022	Computer Software	250.00	0.00	0.00	0.00	250.00	0.00	250.00
1100 SALARIES		9,350.00	160.85	590.45	6.31	8,759.55	0.00	8,759.55
022 SCIENCE		9,350.00	160.85	590.45	6.31	8,759.55	0.00	8,759.55
01 1100 610 001 023	Soc Stud Materials	150.00	0.00	47.00	31.33	103.00	0.00	103.00
01 1100 640 001 023	Classroom Periodical	320.00	0.00	0.00	0.00	320.00	0.00	320.00
1100 SALARIES		470.00	0.00	47.00	10.00	423.00	0.00	423.00
023 SOCIAL STUDIES		470.00	0.00	47.00	10.00	423.00	0.00	423.00
01 1100 431 001 025	REPAIRS & MAINTENANCE - Contracted	1,600.00	0.00	0.00	0.00	1,600.00	0.00	1,600.00
01 1100 580 001 025	Instructor Travel	1,700.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00
01 1100 610 001 025	Instr Materials	4,000.00	0.00	2,634.55	65.86	1,365.45	0.00	1,365.45
01 1100 640 001 025	Expendable Wrbk	65.00	0.00	0.00	0.00	65.00	0.00	65.00
01 1100 733 001 025	Equipment Secon	125.00	0.00	0.00	0.00	125.00	0.00	125.00
01 1100 735 001 025	Comp Software Secon	500.00	0.00	535.00	107.00	(35.00)	0.00	(35.00)
01 1100 810 001 025	FEES	950.00	0.00	0.00	0.00	950.00	0.00	950.00
1100 SALARIES		8,940.00	0.00	3,169.55	35.45	5,770.45	0.00	5,770.45
025 AGRICULTURE		8,940.00	0.00	3,169.55	35.45	5,770.45	0.00	5,770.45
01 1100 431 001 026	REPAIRS & MAINTENANCE - Contracted	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1100 580 001 026	Instructor Travel	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1100 610 001 026	Instr Materials	1,000.00	0.00	10.86	1.09	989.14	0.00	989.14
01 1100 640 001 026	Expendable Wrbk	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 733 001 026	Equipment	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1100 735 001 026	Comp Software	1,000.00	799.00	799.00	79.90	201.00	0.00	201.00
01 1100 810 001 026	FEES	1,400.00	0.00	100.00	7.14	1,300.00	0.00	1,300.00
1100 SALARIES		5,000.00	799.00	909.86	18.20	4,090.14	0.00	4,090.14
026 BUSINESS		5,000.00	799.00	909.86	18.20	4,090.14	0.00	4,090.14
01 1100 610 001 027	Secon Art Materials	1,800.00	1,228.93	2,114.60	117.48	(314.60)	0.00	(314.60)
1100 SALARIES		1,800.00	1,228.93	2,114.60	117.48	(314.60)	0.00	(314.60)
027 SECONDARY ART		1,800.00	1,228.93	2,114.60	117.48	(314.60)	0.00	(314.60)
01 1100 350 001 028	Other Purchased Services	0.00	786.45	786.45	0.00	(786.45)	0.00	(786.45)
01 1100 431 001 028	REPAIRS & MAINTENANCE - Contracted	2,500.00	0.00	532.25	21.29	1,967.75	0.00	1,967.75
01 1100 431 002 028	REPAIRS & MAINTENANCE -	500.00	0.00	0.00	0.00	500.00	0.00	500.00

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
	Contracted							
01 1100 610 001 028	Instr Materials	1,000.00	299.00	1,253.43	125.34	(253.43)	0.00	(253.43)
01 1100 610 002 028	Instrument Materials	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 733 001 028	Equipment	3,000.00	0.00	4,945.00	164.83	(1,945.00)	0.00	(1,945.00)
01 1100 733 002 028	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 810 001 028	Registration	500.00	0.00	230.00	46.00	270.00	0.00	270.00
01 1100 810 002 028	Student Registration	500.00	0.00	125.00	25.00	375.00	0.00	375.00
1100 SALARIES		10,000.00	1,085.45	7,872.13	78.72	2,127.87	0.00	2,127.87
028 BAND		10,000.00	1,085.45	7,872.13	78.72	2,127.87	0.00	2,127.87
01 1100 431 001 029	REPAIRS & MAINTENANCE - Contracted	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 440 001 029	Secon Pe Rental	6,500.00	0.00	0.00	0.00	6,500.00	0.00	6,500.00
01 1100 610 001 029	Instr Materials	800.00	0.00	34.99	4.37	765.01	0.00	765.01
01 1100 733 001 029	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
1100 SALARIES		8,800.00	0.00	34.99	0.40	8,765.01	0.00	8,765.01
029 SECONDARY PE		8,800.00	0.00	34.99	0.40	8,765.01	0.00	8,765.01
01 1100 610 001 030	FCS Instr Materials	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1100 SALARIES		500.00	0.00	0.00	0.00	500.00	0.00	500.00
030 FCS		500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 431 001 031	REPAIRS & MAINTENANCE - Contracted	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1100 580 001 031	Instructor Travel	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 1100 610 001 031	Instruc Materials	2,000.00	0.00	2,434.03	121.70	(434.03)	0.00	(434.03)
01 1100 733 001 031	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 735 001 031	Comp Software	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1100 810 001 031	Instru Registration	1,080.00	0.00	0.00	0.00	1,080.00	0.00	1,080.00
1100 SALARIES		4,930.00	0.00	2,434.03	49.37	2,495.97	0.00	2,495.97
031 INDUSTRIAL ARTS		4,930.00	0.00	2,434.03	49.37	2,495.97	0.00	2,495.97
01 1100 610 001 032	Foreign Lang Mater	200.00	0.00	575.42	287.71	(375.42)	0.00	(375.42)
01 1100 640 001 032	Classroom Period	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1100 810 001 032	REGISTRATION	50.00	0.00	0.00	0.00	50.00	0.00	50.00
1100 SALARIES		400.00	0.00	575.42	143.86	(175.42)	0.00	(175.42)
032 FOREIGN LANGUAGE		400.00	0.00	575.42	143.86	(175.42)	0.00	(175.42)
01 1100 610 001 033	Journalism Materials	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1100 733 001 033	Journalism Equip	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1100 SALARIES		600.00	0.00	0.00	0.00	600.00	0.00	600.00
033 JOURNALISM		600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2171 591 002 600	PT Therapy	12,070.00	0.00	0.00	0.00	12,070.00	0.00	12,070.00
2171 PHYSICAL THERAPY-SPED SCHOOL AGE		12,070.00	0.00	0.00	0.00	12,070.00	0.00	12,070.00
01 2172 591 002 600	PT SPED 3-5	5,800.00	0.00	0.00	0.00	5,800.00	0.00	5,800.00
2172 PHYSICAL THERAPY:SPED 3-5		5,800.00	0.00	0.00	0.00	5,800.00	0.00	5,800.00
01 2173 591 002 600	PT SPED 0-2	2,200.00	0.00	0.00	0.00	2,200.00	0.00	2,200.00
2173 PHYSICAL THERAPY:SPED 0-2		2,200.00	0.00	0.00	0.00	2,200.00	0.00	2,200.00
01 6408 591 002 600	ESU SERVICES-PT	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
6408 IDEA Part B (611) Base & EP 0-21		2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
600 PT Services		22,070.00	0.00	0.00	0.00	22,070.00	0.00	22,070.00
01 2161 320 001 601	PROFESSIONAL ED SERVICES	0.00	625.25	3,467.83	0.00	(3,467.83)	0.00	(3,467.83)
01 2161 591 002 601	OT THERAPY-SPED School Age	25,387.00	0.00	0.00	0.00	25,387.00	0.00	25,387.00
2161 OCCUPATIONAL THERAPY-SPED SCHOOL AGE		25,387.00	625.25	3,467.83	13.66	21,919.17	0.00	21,919.17

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2162 591 002 601	OT SPED 3-5	7,000.00	0.00	0.00	0.00	7,000.00	0.00	7,000.00
2162	OCCUPATIONAL THERAPY-SPED 3-5	7,000.00	0.00	0.00	0.00	7,000.00	0.00	7,000.00
01 2163 591 002 601	OT SPED 0-2	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
2163	OCCUPATIONAL THERAPY-SPED 0-2	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 6408 591 002 601	ESU SERVICES-OT	4,000.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00
6408	IDEA Part B (611) Base & EP 0-21	4,000.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00
601	OT Services	38,887.00	625.25	3,467.83	8.92	35,419.17	0.00	35,419.17
01 2151 320 001 602	PROFESSIONAL ED SERVICES	0.00	769.95	5,468.46	0.00	(5,468.46)	0.00	(5,468.46)
01 2151 591 001 602	Speech Therapy	0.00	0.00	30,778.87	0.00	(30,778.87)	0.00	(30,778.87)
01 2151 591 002 602	Speech Therapy Elem	163,618.00	0.00	114,056.88	69.71	49,561.12	0.00	49,561.12
2151	SPEECH PATH/AUDIOLOGY-SPED School Age	163,618.00	769.95	150,304.21	91.86	13,313.79	0.00	13,313.79
01 2152 591 002 602	PRE SCHL SPEECH (3-5)	14,000.00	0.00	19,306.10	137.90	(5,306.10)	0.00	(5,306.10)
2152	SPEECH PATH/AUDIOLOGY-SPED Ages 3-5	14,000.00	0.00	19,306.10	137.90	(5,306.10)	0.00	(5,306.10)
01 2153 591 002 602	SPEECH (0-2)	12,000.00	0.00	4,598.76	38.32	7,401.24	0.00	7,401.24
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2	12,000.00	0.00	4,598.76	38.32	7,401.24	0.00	7,401.24
01 6408 591 002 602	ESU SERVICES-Speech	22,000.00	0.00	0.00	0.00	22,000.00	0.00	22,000.00
6408	IDEA Part B (611) Base & EP 0-21	22,000.00	0.00	0.00	0.00	22,000.00	0.00	22,000.00
602	Speech	211,618.00	769.95	174,209.07	82.32	37,408.93	0.00	37,408.93
01 1291 591 002 603	PRE SPED Supervision (3-5)	6,695.00	0.00	3,008.41	44.94	3,686.59	0.00	3,686.59
1291	SPED AGES 3-5	6,695.00	0.00	3,008.41	44.94	3,686.59	0.00	3,686.59
01 1292 591 002 603	Pre Sped Services (0-2)	5,000.00	0.00	3,008.38	60.17	1,991.62	0.00	1,991.62
1292	SPED AGES 0-2	5,000.00	0.00	3,008.38	60.17	1,991.62	0.00	1,991.62
01 6408 591 002 603	ESU SERVICES-Supervision	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
6408	IDEA Part B (611) Base & EP 0-21	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
603	Sped Super	16,695.00	0.00	6,016.79	36.04	10,678.21	0.00	10,678.21
01 1200 591 001 604	Deaf Ed	862.00	0.00	0.00	0.00	862.00	0.00	862.00
1200	SPEDICAL ED School Age	862.00	0.00	0.00	0.00	862.00	0.00	862.00
01 1291 591 002 604	PRE Deaf Ed Services (3-5)	862.00	0.00	0.00	0.00	862.00	0.00	862.00
1291	SPED AGES 3-5	862.00	0.00	0.00	0.00	862.00	0.00	862.00
01 2151 591 001 604	ESU SERVICES-Deaf Ed Sec.	0.00	0.00	4,138.69	0.00	(4,138.69)	0.00	(4,138.69)
01 2151 591 002 604	Deaf Ed Sped Elem.	0.00	0.00	4,995.21	0.00	(4,995.21)	0.00	(4,995.21)
2151	SPEECH PATH/AUDIOLOGY-SPED School Age	0.00	0.00	9,133.90	0.00	(9,133.90)	0.00	(9,133.90)
01 2153 591 002 604	Pre Deaf Ed Services (0-2)	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
604	Deaf Ed	2,724.00	0.00	9,133.90	335.31	(6,409.90)	0.00	(6,409.90)
01 2181 591 001 605	Vision	3,568.00	0.00	360.00	10.09	3,208.00	0.00	3,208.00
01 2181 591 002 605	VISION	0.00	0.00	3,376.34	0.00	(3,376.34)	0.00	(3,376.34)
2181	VISUALLY IMPAIRED:SPED SCHOOL AGE	3,568.00	0.00	3,736.34	104.72	(168.34)	0.00	(168.34)
605	Vision	3,568.00	0.00	3,736.34	104.72	(168.34)	0.00	(168.34)
01 2141 591 001 606	SCHOOL PSYCH	0.00	0.00	15,707.95	0.00	(15,707.95)	0.00	(15,707.95)
01 2141 591 002 606	Diagnostic Testing (School Psych)	46,700.00	0.00	15,707.95	33.64	30,992.05	0.00	30,992.05
2141	PSYCHOLOGICAL SERVICES: SPED SCHOOL AGE	46,700.00	0.00	31,415.90	67.27	15,284.10	0.00	15,284.10
01 2142 591 002 606	PSYCH SERVICES SPED 3-5	8,500.00	0.00	3,927.01	46.20	4,572.99	0.00	4,572.99
2142	PSYCHOLOGICAL SERVICES: SPED 3-5	8,500.00	0.00	3,927.01	46.20	4,572.99	0.00	4,572.99
01 2143 591 002 606	PSYC SERVICES SPED 0-2	6,000.00	0.00	3,927.00	65.45	2,073.00	0.00	2,073.00
2143	PSYCHOLOGICAL SERVICES: SPED 0-2	6,000.00	0.00	3,927.00	65.45	2,073.00	0.00	2,073.00

Expenditure Report by Op. Unit/Function
General Fund

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 6408 591 002 606	ESU SERVICES-Psych	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
6408	IDEA Part B (611) Base & EP 0-21	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
606	D/E Psychological	66,700.00	0.00	39,269.91	58.88	27,430.09	0.00	27,430.09
01 2151 591 001 607	Audiology Secon	0.00	0.00	3,656.59	0.00	(3,656.59)	0.00	(3,656.59)
01 2151 591 002 607	Audiology Elem	1,614.00	0.00	12,552.49	777.73	(10,938.49)	0.00	(10,938.49)
2151	SPEECH PATH/AUDIOLOGY-SPED School Age	1,614.00	0.00	16,209.08	1,004.28	(14,595.08)	0.00	(14,595.08)
01 2152 591 002 607	AUDIOLOGY SPED 3-5	902.00	0.00	2,108.02	233.71	(1,206.02)	0.00	(1,206.02)
2152	SPEECH PATH/AUDIOLOGY-SPED Ages 3-5	902.00	0.00	2,108.02	233.71	(1,206.02)	0.00	(1,206.02)
01 2153 591 002 607	AUDIOLOGY SPED 0-2	601.00	0.00	423.49	70.46	177.51	0.00	177.51
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2	601.00	0.00	423.49	70.46	177.51	0.00	177.51
01 6404 591 002 607	SPED IDEA SUPERVISION	7,514.00	0.00	0.00	0.00	7,514.00	0.00	7,514.00
6404	IDEA PART B: 0-4	7,514.00	0.00	0.00	0.00	7,514.00	0.00	7,514.00
01 6408 591 002 607	ESU SERVICES-D/E Audiology	250.00	0.00	0.00	0.00	250.00	0.00	250.00
6408	IDEA Part B (611) Base & EP 0-21	250.00	0.00	0.00	0.00	250.00	0.00	250.00
607	Audiology	10,881.00	0.00	18,740.59	172.23	(7,859.59)	0.00	(7,859.59)
01 1200 591 000 608	Vocational	5,343.00	0.00	2,177.40	40.75	3,165.60	0.00	3,165.60
1200	SPEDICAL ED School Age	5,343.00	0.00	2,177.40	40.75	3,165.60	0.00	3,165.60
608	VOCATIONAL	5,343.00	0.00	2,177.40	40.75	3,165.60	0.00	3,165.60
01	General	9,248,456.71	518,609.96	6,445,513.18	69.69	2,802,943.53	(37.24)	2,802,980.77

Expenditure Report by Op. Unit/Function
General Fund

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
Grand Total:		9,248,456.71	518,609.96	6,445,513.18	69.69	2,802,943.53	(37.24)	2,802,980.77

Ravenna Public Schools
GENERAL FUND
Ending June 30th, 2023

Beginning Balance: \$1,427,672.22

Receipts:

Tax Collection (Buffalo)	\$281,403.76
Tax Collection (Sherman)	\$128,483.62
State of NE Sped	\$78,421.00
State of NE Sped Transp.	
IDEA	
City of Ravenna	
ESSERS III	
Distance Learning	
ESU 10	
Sale of Prop/Equip.	
Medicaid (MAC)	
State Aid	\$3,835.00
State of NE (MIPS)	\$1,819.16
Insurance	
Other	\$100.00
Interest	\$189.41

Total Receipts: \$494,251.95

Disbursements:

Board Bills (June)	\$595,738.93
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\$595,738.93
\$1,326,185.24

Ending Balance:

Cash on Hand:	\$1,326,185.24
Outstanding checks	\$85,118.58
Bank Balance:	\$1,411,303.82

Investments: \$2,207,022.47

Accounted for as Follows:

General Fund

General Fund Checking	\$1,326,185.24
CD #xxx311	\$2,044,547.63
CD # 70099 (9 mo)	\$162,474.84

Total Available: \$3,533,207.71 \$3,533,207.71

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
01 1100 1000	District Taxes - Buffalo	3,930,995.00	243,333.58	3,491,134.92
01 1100 1100	District Taxes - Sherman	1,204,625.00	124,586.97	971,560.04
01 1115 1000	Carline-Bufferlo	10,000.00	6,047.37	7,382.78
01 1115 1100	Carline - Sherman	4,798.00	0.00	2,122.28
01 1120 1000	Public Power Tax - Buffalo	100,000.00	0.00	161,188.42
01 1120 1100	Public Power Tax - Sherman	80,000.00	0.00	1,356.28
01 1125 1000	Motor Vehicle Taxes - Buffalo	160,000.00	12,472.20	171,177.09
01 1125 1100	Motor Vehicle Taxes - Sherman	71,000.00	2,540.92	31,853.60
01 1311	Tuition Individual	0.00	0.00	0.00
01 1313	Tuit Sp Ed Individ.	0.00	0.00	0.00
01 1315	DISTANCE LEARNING	0.00	0.00	11,100.00
01 1323	Tuit Sp Ed Oth Dist.	0.00	0.00	0.00
01 1410	Trans. Individual	0.00	0.00	0.00
01 1411	Trans Sp Ed Individ.	0.00	0.00	0.00
01 1421	Trans. Other Dist.	0.00	0.00	0.00
01 1423	Trans Sp Ed Oth Dist	0.00	0.00	0.00
01 1510	Interest On Invest.	6,500.00	189.41	2,722.32
01 1701	Bond Fund Transfer	0.00	0.00	0.00
01 1740	Fees	0.00	0.00	0.00
01 1742	PostSecondary Fees	0.00	0.00	0.00
01 1790	Driver's Ed	0.00	0.00	0.00
01 1800	KEARNEY FOUND YC	0.00	0.00	0.00
01 1900	AUTISM ACTION PARTNERSHIP	0.00	0.00	0.00
01 1910	RENTAL OF SCHOOL EQUIPMENT & FACILITIES	0.00	100.00	1,000.00
01 1911	Local License Fees	1,500.00	25.00	1,360.00
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00
01 1921	Police Court Fines	0.00	0.00	0.00
01 1925	Tobacco Grant	0.00	0.00	0.00
01 2110 1000	Buffalo Co Fines-lic	15,000.00	8,502.76	21,926.81
01 2110 1100	Sherm Fines-license	10,000.00	174.22	1,538.12
01 2130 1000	Other County Receipt - Buffalo	0.00	0.00	0.00
01 2130 1100	Other County Receipts- Sherman	0.00	0.00	0.00
01 2140	Non-resident Tuition	0.00	0.00	0.00
01 2210	ESU Receipts	4,690.00	0.00	3,615.77
01 3110	State Aid	38,332.00	3,835.00	38,332.00
01 3120	Spec. Ed Programs	565,000.00	78,421.00	497,539.00
01 3125	Special Ed Transpor.	4,000.00	0.00	10,530.00
01 3130 1000	Homestead Exemption - Buffalo	0.00	11,022.85	44,091.40
01 3130 1100	Sherm Homestead Ex	0.00	1,181.51	4,726.04
01 3131	PROPERTY TAX CREDIT	0.00	0.00	349,377.99
01 3132	PERSONAL PROPERTY TAX CREDIT	0.00	0.00	78,732.07
01 3134	PERSONAL PROPERTY TAX CREDIT-RR & PSE	0.00	0.00	0.00
01 3170	State Vocational	0.00	0.00	0.00
01 3180 1000	Pro-rata Motor Veh.Buffalo	8,000.00	0.00	8,244.16
01 3180 1100	Sher Pro Rat Moto V	2,845.00	0.00	614.77
01 3400	State Apportionment	49,000.00	0.00	65,510.03
01 3500	Other State Categorical Programs	0.00	0.00	0.00

Revenue Detail

Account Number		Account Description	Budget	Month to Date	Year to Date
01 3512		DIST ED INCENTIVE	20,000.00	0.00	4,307.40
01 3535		High Abilt Learners	4,000.00	0.00	4,743.00
01 3550		School Tech Fund	0.00	0.00	0.00
01 3570		Teacher Evaluation	0.00	0.00	0.00
01 3990		Other State Funds	0.00	0.00	0.00
01 4100		Title 1 Carry Over	0.00	0.00	0.00
01 4105		UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00
01 4311		Title VI Past Year	0.00	0.00	0.00
01 4312		Title VI Current	0.00	0.00	0.00
01 4315		Title V	0.00	0.00	0.00
01 4325		Title IIA Class Size Reduction	0.00	0.00	0.00
01 4401		IDEA PRESCHOOL	0.00	0.00	0.00
01 4402		Preschool Travel	0.00	0.00	0.00
01 4403		Spec Ed Medicaid	0.00	0.00	0.00
01 4422		IDEA Preschool ARP-Base 0-21	0.00	0.00	1,376.00
01 4505		Title 1 Current	55,000.00	0.00	57,382.00
01 4506		Title 1 NCLB	0.00	0.00	0.00
01 4509		TITLE II, PART A NCLB TCHR QULTY GRANTS	20,000.00	0.00	24,399.00
01 4511		REAP GRANT	0.00	0.00	0.00
01 4512		IDEA Base	105,000.00	0.00	0.00
01 4516		IDEA Pre-school Handicapp	0.00	0.00	2,579.00
01 4518		IDEA Part B (611) Base & EP	0.00	0.00	99,925.00
01 4519		IDEA E-P	0.00	0.00	0.00
01 4524		OTHER FEDERAL NON-CATEGORICAL RECEIPTS	0.00	0.00	6,841.71
01 4525		Fed. Vocational	0.00	0.00	0.00
01 4530		Other Federal Categ. Receipts	0.00	0.00	24,000.00
01 4580		EDUCATION JOB MONEY	0.00	0.00	0.00
01 4599		ARRA STATE AID	0.00	0.00	0.00
01 4708		Medicaid in Public School (MIPS)	10,813.00	1,819.16	6,731.14
01 4709		Medicaid Administrative Activities	10,000.00	0.00	9,070.49
01 4900		Other Fed. Non-cat	0.00	0.00	23,594.83
01 4969		Title IV, Part A	0.00	0.00	0.00
01 4996		CARES Act	0.00	0.00	0.00
01 4997		ESSER II	100,000.00	0.00	34,846.00
01 4998		ESSER III	412,580.00	0.00	72,950.00
01 5200		From Other Funds	0.00	0.00	0.00
01 5300		Sale Of Prop & Equip	0.00	0.00	274.00
01 5301		Insurance Adjustment	0.00	0.00	69,662.28
01 5690		Other Non-revenue	0.00	0.00	8,329.89
01 9000		Non-program Receipts	15,000.00	0.00	12,558.76
01 9004		Interfund from QCPUF	0.00	0.00	0.00
01 9100		NE ST REVENUE	0.00	0.00	0.00
01 9200		Interlocal Agreement	0.00	0.00	0.00
01	General		7,018,678.00	494,251.95	6,442,306.39
8	Revenue		7,018,678.00	494,251.95	6,442,306.39

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
06	Lunch							
06 3100 610 000	GENERAL SUPPLIES	9,620.00	0.00	8,394.21	87.26	1,225.79	0.00	1,225.79
06 3100 630 000	FOOD	180,500.00	0.00	153,516.02	85.05	26,983.98	0.00	26,983.98
3100	FOOD SERVICES	190,120.00	0.00	161,910.23	85.16	28,209.77	0.00	28,209.77
		190,120.00	0.00	161,910.23	85.16	28,209.77	0.00	28,209.77
06 3100 110 000 000	Salary	120,000.00	2,904.60	104,620.26	87.18	15,379.74	0.00	15,379.74
06 3100 120 000 000	Sub Salaries	5,000.00	0.00	4,292.74	85.85	707.26	0.00	707.26
06 3100 130 000 000	Overtime Salaries	0.00	0.00	276.69	0.00	(276.69)	0.00	(276.69)
06 3100 210 000 000	Health Insurance	35,000.00	781.88	33,844.22	96.70	1,155.78	0.00	1,155.78
06 3100 220 000 000	Fica	6,538.00	221.55	7,531.68	115.20	(993.68)	0.00	(993.68)
06 3100 230 000 000	Retirement	7,000.00	286.91	8,689.91	124.14	(1,689.91)	0.00	(1,689.91)
06 3100 431 000 000	Repair	300.00	0.00	682.55	227.52	(382.55)	0.00	(382.55)
06 3100 810 000 000	Registration	320.00	0.00	0.00	0.00	320.00	0.00	320.00
06 3100 890 000 000	Other Supplies/Misc	0.00	0.00	290.10	0.00	(290.10)	0.00	(290.10)
3100	FOOD SERVICES	174,158.00	4,194.94	160,228.15	92.00	13,929.85	0.00	13,929.85
000	DISTRICT WIDE	174,158.00	4,194.94	160,228.15	92.00	13,929.85	0.00	13,929.85
06	Lunch	364,278.00	4,194.94	322,138.38	88.43	42,139.62	0.00	42,139.62

Expenditure Report by Op. Unit/Function
Lunch Fund

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
Grand Total:		364,278.00	4,194.94	322,138.38	88.43	42,139.62	0.00	42,139.62

**Ravenna Public School
Lunch Fund Report
June 30th, 2023**

Beginning Balance: \$ 69,810.08

RECEIPTS:

Deposit \$ 5,776.27

Interest \$ 8.24

Total Receipts: \$ 5,784.51

DISBURSEMENTS:

Lunch Bills \$ 17,679.39

Outstanding Checks \$ 2,243.04

Total Disbursements: \$ 19,922.43

Bank Balance: \$ 55,672.16

Book Balance: \$ 53,429.12

Revenue Detail

Account Number		Account Description	Lunch Fund		
			Budget	Month to Date	Year to Date
8	Revenue				
06 1510		Interest	24.00	8.24	65.84
06 1611		Student Lunches	104,244.00	30.00	96,672.64
06 1612		Daily Sales-Breakfast	40,000.00	0.00	0.00
06 1613		Special Milk	0.00	0.00	0.00
06 1620		Daily Sales-Adult/A la Carte	0.00	5,054.70	23,814.55
06 1650		Daily Sales-Summer Food Programs	0.00	0.00	0.00
06 2100		State Reimbursement	0.00	0.00	0.00
06 2200		Breakfast	0.00	0.00	0.00
06 3150		STATE REIMBURSEMENT	1,401.00	652.31	1,801.83
06 4210		FEDERAL REIMB. NSLP	140,210.00	0.00	158,462.24
06 5000		Trans From Savings	0.00	0.00	0.00
06 5200		School Dist Contrib.	0.00	0.00	0.00
06 5690		Other Income	457.00	39.26	21,114.31
06 9000		Non Program Receipts	0.00	0.00	0.00
06 9005		Interfund loan from GF to LF	0.00	0.00	0.00
06	Lunch		286,336.00	5,784.51	301,931.41
8	Revenue		286,336.00	5,784.51	301,931.41



Ravenna Public Schools
Brad Kjar
41750 Carthage Road
Ravenna, NE 68869

Invoice number 18295
Date 05/17/2023

Project **2022185 Ravenna High School &
Elementary School Gym HVAC
Replacements**

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
Construction Documents	25,415.00	17.65	4,485.00	0.00	4,485.00
Construction Administration	4,485.00	0.00	0.00	0.00	0.00
Total	29,900.00	15.00	4,485.00	0.00	4,485.00

Reimbursables

	Units	Rate	Billed Amount
Color Copies	1.00	0.649	0.65
Copies	167.00	0.132	22.04
Reimbursables subtotal			22.69

Invoice total **4,507.69**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
18295	05/17/2023	4,507.69	4,507.69				
	Total	4,507.69	4,507.69	0.00	0.00	0.00	0.00

Approved by:

Martin D. Kasl
Principal



Ravenna Public Schools
Brad Kjar
41750 Carthage Road
Ravenna, NE 68869

Invoice number 18372
Date 06/13/2023

Project **2022185 Ravenna High School &
Elementary School Gym HVAC
Replacements**

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
Construction Documents	25,415.00	70.59	17,940.00	4,485.00	13,455.00
Construction Administration	4,485.00	0.00	0.00	0.00	0.00
Total	29,900.00	60.00	17,940.00	4,485.00	13,455.00

Reimbursables

	Units	Rate	Billed Amount
Car Rental			105.50
Color Copies	4.00	0.649	2.60
Fuel for Travel			31.65
Meals			38.61
Reimbursables subtotal			178.36

Invoice total **13,633.36**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
18295	05/17/2023	4,507.69	4,507.69				
18372	06/13/2023	13,633.36	13,633.36				
Total		18,141.05	18,141.05	0.00	0.00	0.00	0.00

Approved by:

Martin D. Kasl
Principal

2223-787

JACOBI CARPET ONE- KEARNEY
P.O. BOX 2044
KEARNEY-, NE 68848
Telephone: 308-698-2222 Fax: 402 463 4405

Page 1

CG302130

INVOICE

Sold To	Ship To
RAVENNA PUBLIC SCHOOL 41750 CARTHAGE RD RAVENNA, NE 68869	RAVENNA PUBLIC SCHOOL 41750 CARTHAGE RD RAVENNA, NE 68869

Order Date		Tele #1	PO Number	Order Number	
05/08/23		308-440-8357	BATHROOM WALL TILE	CG302130	
Inventory	Style/Item	Color/Description		Quantity Units	Price Extension
CHASSIS ADVANTAGE TILE 18X18 CM904EN	CHASSIS ADVANTAGE TILE 18X18 - 18"X18"	CALAIS CAD8926		71.90 SF	2.99 214.98
	LVT SQUARE CAP, ETCHED NICKEL, 5/32" (4MM)	ETCHED NICKEL		18.00 LF	3.00 54.00

Special
building

— 05/08/23 —

4:02PM —

Sales Representative(s):
RICH CHANDLER

Material:	268.98
Service:	0.00
Misc. Charges:	0.00
Sales Tax:	0.00
Misc. Tax:	0.00

Terms: 100% down pmnt required on materials; Balance due upon completion.
NOT ALL SUBFLOOR ISSUES CAN BE DETERMINED UNTIL EXISTING
FLOORING IS REMOVED. UNFORESEEN ISSUES WILL REQUIRE ADD'L
MATERIAL/LABOR CHARGES.

INVOICE TOTAL:	\$268.98
Less Payment(s):	0.00
BALANCE DUE:	\$268.98

Ravenna Public Schools

P.O. Box 8400
41750 Carthage Rd.
Ravenna, NE 68869
Phone: 308.452.3249
Fax: 308.452.3172

PURCHASE ORDER

Date: 05/08/23
P.O. # 2223-787
Bill To: PO Box 8400

Tax Exemption No. 05-627933

VENDOR

Jacobi Carpet One- Kearney

SHIP TO

Ravenna Public Schools
Attn: Dan Cyboron
41750 Carthage Road
Ravenna NE, 68869

BILL TO

Ravenna Public Schools
Attn: Hilary Bolling
P.O. Box 8400
Ravenna NE, 68869

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
Chassis	Chassis Advantage tile 18x18	71.9	2.99	214.98
Tile	LVT Square cap etched nickel	18	3.00	54.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

Other Comments or Special Instructions

SUBTOTAL \$268.98
S & H \$0.00
discount \$0.00
TOTAL \$268.98

Authorized by

Date



KEARNEY WINNELSON CO.
2621 W 24TH ST
KEARNEY NE 68845

INVOICE

Page	CUSTOMER NUMBER	INVOICE NUMBER
1 of 1	00708-002930	411725 01
DB	INVOICE DATE	INVOICE TOTAL
11	06/15/2023	\$1,790.38

BILL TO :

RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA, NE 68869-8400



2808

To Reorder Contact Us At
Phone No: (308) 237-2733
Fax No: (308) 234-5732

SHIP TO:

RAVENNA PUBLIC SCHOOLS
2621 W 24th St
Kearney NE 688454919

PURCHASE ORDER NUMBER	SALESPERSON	TYPE SHIPMENT	SHIP VIA	PAYMENT TERMS	SHIP DATE
ELE BOYS LAV UPDATE	012-BRIAN MCMAHON	STOCK	BEST WAY	NET	06/15/2023

PLACED BY	JOB NAME
DAN C	ELE BOYS LAV

UNITS ORDERED	U/M	ITEM DESCRIPTION	UNITS SHIPPED	B/C	PRICE	DISC/RSTK	EXTENDED	TAX
1	EA	RAVENNA HS BOYS ROOM ONYX	1		\$1,673.2500		\$1,673.25	Y

TAX AREA ID: 280190200
FEDERAL TAX ID NUMBER: 840633288
TERMS AND CONDITIONS: You agree that the sale of these products/services is subject to all of our standard terms and conditions of sale located at our website: www.winsupplyinc.com/tcsale

PAY FULL INVOICE AMOUNT BY 07/01/2023

	Net Sales	\$1,673.25
	Freight	\$0.00
State Tax %5.50	State Tax	\$92.03
Local Tax %1.50	Local Tax	\$25.10
	Invoice Total	\$1,790.38

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. For inquiries please call (308) 237-2733.

Board of Education Regular Meeting

High School Library
P.O. Box 8400
Ravenna, NE 68869-8400

Monday, June 12, 2023 8:00 PM

Misti Fiddelke: Present
Ryan Osten: Absent, Present @ 8:58 pm
Tara Schirmer: Present
Dawn Standage: Present
Marc Vacek: Present
Mike Voelker: Present

1. Call to Order and Roll Call - Open Meeting Law

2. Excuse Absent Board Members Motion to excuse absent board member Osten Passed with a motion by Dawn Standage and a second by Tara Schirmer.

Misti Fiddelke: Yea, Tara Schirmer: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker: Yea
Yea: 5, Nay: 0

3. The Pledge of Allegiance

4. Recitation of School Mission Statement: ***Preparing Students Today to Succeed Tomorrow: Family-Community-School***

5. Recitation of Board Mission Statement: ***Providing collaborative leadership to prepare students today to succeed tomorrow.***

6. Approval of Agenda Motion to approve the agenda Passed with a motion by Marc Vacek and a second by Mike Voelker.

Misti Fiddelke: Yea, Tara Schirmer: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker: Yea
Yea: 5, Nay: 0

7. Financial Report Motion to approve the financial report Passed with a motion by Marc Vacek and a second by Mike Voelker.

Misti Fiddelke: Yea, Tara Schirmer: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker: Yea
Yea: 5, Nay: 0

8. Consent Agenda Motion to approve the consent agenda Passed with a motion by Mike Voelker and a second by Marc Vacek.

Misti Fiddelke: Yea, Tara Schirmer: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker: Yea
Yea: 5, Nay: 0

8.1. Discuss, consider, and take all necessary action to minutes

8.2. Discuss, consider, and take all necessary action to bills

8.3. Notice of Meeting Publication: The notice for this board meeting was published in the June 7th edition of the Ravenna News

8.4. Discuss, consider, and take all necessary action approve the resignation of Tali Schroll

8.5. Discuss, consider, and take all necessary action to approve the contract of Alec May

8.6. Discuss, consider, and take all necessary action to approve Industrial Technology, Skilled and Technical Science Items, T8 Lights, and a Nurse's Cot as surplus for sale or disposal

9. Request to Address the Board and Correspondence

10. Information and Action Items

10.1. Discuss, consider, and take all necessary action regarding the purchase of classroom touch screen displays
Motion to approve the touch screen displays as presented. Passed with a motion by Marc Vacek and a second by Dawn Standage.

Misti Fiddelke: Yea, Tara Schirmer: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker: Yea
Yea: 5, Nay: 0

11. Discussion Items

11.1. Discuss, consider, and take all necessary regarding possible elementary and high school gym HVAC projects

11.2. Discuss, consider, and take all necessary action regarding school district-owned land

11.3. Discuss, consider, and take all action necessary in reviewing the RPS 2022-2023 safe return to school plan, considering any and all community input

12. Superintendent's Report

13. Positive Comments

14. Adjournment Motion to adjourn at 9:01 PM Passed with a motion by Mike Voelker and a second by Marc Vacek.

Misti Fiddelke: Yea, Tara Schirmer: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker: Yea
Yea: 5, Nay: 0

Chairperson

Superintendent

CORPORATE AUTHORIZATION RESOLUTION

TOWN & COUNTRY BANK
PO BOX 40
423 GRAND AVENUE
RAVENNA, NE 68869

By: Ravenna Public Schools
Address PO Box 8400
Address 41750 Carthage Rd
City, State, Zip Ravenna, NE 6869

Referred to in the document as "Financial Institution"

Referred to in this document as "Corporation"

I, Dawn Standage, certify that I am Secretary (clerk) of the above named corporation organized under the laws of Nebraska, Federal Employer I.D. Number 47-6001452, engaged in business under the trade name of Ravenna Public Schools, and that the resolutions of this document are a correct copy of the resolutions adopted at the meeting of the Board of Directors of the Corporation duly and properly called and held on 2/14/2022 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

AGENTS: Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature
A. <u>Misti Fiddelke</u>	X
B. <u>Dawn Standage</u>	X
C. <u>Hilary Bolling</u>	X <u>Hilary Bolling</u>
D. <u>David Huryta Jr</u>	X
E. <u>Kenneth Schroeder Jr</u>	X
F. _____	X

POWERS GRANTED (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the powers.)

Indicate A, B, C D, E, and/or F	Description of Power	Indicate number of signatures required
	(1) Exercise all of the powers listed in this resolution	
<u>C, E</u>	(2) Open any deposit or share account(s) in the name of Corporation.	<u>2</u>
<u>A, B, C</u>	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	<u>1</u>
<u>A, B</u>	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	<u>2</u>
<u>A, B</u>	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	<u>2</u>
<u>A, C, D, E</u>	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	<u>1</u>
<u>E</u>	(7) Other <u>Kenneth Schroeder Jr can inquire about information on any account.</u>	
<u>E, C</u>	(8) Other <u>Authorized to release pledged securities.</u>	<u>1</u>

LIMITATIONS ON POWERS The following are the Corporation's express limitations on the powers granted under this resolution.

EFFECTS ON PREVIOUS RESOLUTIONS This resolution supersedes resolution dated: _____.

If not completed, all resolutions remain in effect.

CERTIFICATION OF AUTHORITY

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolution on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same (Apply seal below where appropriate.)

☐ If checked, the Corporation is a non-profit corporation.

In Witness whereof, I have subscribed my name to this document
of the Corporation on: _____ (date).

Attest by One other Officer

Secretary

RESOLUTIONS

The Corporation named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Pennsylvania. The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on _____ (date) by _____ (initials)

☐ This resolution is superseded by resolution dated _____ (date) by _____

Comments:

Terms and Conditions, Continued

Suspension. We can suspend access to our vault and your safe deposit box in the event of an emergency or to make alterations or repairs. Unless otherwise provided by law, we also can suspend such access in the event of legal issues, levies, attachments, garnishments, actions, or proceedings concerning the safe deposit box or its contents pending their resolution.

Notices. Except as otherwise provided by law, notices to us will not be effective until actually received, and notices to you will be effective on mailing, postage prepaid and properly addressed, whether or not actually received, provided we make a written record of the mailing at the time it occurs.

Changes. These Terms and Conditions, other than the right to terminate on 30 days advance written notice and your above stated right to a refund upon termination by us, can be changed by us upon 30 days advance written notice to you. No notice to you is required for changes to our security procedures, but we will provide you with information and guidance regarding them as indicated above.

Miscellaneous. This lease is governed by and subject to the laws of the United States and Nebraska. Headings are not part of these Terms and Conditions and are for reference purposes only. This lease is the entire and only agreement between you and us concerning the safe deposit box.

Execution

By execution below, you and we agree to this lease, including the Terms and Conditions, and you acknowledge receipt of any keys described in this lease and a copy of this lease. If one of you is a corporation, partnership, or other non-individual, the persons signing on its behalf are appointed and accept appointment as deputies and confirm this lease.

(1) X _____

Print Name: MISTI D FIDDELKE

(2) X Hilary G Bolling

Print Name: HILARY G BOLLING

(3) X _____

Print Name: DAVID L HURYTA JR

(4) X _____

Print Name: KENNETH E SCHROEDER JR

Signed: Jamie Basnett CSR For Lessor
Jamie Basnett

Termination Acknowledgement

By signing below you acknowledge on behalf of all of you that you have removed all contents from the safe deposit box, that you have no further rights to the safe deposit box, and that we have satisfied all our obligations under the lease.

X _____
(Date)

Print Name(s):

Keys Returned:

Signed: _____ For Lessor

Safe Deposit Box Lease

Lessor

Town & Country Bank
423 Grand Ave, Ravenna, NE 68869
308-452-3225

Lessees (Names and Addresses)

RAVENNA PUBLIC SCHOOLS

RAVENNA, NE 68869

Important Account Opening Information

Federal law requires us to obtain sufficient information to verify your identity. You may be asked several questions and to provide one or more forms of identification to fulfill this requirement. In some instances we may use outside sources to confirm the information. The information you provide is protected by our privacy policy and federal law.

Birth Dates *(for individuals):*

Taxpayer Identification Numbers:

47-6001452

Gov't Issued Photo ID Types, Numbers, Issuers, Issue Dates, Exp. Dates *(for individuals):*

Other ID Information *(Description, Details):*

Drivers License

Lease Specifics

Lease Date: 12/06/2006

Box No. & Size: 567 3 x 5

Box Keys: 2 _____

Vault Keys: 0

Initial Rent: 12.00

When the Rent or Other Lease Indebtedness is Due: ☐ We will give you notice at least 10 days before the due date. ☐ You authorize us to debit, on or after each due date and without prior notice, account number: ☐

Security Deposit: \$0

Number of Lessees Required for Access: 1

No. of Deputies Required to Act for a Lessee:

Lease Type: ☐ Individual ☐ Joint ☒ Corporation ☐ Partnership ☐

Other Terms / Information

Appointment of Deputy

A deputy is appointed as follows, provided he/she accepts appointment and confirms this lease by signing below:

If appointing lessee is an individual, appointment is ☐ intended ☐ not intended to survive disability, incapacity, or incompetence of appointing lessee.

Appointing Lessee:

Signature: _____
(Date)

Deputy's Name:

Deputy's Signature: _____
(Date)

State of Nebraska

County of

This document was acknowledged before me on _____ (Date), by

(Name of Appointing Lessee).

Signature of Notary

My Commission Expires:

Terms and Conditions

Definitions. *You* and *your* refer to each and all of the lessees identified in this lease. *We*, *us*, and *our* refer to the lessor identified in this lease. *Safe deposit box* refers to a box or container and the space it encloses. *Vault* refers to our room for keeping safe deposit boxes. *PIN* refers to personal identification number. *Default* refers to any failure to perform as agreed in this lease. *Lease indebtedness* refers to any amounts due us from you under this lease. Unless otherwise specified, words in the singular include the plural, and words in the plural include the singular.

Lease of Safe Deposit Box. We are leasing to you the safe deposit box identified in this lease and space for it in our vault. You will pay us rent in advance. The initial rent is stated in this lease. We can change the rent by 30 days advance written notice to you. If the rent or any other lease indebtedness is not timely paid, or if there are insufficient funds in any account you have authorized to be debited, you are in default and we can, but are not required to, debit any of your other deposit or share accounts with us without notice to you.

Security Deposit. At the time of execution of this lease you will deliver to us the security deposit, if any, stated in this lease. We can use this security deposit to pay all or part of any unpaid lease indebtedness. Any unused portion of this security deposit will be returned to you on the termination of this lease and your vacation of the safe deposit box.

Access to Vault and Safe Deposit Box. The number of lessees required for access indicated in this lease is the number of lessees, acting for themselves or through deputies, who must be present for access to the safe deposit box and its contents. If this number of lessees is present, they can have access without any other lessees being

Terms and Conditions, Continued

present. The days and times when you will have access to our vault and the safe deposit box and your means of access will depend upon our security procedures, which we can change from time to time. Such procedures can include keys or combinations to the vault or to the safe deposit box, passwords, PINs, signatures, fingerprints, handprints, or other safeguards. We will promptly provide you with information and guidance regarding our security procedures, including any changes. We will not have access to the safe deposit box or its contents, except as required by law, as required by court or administrative order, or as otherwise provided in this lease.

Our Responsibilities. We promise to exercise reasonable care. Except as otherwise required by law or otherwise provided in this lease, it is agreed that we will not have possession or control of the safe deposit box or its contents and that our responsibilities and liabilities:

- (a) Will be limited to those of someone who leases property to another;
- (b) Will not extend beyond the exercise of reasonable care;
- (c) Will not result in any presumptions adverse to us or in our having the burdens of proof, persuasion, or coming forth with evidence at any stage of any litigation regarding the vault, the safe deposit box, the safe deposit box contents, or their loss, damage, or destruction, even if you offer evidence that property was left in the safe deposit box and was later found missing;
- (d) Will not extend beyond the monetary value of the safe deposit box contents and will not include any damages for, resulting from, or relating to any illegal or dangerous items stored in the safe deposit box; and
- (e) Our maximum liability for negligence will be 300 times the amount of the annual rent.

In no event will our liability exceed any applicable statutory maximum.

Joint Tenants. If two or more of you sign this lease, you are joint tenants with right of survivorship with respect to the lease and the safe deposit box. If any of you die, the surviving lessees and only the surviving lessees will continue to have rights under the lease and to the safe deposit box. If there are two or more survivors, their rights under the lease and to the safe deposit box will be held in joint tenancy with right of survivorship. Nothing in this paragraph, however, will determine or affect the ownership of the contents of the safe deposit box or preclude any statutory right of access to the safe deposit box upon the death of a lessee.

Deputies. A deputy is an agent, attorney-in-fact, or other representative of the appointing lessee with authority to act on behalf of the lessee with respect to the lease, the safe deposit box, and its contents. The number of deputies required to act for a lessee (including being present on behalf of the lessee for access to the safe deposit box and its contents) is as indicated in this lease. Unless otherwise required by law:

- (a) Whether a deputy's authority will or will not survive the disability, incapacity, or incompetence of the appointing lessee will depend upon the intention indicated in this lease or in another document of appointment, there will be no disability, incapacity, or incompetence prior to a court determination to that effect, and a deputy's authority will continue in any event until we receive actual notice of the disability, incapacity, or incompetence;
- (b) A deputy's authority will continue until it ceases under law or under the terms of this lease;
- (c) A deputy's authority will cease upon the death of the appointing lessee and our receipt of actual notice thereof;
- (d) A deputy's authority will cease if the corporation, partnership, or other non-individual appointing lessee ceases to exist and we receive actual notice thereof;
- (e) A deputy's authority can be revoked at any time by the appointing lessee's written notice to us; and
- (f) Any of you can appoint a deputy by written notice to us in any form, but such notice will not be effective unless it is signed by the appointing lessee, specifically references this lease, indicates whether or not the appointment is intended to survive the disability, incapacity, or incompetence of the appointing lessee if the appointing lessee is an individual, and includes or is accompanied by the signature of the deputy accepting the appointment and confirming this lease.

Corporations, Partnerships, Associations, Organizations. If you are a corporation, partnership, association, or other organization, you will at our request provide us with a statement in a form satisfactory to us of your board of directors or other governing body indicating authority to enter into this lease and to appoint deputies.

Terms and Conditions, Continued

Contents Not Insured. The contents of the safe deposit box are not insured by us or any government insurance program. Our not insuring the contents does not constitute a failure to exercise reasonable care. If you want the contents to be insured, you will have to arrange for your own insurance at your own expense.

No Illegal or Dangerous Items. You will not store any illegal or dangerous items in the safe deposit box.

Your Obligation of Reasonable Care. You must exercise reasonable care regarding our vault, our security procedures, the safe deposit box, and its contents, and must promptly report to us any problems or unsafe or insecure conditions that you observe in using the safe deposit box.

Death, Incapacity, Dissolution, or Bankruptcy. Each of you agrees to give us notice in writing of the death, disability, incapacity, or incompetence of, or any dissolution, separation, annulment, or bankruptcy proceedings regarding, any of you as soon as such knowledge is obtained. You also agree to give us such notice orally before your next entry into the safe deposit box.

Keys, Combinations, and Other Access Devices. You agree not to duplicate any keys provided to you pursuant to this lease. You will return all keys and supply us with all combinations, passwords, PINs, and other access devices on termination of this lease. You will notify us immediately if you lose a key or lose or forget your combination, password, PIN, or other access device. You will pay us any reasonable costs that we incur as a result of such loss or forgetfulness; as a result of your failure to provide us with such keys, combinations, passwords, PINs, or other access devices on termination of this lease; as a result of our being required by law or court or administrative order to obtain forced entry; or as a result of our obtaining forced entry pursuant to the Remedies section of this lease.

Court Orders and Litigation Expenses. We have no obligation to challenge the validity of, and are entitled to comply with, any court or administrative order with respect to the safe deposit box or its contents. You will pay our reasonable expenses, including attorneys' fees, in the event we become involved in a dispute or litigation concerning the safe deposit box or its contents.

Hold Harmless. You will indemnify and hold us harmless with respect to your actions regarding the safe deposit box and its contents; with respect to the actions of any deputy; with respect to the actions of any former deputy occurring before we receive actual notice of the facts ending the former deputy's authority; and with respect to any disposition of safe deposit box contents we make pursuant to this lease or the requirements of law.

Termination, Vacation, and Removal of Contents. Unless otherwise provided by law:

- (a) Either you (or any of you) or we can terminate the lease for default by written notice, which will be immediately effective;
- (b) Either you (or any of you) or we can terminate the lease for any other reason by 30 days advance written notice; and
- (c) Upon termination, you will immediately vacate the safe deposit box and remove all its contents.

Any of you can sign the Termination Acknowledgement section of this lease on behalf of all of you. If we terminate the lease for any reason other than default, you will be entitled to a refund of any unearned portion of the rent paid in advance not used to satisfy any other lease indebtedness. You will not be entitled to a refund of rent for any other reason.

Remedies. We are entitled to all remedies for default that are available under law. In addition, unless otherwise provided by law, until such time as the safe deposit box or its contents are legally presumed to be abandoned or unclaimed property, if you fail to vacate the safe deposit box and remove all its contents as provided above:

- (a) We can do so by any means necessary, including forced entry;
- (b) We can apply any cash contents not obviously much more valuable as a collectable to any lease indebtedness;
- (c) We can sell any contents on a commercially reasonable basis and apply the proceeds to any lease indebtedness; and
- (d) We will return any contents or proceeds of contents not thus disposed of to you upon your request, except to the extent of any right of set-off that we have under law.

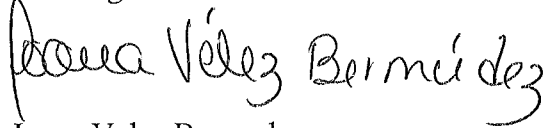
We can report your defaults to credit bureaus and consumer reporting agencies.

June 15, 2023.

Dear Sirs,

I am writing to you to express my intention to resign from the position I held from June 2018 to the present. My resignation would be effective June 19, 2023. It is particular and private reasons that drive me to make such a decision, already discussed with the family. Much to my regret I communicate this resolution and I hope you can get my replacement as soon as possible for the good of the company. I say goodbye to you with affection, but not before thanking you for all the attention I have received and the opportunity you have given me to grow.

Kind regards



Joana Velez Bermudez







PUBLIC PARTICIPATION

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK:
This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started:** When you have been recognized, please stand and state your name.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- **No Action by the Board:** The board will not act on any matter unless it is on the published agenda.

5018

Parent and Guardian Involvement In Education Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NeSA assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
- 3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
- 4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
- 5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
- 6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

- b. State Assessments

The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.

- c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of

students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: August 14, 2017

Revised on: _____

Reviewed on: July 13, 2020

5057
Parental Involvement In the Title I Program

The school district will jointly develop with parents a School-Parent-Student Compact that outlines shared responsibility for improved student academic achievement.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental Involvement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, type and extent of participation, parental input in educational decisions, coordination and integration with other district programs, and evaluations of progress. This information may be included in the annual Title I Individual Education Plan (IEP) for the student.
3. Opportunities for parent involvement activities, such as training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference. The goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, and parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parental Involvement Policy, and the Board will either (1) alter the policy and adopt it as altered, or (2) reaffirm the policy, following a public hearing.

Adopted on: October 10, 2016

Revised on: _____

Reviewed on: July 13, 2020

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

- 1.** "Students" means students, their parents, guardians or other legal representatives.
- 2.** "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3.** "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student activity card \$25.00
Covers admission to all extracurricular events
- Student participation fee \$50.00
Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America \$50.00
- DECA \$50.00
- National Honor Society \$50.00
- Cheerleading, Drill Team, Flag Corps Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$500.
- Football Students must provide their own football

	shoes, undergarments, and mouth guards
▪ Golf	Students must provide their own golf shoes, undergarments, and clubs
▪ Softball and Baseball	Students must provide their own shoes, gloves, and undergarments
Track, Volleyball, Wrestling	~~Students must provide their own shoes~~
▪ Future Farmers of America	Student must purchase their own jackets and pay dues of \$25.00
▪ Rifle and Trap Teams	Students must provide their own weapons and ammunition
▪ Science Club	\$50.00
▪ FCCLA	\$50.00
▪ Spanish Club	\$50.00

6. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$0.56 cents per mile.

8. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$0.05 per page for reproduction of student records.

9. Participation in Before-and-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$1000 (\$500 per semester).

10. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$250 per class (subject area) taken.

11. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The

district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-6
 - Regular Price \$2.00
 - Reduced Price \$0.30
- Breakfast Program – Grades 7-12
 - Regular Price \$2.15
 - Reduced Price \$0.30
- Lunch Program – Grades K-6
 - Regular Price \$2.95
 - Reduced Price \$0.40
- Lunch Program – Grades 7-12
 - Regular Price \$3.15
 - Reduced Price \$0.40

12. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$250.00.

13. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$100.00.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: June 11, 2018
Revised on: July 13, 2020
Reviewed on: July 13, 2020

5054 Student Bullying

Definition of Bullying. Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” The school district’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Reporting Bullying. Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform “Safe Schools” to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations. School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the

educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Adopted on: June 11, 2018
Revised on: July 13, 2020
Reviewed on: July 13, 2020

5001
Compulsory Attendance and Excessive Absenteeism

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters

Commented [KAH1]: This sample list is very liberal in what the school considers "excused." Schools that adopt this sample list will have very few students who accrue many "unexcused" absences. Boards may eliminate any of these categories of excused absence except for illness documented by a physician, suspension/expulsion and severe weather. Boards may also add additional requirements before an absence will be excused (e.g. require funeral card to verify family funeral, etc.)

7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

Commented [KAH2]: The board may select any number of unexcused absences to trigger the meeting requirements.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may/must file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Commented [KAH3]: The board can require the attendance officer to report to the county attorney by changing "may" to "shall"

Adopted on: October 10, 2016

Revised on: _____

Reviewed on: July 13, 2020

[DISTRICT LETTERHEAD]

October 15, 2020

[Name]
[Mailing Address]
[City, NE Zip]

Re: Absenteeism Report

Dear [Parent and Student]:

On _____, we met to form a collaborative plan to address [STUDENT'S] barriers to attendance. We formed a collaborative plan, provided a copy to you, and implemented it. However, [STUDENT] continues to be excessively absent from school, nor have any of the other efforts we've worked on this year with you and [STUDENT] proved successful.

Pursuant to NEB. REV. STAT. § 79-209, I am notifying you that I will be referring this matter to the county attorney. Pursuant to our board policy, this report is based on the fact that [STUDENT] has missed 20 or more days of school this year or the hourly or daily equivalent through this portion of the school year, with at least a portion of the absences being unexcused:

Days Absent: _____

Unexcused absences totaling: _____

Excused absences totaling: _____

I would be happy to continue working with you to improve [STUDENT'S] attendance. Please contact me immediately if you have any suggestions to improve your student's attendance. I will also be referring this to the county attorney for determination of whether further action from that office is necessary to address these attendance issues.

Sincerely,

[Attendance Officer],
Attendance Officer,
[School District]

Cc: County Attorney



Ravenna Public Schools

PO Box 8400
41750 Carthage Rd
Ravenna, NE 68869

High School - 308-452-3249
Elementary - 308-452-3202
Fax - 308-452-3172

RE:

This letter is to inform you that has accumulated a total of 5 absences in the first semester at the time of this letter.

School policy is that credit may be lost after a total of 10 days in a semester has been missed. Should

accumulate more than 10 absences, a review of attendance and documentation for absences will take place. Please reference the enclosed attendance records for .

The Ravenna Public Schools Student-Parent Handbook defines excessive absenteeism on pages 10-14. The policies can be viewed on our school website or on this link: <http://tinyurl.com/z75zj8x>. It states: When a student receives 10 absences or the hourly equivalent in any semester, the Attendance Officer will address barriers to the student's attendance. It goes on to state: When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides.

The compulsory attendance laws of Nebraska also places the responsibility of the attendance on the parent or guardian of the absent child.

As we all know, attendance is critical to get the instruction needed to help the student be the most successful that they can be.

I appreciate your cooperation in this matter. If you have any questions, please contact me at (308) 452-3249.

Sincerely,

Cannon Blauvelt
7-12 Principal
Ravenna Public Schools
Enclosure

2023-24 Milk & Meal Cost Analysis

Milk Cost by Month 2022-23				
Sept.	0.4151			
Oct.	0.4086	Current Meal Prices		
Nov.	0.4076	K-6 Breakfast		\$2.05
Dec.	0.4136	7-12 Breakfast		\$2.20
Jan.	0.4143			
Feb.	0.4155	K-6 Lunch		\$3.05
March	0.4139	7-12 Lunch		\$3.25
April	0.4049			
May	0.4049	Adult Breakfast		\$2.80
		Adult Lunch		\$4.35
Average Milk Cost For Year	0.4109			
		22-23	Amount Increased Over Prior (21-22) Year	
Regular Milk		All Breakfast		\$0.05
Current Milk Price	\$0.40	All Lunch		\$0.10
Difference Between Current Price & Cost				
	-\$0.01			
Recommended 2023-24 Milk Price		Recommended 2023-24 Increase		
	\$0.45	All Breakfast		\$0.05
Special Milk		All Lunch		\$0.10
Dairy Cost	\$0.41			
admin/supply cost	\$0.10			
	\$0.51			
Less reimbursement from USDA	-\$0.27			
2022-23 Cost to Provide Special Milk	\$0.24			
Current Special Milk Price	\$0.15			
Difference Between Current Price & Cost				
	-\$0.09			
Recommended 2023-24 Special Milk Price				
	\$0.25			

RAVENNA PUBLIC SCHOOLS STUDENT HANDBOOK

2023-2024 Edition

Ravenna Public Schools
41750 Carthage Road
Ravenna, NE 68869

Phone: (308) 452-3249
Fax: (308) 452-3172



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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook which you must read, sign and return no later than August 25, 2023.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Ken Schroeder

Mr. Ken Schroeder – Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Ken Schroeder
Title: Superintendent
Address: 41750 Carthage Road, Ravenna, NE 68869
Telephone: 308-452-3249
E-mail: ken.schroeder@ravennabluejays.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

MISSION STATEMENT

FAMILY – COMMUNITY – SCHOOL

Preparing Students Today to Succeed Tomorrow

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the

attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after three (3) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

Excessive Absenteeism

When a student receives 10 absences or the hourly equivalent in any semester, the Attendance Officer will address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 20 days of excused absences due to documented illness and is tardy one time, the Attendance Officer must file a report with the appropriate county attorney.

Absences due to illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated;
- 2) Attend school one half day (four periods) before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre-arranged absences, it is the responsibility of the student and parent to prearrange the absence with the building principal
- 3) Check out of school at the office if leaving school during the school day; and
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

- 1) Call the appropriate building office to inform the school of the reason for each absence. Students will not be released to any adult other than their parent, unless the parent has contacted the appropriate building office; and
- 3) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

Pregnant and Parenting Students

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

Make up allowance

Students will have *two school days* after an excusable absence to notify the office (written note, email or phone call by the parent). Doctor excuses will be required for each non-consecutive medical absence and the doctor's notes must be in written form. After the two days, all undocumented absences will be considered unexcused and students may earn zeros for the academic work.

Loss of Credit

Once the limitation in a given semester is reached the following may go into effect:

1. Loss of Credit

- 11-13 days 1 credit per class
- 14-16 days 2 credits per class
- 17-19 days 3 credits per class
- 19+ days No credit given

2. Approved computer courses may be used to recover credit. Once the student goes over the limitation, the administration will determine credit recovery opportunities. Parents will be informed of excessive absences each quarter and up to date attendance information is available for parents on Infinite Campus.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the junior high school band; grades 9-12 may participate in the high school band. Grades 7-12 will be participating in joint marching and any band competitions. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. to the school bookkeeper's office or building secretary. Any check for these payments should be made out to Ravenna Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books, books that are lost, and any damage to school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information. Announcements will be made available online through Infinite Campus and the school website.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied

should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform called SafeSchools to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the correct container.
2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Second servings are available to those after the other students have had a chance to go through the line.
6. Students should remain at their tables until they are dismissed.
7. Students must treat lunch personnel with respect.

Candy & Pop

Food, candy, and drink are not to be brought to school by students for consumption during class periods, except for special projects (early morning practices, breakfast club, etc.) that have been scheduled by the instructor and must be consumed in the designated area. You may bring your lunch for your noon meal and the lunch is only to be eaten during your lunch time. All lunches are to be eaten in the school cafeteria. Only transparent (see through) bottles will be allowed for water.

Cell Phones and Other Electronic Devices

Students may not use cellular (cell) phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks, in hallways, and in the common areas of the school before school, after school,

during lunch, during passing periods, and any time with staff member permission so long as they do not create a distraction or a disruption. Students may not have cell phones or other electronic devices while they are in locker rooms, classrooms or restrooms.

Students may be asked to remove their smartwatches if the watch becomes a distraction or the teacher feels the smartwatch could or is being used to cheat on an assignment/quiz/test.

If a cell phone or other electronic device is confiscated by a staff member and submitted to the office, it will only be returned to a parent/guardian.

In the event that a student is in the office for school disciplinary reasons they will not be allowed to have their cell phone.

In the elementary building all cell phones and personal electronic devices must be turned off and kept in the student's backpack during school hours.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver, sponsor or coach.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules which students must obey.

Closed Campus

Once students arrive at school, they are expected to stay at school for the entire day. Students may not leave the building without permission from an administrator. Students may leave school during the day for legitimate purposes provided the parents have provided written or verbal permission to the office. Students will not be excused during the school day for non-emergency situations, such as running home to get gym shorts, picking up forgotten assignments, retrieving a computer, going off campus for lunch, etc. Students who leave for appointments during the school day will be required to provide an 'appointment card' from the doctor, dentist, or office they visited during their absence in order to verify the purpose for their absence from school.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear over shoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Secondary students will not be permitted to wear coats in the building. Students are encouraged to dress in layers in order to ensure they are able to meet their comfort needs.

College Visits

Any student who wishes to attend a college visit must pre-arrange the absence, prior to the absence. When arranging the visit with a guidance counselor, the student needs to provide the name of the college, date and time of visit, and college contact for the visit. Upon conclusion of the visit, the student must return with a signed form provided by the guidance counselor, completed by the student and the college contact indicating the visit occurred, otherwise the absence will not be excused.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses Title 173-Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the school nurse, Mrs. Karalee Fiddelke.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through access to Infinite Campus, report cards, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified

that the student has enrolled in another school.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX", attached below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

I. Complaint and Appeal Process.

- A. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.
- B. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 1. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 2. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 3. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 4. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov;

- by telephone at (816) 268-0550; or by fax at (816) 268-0599.
- C. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
1. Determine whether the complainant has discussed the matter with the staff member involved.
 2. If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 3. If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 4. Strongly encourage the complainant to reduce his or her concerns to writing.
 5. Interview the complainant to determine:
 - a) All relevant details of the complaint;
 - b) All witnesses and documents which the complainant believes support the complaint;
 - c) The action or solution which the complainant seeks.
 6. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.
- D. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
1. This appeal must be in writing.
 2. This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 3. The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 4. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent receives the complainant's written appeal.
- E. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
1. This appeal must be in writing.

2. This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 3. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 4. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it receives the complainant's written appeal.
 5. There is no appeal from a decision of the board.
- F. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
1. Determine whether the complainant has discussed the matter with the superintendent.
 - a) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - b) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 2. Strongly encourage the complainant to reduce his or her concerns to writing.
 3. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 4. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the

appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that

he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings.

The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

- I. **Student Expectations in the Use of the Internet**
 - A. **Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers that are not approved by the school.
4. Students shall not use school computers to participate in on line auctions, non-educational on-line gaming or file sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator or supervising teacher.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, malware or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a

teacher or the system administrator.

13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.

14. Students shall not forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet and cell phone usage through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a) Loss of computer privileges;
 - b) Short-term suspension;
 - c) Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act;
 - d) Taking a class administered by the district administration for the purpose of reteaching students appropriate use of technology in accordance with this policy; and
 - e) Other disciplines as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make

reasonable efforts to disable advertising in educational computer applications.

2. This policy allows the school to act as an agent for parents in the collection of information within the school context.
3. The school's use of student information is solely for education purposes.

B. Education About Appropriate Online Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a) Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b) Cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first and third quarters of the school year.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Contact Information

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

Contraband

Students may not bring items to school that have no educational purpose or educational value.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dances

Dances may be held by clubs and organizations at regularly scheduled times and appropriate seasons but outside the regular school hours. Such activities must end by 10 PM on school days and 11:45 PM on Fridays and Saturdays unless changed by the Principal. School events which allow for an outside date must have the date registered with the principal's office at least one week before the activity is to occur. All dates of Ravenna 9-12 students must be at least a 9th grade student and cannot be older than 20 years old. Forms for registration will be made available prior to the event. Verification of the outside date must be approved by the guest's school administration. Once at the dance, if a student leaves, they will not be permitted to return. Students who are academically ineligible will not be allowed to attend school dances.

- **Homecoming** (Open to all 9th-12th grade students and approved outside guests, Junior High students are ineligible to attend)
- **Winter Dance** (Open to all Ravenna 7th-12th grade students, only Ravenna 9th-12th grade students are permitted to bring an approved outside guest)
- **Junior-Senior prom** is to be held each year during the spring semester. Only Ravenna High School Junior and Senior students (and their dates) may attend. Ravenna High School students in the 9th and 10th grades may only attend as dates of Juniors and Seniors. Foreign exchange students and prom servers are also allowed to attend prom. Junior High Students are ineligible to attend prom. Outside dates of Ravenna High School Juniors and Seniors must be at least 9th grade students and cannot be older than 20 years old. Students who are academically ineligible will not be allowed to attend school dances.

Dating Violence

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age- appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law Neb. Statute 79-2,141.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Tony Schirmer at 308-452-3249, <tony.schirmer@ravennabluejays.org> or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Tony Schirmer at 308-452-3249, <tony.schirmer@ravennabluejays.org>, PO Box 8400, Ravenna NE, 68869 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Tony Schirmer at 308-452-3249, <tony.schirmer@ravennabluejays.org>, or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

Students must come to school dressed in clean, neat and appropriate clothing to conform with educational standards.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or

slogans

2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats and bandanas may not be worn during the school day
4. Bare feet (some type of footwear must be worn)
5. Short-shorts, cutoffs, or compression shorts alone (unless under other shorts)
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Clothing that is torn, ripped, or cut
9. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
10. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
11. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
12. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
13. Pants and shorts worn below the waist so as to expose undergarments
14. Pants that drag on the floor
15. Chains hanging or attached to pants or shorts
16. Coats during school hours unless the student has permission from a faculty member
17. Blankets are not allowed
18. Clothing with tears or holes that expose flesh inappropriately or that exposes underclothes
19. No spaghetti strap tops, string backless or plain backless tops will be worn unless there is another shirt worn over these garments that cover the skin and is not see through material.
20. Sleeveless tops are allowed providing the armhole openings are appropriate and do not show chest, undergarments (including sports bras) or side chest portions of the body.
21. Clothing may not include symbols that cause a significant disruption to the educational environment.
22. Hooded Sweatshirts must be worn with the hoods down while in the building.

This list is not all encompassing. The administration reserves the right to determine whether any piece of clothing is appropriate for a school setting and will make the final determination as to whether or not a student's attire is acceptable for a school setting. Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning

home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.
4. Students will park only in the designated student parking.

Drones and Unmanned Aircraft

Drones, Unmanned Aircraft Systems, and any other such vehicles ("drones"), which are not operated for purposes of district programs or activities, may not be operated on or above district property without the prior written permission of the superintendent or designee. Any authorized use of drones must comply with all state and federal regulations governing the operation of drones, including FAA regulations.

Drones owned by the district or operated on or above district property with permission must be operated:

1. In compliance with this policy and all other district policies;
2. Only outside the school building(s) in the area authorized or designated by the superintendent or designee;
3. Under the direct supervision of an individual fully trained and skilled in the system's operation;
4. By an individual with the requisite skill and training to safely operate the drone; and
5. Consistent with any other limitations imposed by the superintendent or designee.

Any monitoring or recording of picture, video, or audio by a drone must have the prior written permission of the superintendent or designee and comply with all board policies governing recordings, data, and records.

Any unauthorized use of a drone is strictly prohibited. Devices used in a manner that does not comply with this policy or applicable state and federal law may be confiscated and the operator may be subject to discipline, civil liability, or criminal liability.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug Free Schools and Communities Act. Students are prohibited from using, possessing or selling any drug, alcohol or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Whenever the fire alarm sounds, all students and faculty must evacuate the building in a quiet and orderly fashion and remain outside until told to return to the building. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Field Trips

Classes occasionally take field trips off school property for educational enrichment.

A student's parent must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:40 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced price breakfast. The school district charges students K-6 \$2.10, 7-12 \$2.25 and adults \$2.85 for breakfast.

Second Chance Breakfast

The school will offer a second chance breakfast for 7th-12th grade students. This will occur during second period(access) Monday through Thursday. Second chance breakfast is only served on 3:30 dismissal days. Students must report to their second period class for attendance purposes and be dismissed to the cafeteria by their access teacher. All food must be consumed in the cafeteria. When students are done eating they will be required to return to their second period class.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is \$3.15, Lunch for 7-12 lunch is \$3.35 for students and \$4.45 for adults.

Milk Break/Snack

All milk served to a student (except the initial carton served with lunch/breakfast) will cost \$.45 per half pint. Snack milk is \$.25 per half pint for preschool and \$.45 for K-3 students. The price for milk may change during the school year.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to a building secretary.

Low balance notices will be provided to parents when the account

balance reaches less than \$5.00.

Food service charge privileges are denied to any student (regular price or reduced price) who is delinquent in his/her payments until such time as the family account is brought current. When the account is delinquent, there will be an optional offering, or the student may bring lunch from home. The opportunity to order second entrees will be denied to free-priced students if their family account is delinquent until the account is brought current.

If a student has a negative or zero balance on their lunch account the student and the parent will be notified at the end of the day that the student will be given credit for one meal. If the family doesn't bring the account current by the end of the following business day, the student will either need to bring a sack lunch or eat an alternate meal provided by the school. Family's accounts will be debited for the alternate meal provided by the school.

Notice of Non-discrimination

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have

Speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339). Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <http://www.ascr.usda.gov/complaintfilingcust.html>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:8666329992). Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW

Washington, D.C. 20250-9410

(2) Fax: [\(202\) 690-7442](tel:(202)690-7442); or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Fundraiser

All fundraising activities shall require authorization by an administrator.

Head Lice

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, and the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental conditions are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Dr. Ken Schroeder, who may be contacted at 308-452-3249.

Illness or Injury at school

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- A signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment.

Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are exempted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations by classes, clubs, or athletic teams are prohibited except by permission of the administration. Hazing in connection with any school organization is absolutely prohibited. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the elementary or high school office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each quarter or as determined necessary by the administration.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska

Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine which accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental Involvement in the Title I Program shall include:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, and parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out

to, communicate with and work with parents as equal partners.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties.

Personal Hygiene

It is expected that all students will maintain an acceptable level of personal hygiene/cleanliness. Personal hygiene is a factor that can have a detrimental impact to our learning environment. If a student reports to school and is impacting the learning environment in a detrimental way due to their personal hygiene they will be required to resolve the issue. This could mean going home to change clothes and/or shower.

Personal Items

The school provides the necessary equipment for classroom and school day activities. The school is not responsible for ruined or lost personal equipment. Page Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator.

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear PE uniforms, but are encouraged to wear tennis shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe:

1. Students must obey the playground supervisor at all times.

2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited.
5. Students may only play football on grassy areas.
6. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
7. Students must use the playground equipment properly and in a safe manner.
8. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention and/or other consequences.

School staff supervise the playground during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA) and The No Child Left Behind Act (NCLB). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when such a survey requesting personal information as defined in the Protection of Pupil Rights policy may occur between the timeframe of: August 10th-May 20th. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional

questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that is disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Rights of Custodial and Noncustodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and noncustodial parents to their students and their student's' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society or association.

School Day

The school day typically begins at 8:03 a.m. and ends at 3:30 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds starting at 7:40 a.m. Students are to leave school grounds within 15 minutes after dismissal, unless they are under the direct supervision of a staff member or parent. **There will be no supervision provided by the school before or after these times.** Parents must make arrangements for their children to leave school promptly at the end of the day.

Self-Management of Diabetes or Asthma/Anaphylaxis

The school district will work with the parent or guardian in consultation with a physician to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis subject to school policy. Parents desiring to develop such a plan should contact the School Nurse.

Sexual Harassment

It is the policy of the Ravenna Public School District to maintain a learning environment that is free from religious, racial, or sexual harassment. The School District prohibits any form of religious, racial, or sexual harassment and violence.

Sexual harassment can take two forms, quid pro quo and hostile environment. Quid pro quo sexual harassment occurs when a school district employee explicitly or implicitly conditions a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of sexual nature, whether or not the student submits to the conduct.

Hostile environment harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature by another students, a school employee, or a third party are sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an educational program or activity or create a hostile or abusive educational environment.

Sexual Harassment - Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of a student's participation in an education program or activity.
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that

- individual's participation in an education program or activity.
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include but not be limited to:

- Unwelcome verbal harassment of a sexual nature or abuse.
- Unwelcome pressure for sexual activity.
- Unwelcome sexually motivated or inappropriate patting, pinching, or physical contact.
- Unwelcome sexual behaviors or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status.
- Unwelcome behavior, verbal or written words or symbols directed at an individual because of gender.

The use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate or opportunities.

The prohibition of sexual harassment applies whether the harassment is between people of the same or different gender. The prohibition against sexual harassment does not preclude legitimate, nonsexual contact such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. In determining whether alleged conduct constitutes a violation of the policy, the School District should consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The School District will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against or attempts to retaliate against, any person who reports alleged harassment or violence, files a complaint of harassment, who testifies, assists or participates in any investigation, hearing or proceeding related to such harassment or violence. Retaliation includes but is not limited to any form of threat, intimidation, reprisal or discrimination.

Reporting Procedure

Any person who believes he or she is being harassed or is otherwise the victim of sexual harassment or sexual violence shall report such conduct to the building principal, who serves as our Title IX Compliance Coordinator. Thereafter, the

complaint shall be investigated and processed in a manner consistent with district policy.

Smoking and Tobacco

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Testing

The school will use NWEA MAP testing to check on the progress of student achievement at a local level. Students will take this test at the assigned times as set up by the Assessment Coordinator and the Building Principals. The Nebraska State Department of Education may also require other standardized tests to be administered such as the NSCAS and ACT test.

Student Assistance

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT) or MTSS Team (Multi-Tier System of Supports). The SAT & MTSS can explore possibilities and strategies that will best meet the educational needs of your child.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally

required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

1. **Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.
2. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
3. **Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the

reasonable replacement cost of any school property that they lose.

4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.
5. **Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.
 - a. The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:
 - i. Event admission is \$5.00 for adults, \$4.00 for students, and \$3.00 for any junior high game. Ravenna students get free admission to home games. Admission pass prices are \$40.00 for adults (covers admission to all home extracurricular events; away events and certain conference and district events are not covered by the activity card).
 - ii. Future Business Leaders of America- \$0
 - iii. Cheerleading, drill team, flag corps. Students must purchase uniforms and shoes selected by the sponsor and/or student group.
 - iv. Football-Students must provide their own football shoes and undergarments.
 - v. Golf-Students must provide their own golf shoes, undergarments, and clubs.
 - vi. Track, volleyball, wrestling and basketball. Students must provide their own shoes and undergarments.
 - vii. Future Farmers of America- \$20.00. Students must purchase their own jackets in addition to paying dues.
6. **Post-Secondary Education Costs.** Some students enroll in postsecondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation,

books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. **Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 5 cents per page for reproduction of student records.
8. **Participation in Before-School, After-School or Pre-Kindergarten Services.** The district may charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.
9. **Participation in Summer School.** The district may charge reasonable fees for participation in summer school. The maximum dollar amount for summer and night school shall be \$200.
10. **Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.
 - a. The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:
 - i. Breakfast Program – Grades K-6
 1. Regular Price \$2.10
 2. Reduced Price \$.30
 - ii. Breakfast Program – Grades 7-12
 1. Regular Price \$ 2.25
 2. Reduced Price \$.30
 - iii. Lunch Program – Grades K-6
 1. Regular Price \$ 3.15
 2. Reduced Price \$.40
 - iv. Lunch Program – Grades 7-12
 1. Regular Price \$ 3.35
 2. Reduced Price \$.40
 - v. Second milk or second entrée (each) \$.40 and \$1.50
11. **Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular

activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- a. Band students shall provide their own instruments. Ravenna Public Schools will have a select number of instruments available for use.
- b. Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group.

12. **Contributions for Class Extracurricular Activities.** Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund beginning in seventh grade. This contribution is completely voluntary. Through fundraising activities throughout the 7th-12th grade years, students may choose to work for the contributions to the class. Students who choose to work in lieu of contributions to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$10.00 to \$20.00 per year.

Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

Voluntary Contributions to Defray Costs.

When appropriate, the district will request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents and patrons.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan

will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation and scope of the student government shall be administered by the superintendent or designee.

Class meetings will be held when needed and arranged by sponsors. Times will be announced in advance. All class meetings must be pre-arranged with the sponsor. Class secretaries are to keep a record of all meetings and turn in after each meeting to the sponsor. Treasurers should check each month before a meeting in order to have an accurate account of their financial condition. Organization meetings will be held at the beginning of the year. All meetings must be cleared with the Principal.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request

of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1st.

Non-Directory Information

All of the other personally identifiable information about students that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in

accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Tardiness

A little late is too late. Tardiness is usually created by a lack of planning or caring. Students are expected to be prompt and on time. Students who are tardy in the morning will be issued a tardy pass by the office to their first period class. Students must have a pass prior to attending any class if they are late. Teachers will address and record tardiness to all other classes during the school day. Students arriving to school after 8:05-will be considered tardy. If a student misses more than 1/3 of a given period (including the ACCESS period), they will be considered as absent. Detention will be served after three incidents of tardiness for any particular class, to be served in the classroom. Lunch detention or In-School Suspension may be assigned for excessive tardiness. In-School-Suspension will be assigned each time a student accumulates 5 tardies to first period.

- 5-1st period tardies will result in one day of in-school suspension.
- If a student reports to school late and is unexcused by their parent, that also constitutes a tardy.
- Example: A student misses all of first period, but reports to school during the middle of 2nd period unexcused. That would count as a first period "tardy".

Telephone Calls

The school's telephone may be used only with permission of staff. Students are not permitted to use cellular telephones during school hours or on school property without the express permission of a member of the staff.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be

quickly or easily resolved.

- iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of distinguishing “transient” threats from serious ones in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student’s educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of

serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The superintendent may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.
- The superintendent must confer with at least one member of the school's guidance counseling staff as part of his/her investigation. If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

4. Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about substantive threats and about the District's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

5. Coordination with the Crisis Team After Resolution of Threat

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may

use in assessing or revising the district's All-Hazard School's Safety Plan.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, if their transport does not interfere with the efficient and economical operation of the transportation schedule, but they may be charged a reasonable fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office. The superintendent, in consultation with the transportation director, will make the final determination regarding whether or not the transport of non-resident or option enrollment students is feasible for the school district.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

1. Rules of Conduct on School Vehicles:

- a. Students must obey the driver promptly.
- b. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- c. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- d. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- e. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- f. Students are prohibited from throwing or passing objects on, from, or into vehicles.
- g. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- h. Students may not carry weapons, look-a-like weapons, hazardous

materials, nuisance items or animals onto the vehicle.

- i. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- j. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- k. Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- l. Student must respect the rights and safety of others at all times.
- m. Students must help keep the vehicle clean, sanitary and orderly
- n. Students must remove all personal items and trash upon exiting.
- o. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- p. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

2. Consequences

- a. Drivers must promptly report all student misconduct to the administration.
- b. These reports may be oral or written.
- c. Students who violate the Rules for Conduct will be referred to their building principal for discipline.
- d. Disciplinary consequences may include
 - i. a note home to parents,
 - ii. suspension of bus riding privileges,
 - iii. exclusion from extracurricular activities,
 - iv. in-school suspension,
 - v. short term or long term suspension from school, and/or
 - vi. expulsion.
 - vii. These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

3. Records

- a. Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.
- b. Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

- c. Parents of students who are not regular route riders and plan to have their students ride the bus home with a friend or family member are strongly encouraged to communicate those travel plans to the school office and to the regular route driver. Ideally, the parent should provide the written permission to the office and the route driver which includes the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Parents communicating this information to the school office and the route driver will help everyone develop a common understanding and avoid confusion. It will also ensure there is not overcrowding on the regular routes.

4. Transportation to Activities

- a. The school district provides transportation to students who are participating in school-sponsored events and they must ride to and from those events in a school vehicle. Students who wish to take private transportation home from a school event before the event concludes must contact the activity sponsor prior to leaving for the activity. Students who wish to take private transportation home from a school event after the event concludes must contact the activity sponsor.

Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using cell phones, smart-speakers, or other devices which actively or passively create or transmit audio or video recordings, including Google

Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. School closings will be announced on NTV Television Network and through the School Messenger Alert System. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal from School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Academic Dishonesty

A student found to have committed academic dishonesty will receive a consequence at the discretion of the classroom teacher.

Certificate of Attendance

To qualify for a Certificate of Attendance, which will be awarded at the commencement exercises, a student must attend four complete years of high school.

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

Correspondence and Online Courses

The district will not be liable for the costs of correspondence or online courses, unless otherwise approved by the board of education.

Eligibility Grades 7-12

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an

average of less than seventy percent (70%) in two or more classes weekly. There is a two week grace period at the start of each quarter. Following the grace period the eligibility report will be run each Tuesday at approximately 11:00 am. The eligibility period runs from Tuesday to the following Tuesday. Ineligible students, will at the discretion of the sponsor, be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading
3. Music competition, performances (except Christmas and Spring concerts), and clinics
4. Ineligible students are not allowed to attend extracurricular activities unless they are a participant in the activity
5. Other activities deemed appropriate by the principal

Grades

Students will receive letter grades for their academic core classes.

- A+ 98-100
- A 95-97
- A- 93-94
- B+ 90-92
- B 88-89
- B- 85-87
- C+ 82-84
- C 80-81
- C- 78-80
- D+ 75-77
- D 72-74
- D- 70-71
- F 0-69
- NG No Grade
- P - Pass

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade which the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

Student Class Requirements

REQUIREMENTS FOR JUNIOR HIGH STUDENTS

Junior High students will have to pass a minimum of 110 credits or a minimum amount of credits approved by the school administration during their 7th and 8th grade years to move on to high school. This would include 60 units from core classes and 50 units from electives or satisfy their IEP.

Any Junior High student that fails a core class (Math, Science, Social Studies, or English) both semesters will be required to attend Summer school during June in order to continue to develop their basic knowledge of the curricular material in that subject area.

HIGH SCHOOL GRADUATION REQUIREMENTS

1. All students will be required to take at least 7 subjects per day for a 1-9 period day during the school year and a maximum of 1 study hall unless there are special circumstances. Any special circumstances must have prior approval of the principal.
2. The requirements for graduation are:
 - **English (Language Arts): 40** credits required in 9th, 10th, 11th and 12th grade
 - **Speech: 5** credits required during 10th grad
 - **Mathematics: 30** credits required in 9th, 10th and 11th
 - Beginning with the 2011-2012 school year, the minimum math requirements will reflect the following to earn the 30 credits (requirements are for all incoming 9th grade students in fall 2011)
 - 9th Grade Students > Algebra I OR Pre-Algebra
 - 10th Grade Students > Geometry OR Algebra I
 - 11th Grade Students > Algebra II OR Geometry
 - **Science: 30** credits required 9th, 10th and 11th grades.
 - 9th Grade Students > Biology
 - 10th Grade Students > Physical Science
 - 11th Grade Students > Earth and Space Science
 - **Social Studies: 30** credits--Including 10 credits of American Government
 - **Physical Education: 10** credits
 - **Health: 5** credits (beginning in 2012-2013 for all sophomores)
 - **Business: 10** credits—Info Tech I
 - **Electives: 90** credits--Must pass a minimum of 90 credits

250 credits are required for graduation. Commencement ceremonies will be

conducted for graduates and eligible attendees. The majority of our classes that are offered are scheduled to be offered on a year-long basis. If a student is enrolled in a class of this type then at the end of the first semester decides to drop the class, the student will receive credit for the semester taken. If the class dropped is a requirement for graduation, that class will have to be retaken for the semester dropped.

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multidisciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Graduation Awards

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement.

The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in curriculum course work completed in grades nine through twelve. These students will receive their awards during commencement exercises.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. The APL Instructional model provides a guideline that time spent on homework should be approximately 10 minutes x Grade level (i.e. 3rd grade = 30 min).

Students who struggle to complete assignments or who must spend an inordinate

amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Honor Roll

Roll of Excellence:

- Average that falls between 97.00 and 100.00.
- No grade below a 70.00.

Roll of Honor:

- Average that falls between 93.00 and 96.9999.
- No grade below a 70.00.

Honor Days Rewards

The purpose of this program is to recognize those students who have worked to achieve to the best of their ability in all facets of school. This includes student behavior. The administration will maintain the authority to deny the request for an honor day for any reason that the administration deems appropriate. Students who work diligently deserve to be rewarded for their hard work. This program may be utilized only by students in grades 9-12.

1. At the end of each semester, students who reach the "Roll of Excellence" honor roll will earn one day of release time from school.
2. At the end of the semester, students who make the "Roll of Honor" will earn ½ day of release time from school.
3. Students earning release time must request and fill out the release form, signed by their parents, and file it with the principal designating the day or ½ day they plan to be gone from school. Students must take release time in ½ or full days; four periods constitute ½ day. The form must be returned to the principal prior to taking the Honor Day or the absences will be counted as an "unexcused absence". Students may not use an honor day if they are failing a class. All grades must be passing.
4. All work must be made up before students can take release time. Once the work is handed in, the teachers will then sign the release form.
5. Students will not be counted absent during release time.
6. Students may only earn two full days of release time per year and can only carry over a maximum of one release day into the next school year.
7. Students who are over the attendance limit for a semester cannot use honor days.

Mid-Term Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant midterm exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter

of the student's senior year. The Board of Education will act on all requests. Any student who is granted midterm exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period.

Study Halls

A study hall is maintained each period of the day for students not having classes that period. This is a place for study and, consequently, quiet must be maintained. All students are to be in their seats and in order when the tardy bell begins to ring. To assist in maintaining more uniform study halls, the following regulations have been listed and are to be in effect in all study halls.

1. Students must sit in an assigned seat when coming into the room.
2. Students must get a tardy slip if late for study hall.
3. Roll shall be taken and recorded.
4. The study hall must be quiet.
5. Students must have studies to work on or material to read with them upon arrival.
6. Students shall not talk or whisper except with the teacher's permission.
7. Students wishing to study together may do so with the teacher's permission.
8. Sleeping will not be allowed.
9. Students shall not have their feet on the furniture nor re-arrange the furniture.
10. No more than one student at a time may go to the restroom, unless an emergency arises.
11. Students shall not leave unless in possession of a student pass from a teacher.
12. Study hall teachers may issue a student a pass to see another teacher. Students are encouraged to pre-arrange visits to classroom teachers during study hall by securing a pass from the teacher they wish to see during the study hall, before reporting to study hall.
13. A student pass may be issued to a student to go to the administration or guidance offices if it is necessary.
14. No food, pop, or candy is allowed in study halls.
15. No online computer games unless it is an educational program approved by the instructor or administration.
16. Ear buds may be worn with the permission of the supervising instructor only. iPods and other music devices are prohibited.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences,

referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are 30 minutes, served in the central office or the

detention room designated by the building principal.

Jay Time

Jay Time is an extended learning opportunity provided for students that have proven to be in need of academic support as indicated by being ineligible or failing the same class for two consecutive weeks on our Tuesday eligibility report. Jay Time begins immediately after school and ends at 4:00. Students are required to attend on Wednesday and Thursday of the week they qualify along with Monday and Tuesday of the next week. There is no Jay Time on the last day of the school week.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to 7 hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their in-school suspension will face further disciplinary action. Any student serving I.S.S. will not be allowed to have any personal electronic devices.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to

further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: all assignments due during the time of suspension will be finished/completed upon reentry to school.

Weapons and/or Firearms

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds except as permitted by this policy.

Definition of Firearm. The term firearm is defined as any object which is designed to or may readily be converted to expel any projectile by the action of an explosive or frame or receiver of any such weapon.

Weapons. Students and visitors under the age of 18 may not knowingly possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy.

Definition of Weapon. The term weapon is defined as a firearm or any object or material that is ordinarily or generally considered a weapon.

Exceptions Regarding Firearms. This prohibition does not apply to (1) the issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this state, or Reserve Officers Training Corps or peace officers or other daily authorized law enforcement officers when on duty or training, (2) firearms which may lawfully be possessed by a person who is receiving instruction at the school

under the immediate supervision of an adult instructor, or (3) firearms contained within a private vehicle ***operated by a non-student adult*** which are not loaded and are encased or are in a locked firearm rack that is on a motor vehicle.

Definition of encased. The term encased shall mean enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

Exceptions for Students. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose; and
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

Consequences. Federal Law requires that a student who brings a firearm onto school grounds be expelled from school for a year. State law and this policy provide that any student who violates this policy may be expelled for two semesters, suspended on a long-term basis or mandatory reassigned.

Confiscation of Firearms. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm which is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities. All school personnel are required to report any violations of this policy to a principal or the superintendent of schools.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures:** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted

sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. Engaging in any other activity forbidden by the law of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law; f. Possession of pornography;
 - f. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - g. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;

- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual stimulation and sexual assault;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Knowingly possessing, handling, transmitting any object or material that is ordinarily or generally considered a simulated of "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board. The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's

guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of
 - a. Interference with an educational function or school purpose or
 - b. A personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Section Four

Staff Directory

Members of the Board of Education:

Misti Fiddelke..... President
Tara Schirmer..... Vice-President
Dawn Standage Secretary
Michael Voelker..... Member
Ryan Osten..... Member
Marc Vacek..... Member

Administrative Staff:

Mr. Ken Schroeder..... Superintendent
Mr. Cannon Blauvelt High School Principal
Mr. Paul Anderson Elementary Principal

Teaching Staff:

Michelle Abels.....Grade One
Lisa Anderson.....Speech Path
Trent Benjamin.....Media Specialist
Dan Bolling.....Phys Education, Elem
Brandy Brodersen.....Special Education
Brook Bult Grade Four
Cody Chilewski.....Ag Education
Kaleb Christensen..... Science
Libby Clark..... Art
Tiffani Drabek Grade Three
Angie Drahota.....Counselor, K-12
Barbara Ellis.....HS Music/Band
Tanner Ellis..... Business
Haley Gadeken.....Grade Five

James Habe.....	Grade Six
Paige Havranek.....	English, Journalism
Jody Hutsell.....	Speech Path
Karrie Huryta.....	English
Erin Jarvi.....	Grade Three
Kelley Jarzynka.....	Science
Justin Lammers.....	Ind Arts
Katie Lewandowski.....	Grade Two
Julie Maulsby.....	English, Reading
Noah Maulsby.....	Phys Education, HS
Alec May.....	Social Studies
Adam Mingus.....	Math
Caley Mingus.....	Kindergarten
Kinsley Musil.....	Behavior Interventionist
Sherry Nelson.....	Grade Six
Melodie Nozicka.....	Grade Five
Allan Osburn.....	Special Education
Jenna Pritchard.....	Grade Four
Sonya Rasmussen.....	Life Skills
Michelle Riens.....	Grade Two
Trey Rossman.....	Social Studies
Tony Schirmer.....	Math/AD
Kirby Sheets.....	Grade One
Abby Steele.....	Kindergarten
Kayla Wiarda.....	Preschool
Korina Wick.....	Instructional Coach
Cindy Wilke.....	Special Education
Andrea Wolf.....	Science, Health
Alison Yendra.....	Spanish
Teresa Zinnel.....	Special Education
Shelbi Zinnell.....	Elem Music/Office Staff

Para Professionals

Colleen Cornelius - Michelle Dethlefs - Brittney Lutz - Julie McGuigan

Sue Nissen - Julie Otte - Krissy Reisbeck - Krista Rodriguez - JoEllen Russell

Amy Styren - Stephanie Yost

Office Staff

Hilary Bolling..... General Fund/Payroll/HR

Shari Spaulding..... HS/Sup/AD Secretary/Activity Fund
Lacey Rager Elem Secretary/Lunch Fund

School Nurse

Karalee Fiddelke

Technology

Dave Huryta

School Nutrition Program

Lynda Endecott - Manager

Chris Bruning - Nancy Chizek

Pearl Sklenar

Custodians

Dan Cyboron (head) Marcie Gross - Kristi Hagge

Transportation/Groundskeeper Department

Todd VanWinkle

Bus Drivers

Cheryl Deines - Peg Dethlefs

Richard Douglas - Lenay Palser

Gary Psota - Heidi Downer

Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

Title IX Coordinator

1.1 Designation. The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "Title IX Coordinator." The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

1. Definitions. As used in this policy, the following terms are defined as follows:

2.1. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of

sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1 **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse

between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age



RAVENNA PUBLIC SCHOOLS

2023-2024 SCHOOL CALENDAR



JULY '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 – School Board Meeting

JANUARY '24						
S	M	T	W	Th	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

01 – Winter Break, No School
02 – Winter Break, No School
03 – Teacher PD Day
No School for Students
04 – Classes Resume
08 – School Board Meeting

(5-20, T-21)

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11 – Teacher Inservice Day
14 – Teacher Inservice Day
14 – School Board Meeting
15 – Teacher Inservice Day
16 – First Day of School

(5-12, T-15)

FEBRUARY '24						
S	M	T	W	Th	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

09 – Teacher PD Day, No School
12 – No School
12 – School Board Meeting

(5-19, T-20)

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

04 – Labor Day, No School
11 – School Board Meeting
20 – Parent/Teacher Conf (4-8 pm)
2:00 pm Dismissal
22 – Parent/Teacher Conf (8-11 am)
No School for Students

(5-19, T-20)

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

06 – Noon Dismissal, End of 3rd QT
07 – Spring Break, No School
08 – Spring Break, No School
11 – School Board Meeting
14 – Parent Teacher Conf (4-8 pm)
2:00 pm Dismissal
15 – Teacher PD Day
No School for Students
29 – Easter Break, No School

(5-17, T-18)

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

09 – School Board Meeting
18 – End of First Quarter
20 – Teacher PD Day
No School for Students
23 – Fall Break – No School

(5-20, T-21)

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

01 – Easter Break, No School
02 – JH Track Meet, Noon Dismissal
08 – School Board Meeting
11 – RHS Track Invite, Noon Dismissal
22 – Teacher PD Day
No School for Students

(5-20, T-21)

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11 – Veterans Day
13 – School Board Meeting
22 – Noon Dismissal
23 – Thanksgiving Day, No School
24 – Thanksgiving Break, No School

(5-20, T-20)

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

11 – Graduation
13 – School Board Meeting
17 – Last Day of School, Noon Dismissal, End of 4th Quarter
20 – Teacher Work Day

(5-13, T-14)
185 Teacher Days
174 Student Days

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

01 – Teacher PD Day
No School for Students
11 – School Board Meeting
21 – Noon Dismissal - End of 2nd Quarter
22-29 – Winter Break, No School

(5-14, T-15)

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

10 – School Board Meeting

RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

Parents (or guardians) and students are required to sign & return the receipt form below and return it to the school office before August 25th, 2023.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook or reviewed the electronic copy of the Student Handbook on the school's website that describes the Ravenna School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Ravenna Public Schools, including the Drug Free School Policy & Computer Network Use by Students. My child and I have discussed these policies and understand that we must comply with them.

Student's Signature Date

Parent/Guardian's Signature Date

Student Cell Phone Number

Parent Cell Phone Number

Parent's Email Address

Ravenna Public School 2023-2024
Parent Permission to use Standing Orders
Medications and Treatments

Student Name: _____

Grade: _____

My Child may receive the following medication as needed during the school day:
(Check all that are allowable) Medications are given as directed on the label for age and weight.

- ☐ **Tylenol (Acetaminophen)** - Liquid dose according to age/weight for 11 years and younger - 325mg tabs each - Dosage 2 tablets for 12 years old and older. May be given every 4 hours as needed for headache, toothache, earache or other pain.
 - ☐ **Advil/Motrin (Ibuprofen)** - Liquid dose according to age/weight for children 3-11 years old - 200mg tabs - dosage 1 or 2 tablets for students 12 years old or older - May be given every 4 hours as needed for headache, toothache, earache, menstrual cramps, orthopedic injuries or other pain.
 - ☐ **Benadryl (Diphenhydramine)** - Liquid or tablet dose according to age and weight - Maybe given every 6 hours as needed for allergic reactions.
 - ☐ **Tums** Dosage 1 or 2 tablets every 4 hours as needed for indigestion, upset stomach, nausea or bloating.
 - ☐ **Cough Drops** - 1 lozenge every 2 hours as needed for cough, irritation, pain, sore mouth or sore throat.
 - ☐ **Bacitracin/Triple Antibiotic/ Burn Cream** - as needed for superficial wounds/ abrasions to prevent infection.
 - ☐ **Hydrocortisone cream or Benadryl (Diphenhydramine) cream/ spray** - to affected area every 2 hours as needed for itching.
 - ☐ **Visine/Artificial Tears** - 1-2 drops per eye for redness or itching related to allergies or dryness.
 - ☐ **Orajel (oral pain relief gel)** - every 4 hours for sore mouth, toothache or irritation from orthodontic appliances.
 - ☐ **Barrier Creams, lotions and other skin protectants** - Examples Vaseline, Aquaphor, lip balms
- I understand a new form needs to be filled out and signed every school year.
 - I understand that my child will only be able to receive these medications subject to the availability of the school nurse.
 - I understand that First Aid and nursing care for illness and accidents will be provided.

Signature: _____ Date: _____

ADMINISTRATION OF OVER THE COUNTER OR PRESCRIPTION MEDICATION TO STUDENTS

PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION MEDICATIONS BY SCHOOL PERSONNEL

DATE: _____

CHILD'S FULL NAME _____ is under my care and must
take medication which I have prescribed during the school day. Name of medication (as it appears
on container in which the drug is stored) _____

Dosage and time _____ Date administration of drug is to begin
_____. Possible adverse reactions to be reported to physician Special instructions
for the administration and storage of the drug

I or my designee(s) have trained school personnel or approved alternative training as adequate to
administer the medication, have evaluated the situation, the general administration plan and if
applicable, the self- administration plan or emergency care plan, and deemed each to be safe and
appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar
medical terms.

Name of Physician and Designee

Print or Type

Primary Phone Number

Secondary Phone Number

Signature of Physician

RECORD OF THE ADMINISTRATION OF SELF-ADMINISTRATION OF MEDICATION

Parent's Phone _____
Student Name _____ Grade _____
Date to Begin _____ Date to End _____
Name of Medication _____
Dosage of Medication _____ Time _____
Doctor _____ Phone #1 _____ Phone # _____
Possible Adverse Reaction: _____

_____ gives permission for _____ our son/daughter
to self-administer specific medications at school. This medication cannot be taken at any other
non-school time.

DATED this day _____ of _____ . 20__ .

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and
 - a. is not opened except when self-administering the medication,
 - b. is not self-administered during instructional time or in the presence of other students unless medically necessary, and
 - c. is not shown or exhibited to other students.
4. The student's physician or physician's designee has
 - a. evaluated the situation and deemed it to be safe and appropriate;
 - b. documented this on the physician's authorization for the student's cumulative health record, and
 - c. approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature:

Ravenna Public School

Activities Handbook

Rules and Regulations

2023-24

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Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement and greater student self-confidence and self-esteem. Ravenna Public Schools provides students with the opportunity to participate in a comprehensive activities program which includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a “contract” with parents, students or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

SECTION ONE:
GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 20 semesters credit hours and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension or expulsion from school.

Admission

Event admission is \$5.00 for adult, \$4.00 for student, and \$3.00 for any junior high game. K-12 Ravenna students are free admission. Admission pass price is \$40.00 for an adult pass (covers admission to all home extracurricular events; away events, conference tournaments, and NSAA district events are not covered by the activity card)

Eligibility Grades 7-12

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. There is a two week grace period at the start of each quarter. Following the grace period the eligibility report will be run each Tuesday at approximately 11:00 am. The eligibility period runs from Tuesday to the following Tuesday. Ineligible students, will at the discretion of the sponsor, be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading
3. Music competition, performances (except Christmas and Spring concerts), and clinics
4. Ineligible students are not allowed to attend extracurricular activities unless they are a participant in the activity

5. Other activities deemed appropriate by the principal

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students who are absent from school for more than half a day (4 periods) will not be permitted to attend, practice, or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

Closings

All activities will be canceled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration, unless the administration determines that it is permissible for the activity to continue as scheduled.

Colors

The Ravenna School colors are royal blue and white.

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use the district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: <http://www.ravennabluejays.org>.

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury
 - Heads UP Concussions in Youth Sports
 - *Concussion in Sports—What You Need to Know
 - Sports Safety International
 - ConcussionWise
 - ACTive™ Athletic Concussion Training for Coaches; and

*Currently used by Ravenna Public Schools

- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed healthcare professional. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed healthcare professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the activity sponsor will complete a "Ravenna Public Schools Accident Report Form" and the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules. Students who are academically ineligible will not be allowed to attend school dances.

Junior High/Middle School Dances

Junior high/middle school (7-8) dances may be held by clubs and organizations at regularly scheduled times and appropriate seasons but outside the regular school hours. Such activities must end by 10 PM on school days and 11:45 PM on Fridays and Saturdays unless changed by the Principal. School events which allow for an outside date must have the date registered with the principal's office at least one week before the activity is to occur. Forms for registration will be made available prior to the event. Verification of the outside date must be approved by the guest's school administration. Once at the dance, if a student leaves, they will not be permitted to return. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances

Dances may be held by clubs and organizations at regularly scheduled times and appropriate seasons but outside the regular school hours. Such activities must end by 10 PM on school days and 11:45 PM on Fridays and Saturdays unless changed by the Principal. School events which allow for an outside date must have the date registered with the principal's office at least one week before the activity is to occur. All dates of Ravenna 9-12 students must be at least a 9th grade student and cannot be older than 20 years old. Forms for registration will be made available prior to the event. Verification of the outside date must be approved by the guest's school administration. Once at the dance, if a student leaves, they will not be permitted to return. Students who are academically ineligible will not be allowed to attend school dances.

Homecoming (Open to all 9th-12th grade students and approved outside guests, Junior High students are ineligible to attend)

Winter Dance (Open to all Ravenna 7th-12th grade students, only Ravenna 9th-12th grade students are permitted to bring an approved outside guest)

Junior-Senior prom is to be held each year during the spring semester. Only Ravenna High School Junior and Senior students (and their dates) may attend. Ravenna High School students in the 9th and 10th grades may only attend as dates of Juniors and Seniors. Foreign

exchange students and prom servers are also allowed to attend prom. Junior High Students are ineligible to attend prom. Outside dates of Ravenna High School Juniors and Seniors must be at least 9th grade students and cannot be older than 20 years old. Students who are academically ineligible will not be allowed to attend school dances.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation.

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen.

Fundraising

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the principal/AD.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

Initiations and Hazing

Initiations by classes, clubs, or athletic teams are prohibited except by permission of the administration. Hazing in connection with any school organization is absolutely prohibited. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation, a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

Lettering Requirements

The following guidelines will be used in determining students' eligibility for lettering:

Basketball:

Any member of the Basketball team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, RPS rules, training rules, practice requirements, and any other requirements established by the head coach.

-In addition, a member must participate in at least 50% of the quarters or play meaningful minutes in a district or state competition to be eligible for a varsity letter.

-If a player is a senior and did not play in 50% of the quarters, they may letter by having been out for basketball for all four years of their high school career.

-Coach's discretion can be used in determining lettering requirements.

Cross Country:

Any member of the Varsity Boys/Girls Cross Country Team may earn a varsity letter by adhering to the following requirements:

-Being a member of the team for an entire season.

-Adhere to all team rules, regulations; including academic requirements, RPS rules, training rules, practice requirements, and any other requirements established by the head coach.

-Compete in at least 4 of the 6 scheduled varsity meets other than Districts and State and place in the top half of competitors at the meet.

- **First 6 runners for Ravenna

-Have an average course time of less than:

- 24:00 minutes for boys

- 27:00 minutes for girls

-If they fail to make the average time for their gender, they may also earn a letter by having an increase in time of 2:00 minutes or more when you do the following. (average the two highest times and then average the two lowest times and subtract to find the difference.)

-Coach's discretion can be used in determining lettering requirements.

Football:

Any member of the Varsity Football Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, RPS rules, training rules, practice requirements, and any other requirements established by the head coach.

-In addition, a member must participate in at least 50% of the scheduled contests for the entire season to be eligible for a varsity letter.

-If a player is a senior and did not play in 50% of all quarters of varsity play, he may letter by having been out for football all four years of high school career.

-All members who have met the general criteria will receive a varsity letter if the team wins the state championship.

-Coach's discretion can be used in determining lettering requirements.

Golf (Boys & Girls):

Any member of the Varsity Golf Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, RPS rules, training rules, practice requirements, and any other requirements established by the head coach.

-In addition, a member must participate in at least 50% of the matches or the district, state championships to be eligible for a varsity letter.

-All members who have met the general criteria will receive a varsity letter if the team wins the state championship.

-If a player is a senior and did not play in 50% of the matches, he may letter by having been out for golf for all four years of his high school career.

-Coach's discretion can be used in determining lettering requirements.

Instrumental and Vocal Music:

-Participants must have a current average of 93% or better, and have had a 93% or better for the previous 3 quarters. Criteria for earning an "A" are outlined in the music handbook and/or are available from the instructor

-Participants must demonstrate high quality rehearsal and performance habits, exhibit and encourage a positive attitude toward the music program, and demonstrate strong positive leadership skills.

-Participants must attend all scheduled rehearsals, performances, and contests unless previously excused by the director.

-Participants with any quarter of a "C" or more than one quarter with a "B" will not be eligible to letter in the activity.

Play Production:

-Any student who receives an individual acting award during the season may receive a letter.

-Director's discretion can be used in determining lettering requirements.

Speech:

-Compete in at least four tournaments.

-Practice with his or her coach once a week.

-Be recommended to letter by their coach.

Student Managers:

-In order to letter, the student manager must be in high school, complete the season and have the recommendation of the head coach of the sport involved.

Track:

An athlete must:

-Place in the top six of an individual event or relay race at a meet containing 4 or more teams.

-Finish the season with the track team.

-Coach's discretion can be used to determine lettering requirements.

Volleyball:

Any member of the Varsity Volleyball Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, RPS rules, training rules, practice requirements, and any other requirements established by the head coach.

-In addition, a member must participate in at least one third of the scheduled sets played for the entire season to be eligible for a varsity letter.

-If a player is a senior and did not play in one third of all sets of varsity play, she may letter by having been out for volleyball all four years of high school career.

-All members who have met the general criteria will receive a varsity letter if the team wins the state championship.

-Coach's discretion can be used in determining lettering requirements.

Wrestling:

An athlete must:

-Place in the top 3 in a tournament containing 8 or more teams (OR)

-Score at least 6 team points in Dual Meets (OR)

-Wrestle at least ½ of all varsity matches throughout the year (OR)

-Be a senior and wrestled all 4 years

-Coach's discretion can be used in determining lettering requirements

Mascot

The official emblem for boys' and girls' athletic teams is the Blue Jays. The mascot cannot be used for non-school-sponsored purposes unless approved by the principal/AD.

Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor the following forms:
 - a. Student Activities Physical Form
 - b. Ravenna Public Schools Permission to Participate
 - c. NSAA Student & Parent Consent Form
 - d. Authorization & Acknowledgement of Activities Handbook
 - e. Acknowledgement of Activities Code of Conduct
 - f. New West Release Agreement
 - g. Family Physical Therapy Release Agreement
 - h. A signed Acknowledgement of Activities Code of Conduct that indicates the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco/nicotine, and other related drugs.
 - i. Furnish proof of insurance to the high school principal/AD through the Ravenna Public Schools Permission to Participate Form.

Reimbursement

When students and staff are participating in a *school sponsored activity* that requires them to be absent from school at meal times the following guidelines will be used for meal allowances: Breakfast-\$5.00, Lunch-\$10.00, and Dinner-\$10.00. The school district will also provide transportation and lodging for students and sponsors.

Reimbursement for "extended" stays at national/state/district level competition and for students attending such events who did not qualify for the competition at such events will be handled in the following manner. If an activity sponsor would like to take students to competition who did not qualify to compete, for the purpose of "program development" or "rewarding" the student for participation in the activities program, they may do so, but they must use money from their activity fund to do so. As an example, if a student did not qualify to go wrestle at the state wrestling meet, and the coach still wants to take that student along to the state meet, the fees (room, lodging, entry fee to event) associated with that will be taken from the wrestling activity account. If an activity sponsor wants to arrive "early" or "stay late" at a competition that his/her team or individual competitor has qualified for, they may do that with administrative approval and provided that they have the money in their activity account to

pay for the "extended stay". An example of this would be state basketball. If the team plays at 2:00 on Thursday, they could easily leave Thursday morning and make it to the game. However, if the coach would like to go down the night before (Wednesday), the coach would need to have that money in their activity account to pay for the meals and lodging associated with the Wednesday night stay. Furthermore, if the team were to get "beat out" on Thursday and wish to stay and have the student athletes experience the rest of the tournament play on Friday and Saturday for the purpose of "program development" or "reward," the money for such an "extended stay" would come out of the basketball activity fund for the hotel, meals, entry free for the event associated with the extended stay. In essence, general fund money will support the activity participants and sponsors with the necessary food, lodging, and entry fees needed to compete for the time they are qualified/required to compete. However, any "extended" time they stay at the event will be the financial responsibility of that activity sponsor's activity account, which is energized through charitable donations and fundraising, not tax revenue. If the funds required for the "extended stay" are not available at the time of the request for the "extended stay," it will not be approved by the administration.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society or association.

Student Manager, Helpers, or Activity Aids

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

Practices scheduled for a Sunday must have the prior approval of the superintendent.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult if the

participant's parent/guardian has personally contacted the principal prior to the activity and the adult personally contacts the sponsor at the activity prior to leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport, provided their use does not interfere with the sports in season and provided they have an adult sponsor providing direct supervision
4. Summer conditioning programs
5. Adult education

SECTION TWO: AVAILABLE ACTIVITIES

AcaDeca

The Academic Decathlon is the only annual high school academic competition organized by the non-profit United States Academic Decathlon Association. The competition consists of seven multiple choice tests, two performance events, and an essay.

Athletic Teams

Basketball (boys and girls)
Cross County (boys and girls)
Football
Golf (boys and girls)
Track (boys and girls)
Volleyball
Wrestling

Band

The school district sponsors marching band, pep band, and concert band. Participants must be enrolled in band class in order to be eligible to participate in these groups.

Cheer Squad

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests. Away events must include postseason contest for football, volleyball, and basketball unless approved by administration.

Dance Team

Dance Team is a team of participants that participates in competitive dance. In a routine, a squad will incorporate a specific dance style, technical work, and, depending on the routine and/or cheers. Dance teams are also popular in performance dance, especially at sporting events, most commonly performing during the pregame and halftime periods of football and basketball games.

Drama Club

The Drama Club is open to all students interested in any aspect of theater and offers varying levels of involvement. The main focus of this club is to produce a one-act play for fall competition.

Future Business Leaders of America (FBLA)

FBLA is an integral part of the vocational business department and membership is limited to those students with at least one semester of work in the business education field. One of the primary objectives of FBLA is developing leadership and responsibility.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests and hands-on experience.

SkillsUSA

SkillsUSA is a national partnership of students, teachers and industry representatives working together to ensure America has a skilled workforce. SkillsUSA is an individual membership organization serving middle school, high school and college/postsecondary students who are preparing for careers in technical, skilled and service occupations, including health occupations. SkillsUSA Inc. is a national nonprofit and tax-exempt organization.

National Honor Society (NHS)

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

Student members shall be selected from the junior and senior classes by the high school faculty. The results of the selection will be announced annually.

Robotics

In Robotics, teams of students are tasked with designing and building a robot to play against other teams from around the world in a game-based engineering challenge. Classroom STEM concepts are put to the test on the playing field as students learn lifelong skills in teamwork, leadership, communications, and more. Tournaments are held year-round at the regional, state, and national levels.

Science Olympiad

Science Olympiad is a national non-profit organization dedicated to improving the quality of K-12 science education, increasing male, female and minority interest in science, creating a technologically-literate workforce and providing recognition for outstanding achievement by both students and teachers. These goals are achieved by participating in Science Olympiad tournaments and non-competitive events, incorporating Science Olympiad into classroom curriculum and attending teacher training institutes.

Student Council

The purpose of student government is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty and to seek to develop a spirit of cooperation, goodwill and better understanding with other

schools. The organization, operation and scope of the student government shall be administered by the superintendent or designee.

Speech

Students compete in 12 different categories of competition. These include debate, current events speaking, and several theater type acting events.

STAR

STAR stands for Students Teaching About Responsibilities. STAR is a group of student leaders selected from grades 7-12, who elect to promote positive leadership in the school and in the community.

Student Publications

The yearbook is published by the Journalism class along with the help of its teacher. The annual is financed by funds raised from the sale of the books.

Vocal Music

Vocal Music provides students with the opportunity to learn the essentials of vocal music performance. Various forms of vocal music are performed. Students have the opportunity to participate in swing choir and show choir competitions throughout the course of the year.

Quiz Bowl

Quiz Bowl is a game in which two teams compete head-to-head to answer questions from all areas of knowledge including history, literature, science, fine arts, current events, sports, and popular culture.

SECTION THREE: NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <http://nsaahome.org/yearbook.php>. A summary of the major rules governing student eligibility and participation is given below. The established NSAA Constitution & Bylaws overrule any conflicting or inaccurate information presented below. Contact the principal, activities director, or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a bonafide student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his/her review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eight, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
9. **Student eligibility related to domicile can be attained in the following manners:**

a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

b. If the parents moved during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.

c. If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.

d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.**

10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2023-24 school year prior to May 1, 2023; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2023. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1, 2023, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.

13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school.

14. A student shall not participate on an all-star team while a high school undergraduate.

15. A student must maintain his/her amateur status.

NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts, which may endanger the personal safety of individuals involved, or acts, which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during such competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

SECTION FOUR: CODE OF CONDUCT

All students associated with Ravenna Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of and public confidence in the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct - Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules - Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in and for attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

Prohibited Conduct - Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, use, distribution, or being at parties in the presence of alcohol, illicit drugs, tobacco/nicotine, or controlled substances, or any lookalike or imitations thereof, without parental supervision, or being

under the influence of alcohol, illicit drugs, tobacco/nicotine, or controlled substances, or any lookalike or imitations thereof. "Lookalike or imitations" means substances such as K2 and products like electronic cigarettes, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).

6. Hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.

7. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.

8. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing.

9. Violating any school policy or a coach's or activity sponsor's training rules or rules of conduct.

10. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and

substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.

11. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.

12. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited during the school year and while students are participating in school-sponsored events during summer months, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year. Summer months means the period commencing after the last of spring sports practice, events, or attendance at school for a given school year until the first day of fall sports practice.

Discipline - Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Evaluation, Counseling, and Treatment - Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident - Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures - Prior to any disciplinary action under this activities code, the following procedures shall be followed:

1. The coach or activity sponsor shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The student and his/her parent or guardian shall be given oral or written notice of the information obtained as a result of the investigation and provided an opportunity to confer with the coach or sponsor and building principal or activities director regarding the incident and any resulting disciplinary action.
3. The coach or activity sponsor shall make a decision regarding disciplinary action after steps 1 and 2 have been followed and shall report to and consult with the principal regarding the decision.
4. The student or the student's parents will be given written notice of the disciplinary action taken within a reasonable amount of time by the activity sponsor.

Consequences

First Offense: 10-day activity suspension and a minimum of 1 event/competition suspension.

Second Offense Within One-Calendar Year: 20-day activity suspension and a minimum of 2 event/competition suspension.

Third Offense Within One-Calendar Year: Suspension from all activities for one calendar year from the date of the third offense.

Guidance & Examples Regarding Application of Consequences.

a) The period of activity suspension begins the day the consequence is decided upon and imposed by the AD/Principal and shall be counted in calendar days, not school days.

b) The student may practice/participate, but not compete during the period of activity suspension, at the sponsor's discretion.

c) The student may attend competition, but not compete, during the activity suspension, at the activity sponsor's discretion.

d) The student may not participate in any competition during the suspension period, even if the participant has satisfied the number of event/competition suspension(s) s/he is required to meet to fulfill the activity suspension requirements.

e) If a student is not restricted from participating in an activity event/competition during the activity suspension, due to an absence of activity events/competitions during the period of suspension, the student is then required to be restricted from the next event/competition for which they are eligible that occurs outside of the activity suspension time frame.

f) Activity sponsors are allowed to develop disciplinary consequences specific to their activity that restrict event/competition participation based on their specific activity guidelines, provided they are in the sponsor's specific activities by-laws or handbook. As a result, the student may receive an additional event/competition suspension, due to the specific by-laws or handbook of an activity. This additional event/competition suspension can only be applied by the activity sponsor with administrative approval and with the understanding that the parent and student have due process rights to contest such suspension to the administration. As an example, if a student in FFA is at a summer, school-sponsored FFA activity and earns a 10-day activity suspension, and the corresponding 1 minimum event/competition suspension, the student's activity suspension would begin the first day of fall practice and end 10 days thereafter. Even if the student were to be suspended from 1 event/competition during the 10-day suspension that was not an FFA event/competition, the FFA Sponsor could still suspend the student from 1 or more FFA event/competition, provided such suspension was provided for in the FFA Handbook or FFA By-Laws.

Review of Coach's Decision - A student or the student's parents may, within 5 school days of the notice of disciplinary action from the coach or activity sponsor, notify the principal/AD in writing of their request for a review of the coach or activity sponsor's determination. The principal/AD or his or her designee shall review the situation and render a decision within 3 school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations - Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions - Any parent or student who has questions about board policy, this code, training rules or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance - Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly

- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting

- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

- Step 1:* Light exercise, including walking or riding an exercise bike. No weight-lifting.
- Step 2:* Running in the gym or on the field. No helmet or other equipment.
- Step 3:* Non-contact training drills in full equipment. Weight training can begin.
- Step 4:* Full contact practice or training.
- Step 5:* Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a "CT scan" or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no "magic number" of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete's risk for further and potentially more serious concussions. The decision to "retire" from sports is a decision

best reached following a complete evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I've read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of "chronic encephalopathy" in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from A Parent's Guide to Concussion in Sports, National Federation of High School Associations.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

2023-24

Many forms of athletic competition result in violent physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent

Printed Name of Parent

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the activities handbook, including the code of conduct. **This means that I may not possess, use or be at parties in the presence of alcohol, tobacco/nicotine, illicit drugs, or controlled substances at any time during the school term unless I am accompanied by a parent.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Signature of Parent

Printed Name of Parent

Date

5068
Extracurricular Drug Testing Program

The Ravenna Public School district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of tobacco/nicotine, alcohol, illegal drugs, and misused prescription drugs.

1. Purpose of Random Drug Testing

- a. The school district has recognized that observed and suspected drug, alcohol, and nicotine/tobacco use and abuse has increased among the student population, including students participating in extracurricular activities.
- b. The school district seeks to provide safe, substance-free schools.
- c. The school district seeks to deter the use of illegal and prohibited drugs, alcohol, and nicotine/tobacco among students.
- d. The school district recognizes that students who use illegal and prohibited substances pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
- e. The school district finds that drug, alcohol, and nicotine/tobacco use among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs, alcohol and nicotine/tobacco.

0. Notice. Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student and activities handbooks.

0. Drug Testing Coordinator. The Drug Testing Coordinator shall be the Secondary Principal, Activities Director, or his or her designee unless otherwise indicated.

0. Extracurricular Activities. This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district which includes but is not necessarily limited to the following:

Band	One Act Play
Basketball	Quiz Bowl
Cheer	School Dances
Cross Country	Show Choir
Dance Team	Skills USA
DECA	Speech
FBLA	Spring Play
Flag Corp	Student Council
Football	Track
Golf	Volleyball
Musicals	Wrestling

0. Students Who Are Required to Submit to Drug Testing

- a. **Grades.** All students in grades 7-12 who participate in any extracurricular activity are part of the pool subject to random drug testing.
- b. **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.
- c. **Selection Pool Eligibility.** Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except students who quit during the season.

Random testing will be completed a minimum of 3 times per year or as determined by the DTC. Each selection pool will consist of:

Three students from 7th and 8th grades
Six students from 9th through 12th grades

d. Withdrawal. Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the school year. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.

0. Drugs. Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs, alcohol, and nicotine/tobacco present in their system. For the purpose of this policy, “drugs” means:

- a.** Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
- b.** Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
- c.** Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).
- d.** Any tobacco or other substance which introduces nicotine and other tobacco-related substances into the body, including alternative nicotine products ingested in any way, such as by use of an e-cig, vape pen, or Juul.

0. Testing Procedures

- a. Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.
- b. Reasonable Suspicion Testing.** In addition to random drug testing, a student is subject to drug testing at any time when the Drug Testing Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Testing Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable. Reasonable suspicion testing may be used during school sponsored summer activities and camps.

c. Parental Request. Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardian's may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.

d. Type of Test. The school district reserves the right to utilize breath, saliva, hair, urinalysis, or any other reliably recognized testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester). Other testing will be confirmed via industry-recognized processes and equipment.

e. Collection Site. The Drug Testing Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.

f. Collection Procedures. The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.

g. Drugs. Students may be randomly tested for any drugs, including but not limited to nicotine, alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, and any prescription drug that was obtained without proper authorization.

h. Results. The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will

be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

i. **Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. In the event of a positive test a split specimen will be tested at a second nationally certified laboratory from a list provided by the MRO. The school district will cover the cost associated with testing the split specimen. The student will remain eligible pending the results of the split specimen test. If the test is confirmed positive the student will begin any consequences associated with testing positive on the day the school district receives notice of the confirmed positive test.

0. **Negative Tests.** Students and their parents will receive verbal or written notice when the student's test result is negative.

0. **Consequences for Testing Positive.** Whenever the test results indicate the presence of drugs, Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (**All offenses are cumulative in grades 7-8. Offenses that occur in grades 7-8 shall not count as offenses in grades 9-12. All offenses are cumulative in grades 9-12**):

. **First Offense**

i. The student will be allowed to attend practice.

ii. The student will be ineligible to publicly perform in any extracurricular activity for 10 calendar days and a minimum of 1 competition. The day of the positive test result shall be the first day for counting purposes. If the activity ends prior to the 10 calendar days the consequence will carry over to the next activity.

iii. The student shall attend drug, alcohol, and/or nicotine/tobacco counseling or educational program at the student's expense or as arranged or approved by the District Testing Coordinator.

iv. The student will have a follow up test to be conducted in conjunction with the next random test. This test will be conducted at the parent's expense. If the student were to test positive it will be considered a second offense. If the student tests negative they will return to the random pool.

b. Second Offense

i. The student shall be allowed to attend practice.

ii. The student will be ineligible to publicly perform in any extracurricular activity for 20 calendar days and a minimum of 2 competitions. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 20 days, the consequence will carry over to the next activity.

iii. The student shall obtain a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to the District Testing Coordinator. The student is strongly encouraged to comply with the assessment recommendations.

iv. The student will have a follow up test to be conducted in conjunction with the next random test. This test will be conducted at the parent's expense. If the student were to test positive it will be considered a third offense. If the student tests negative they will return to the random pool.

c. Third Offense

i. The student will be ineligible to practice or publicly perform in any extracurricular activity for one calendar year from the date of the third positive test or end upon graduation. The day of the positive test result shall be the first day for counting purposes.

ii. The student must submit to a district administered test and test negative before returning to activities.

d. Fourth Offense

i. The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

0. Refusal to Test. A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for one calendar year.

0. Tampering. Tampering is the use of any agent or technique which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Testing Coordinator determines that a student tampered with a drug test, the student shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for one calendar year.

0. Maintenance of Records. All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

0. Appeal. The school district will rely solely upon the opinion of the MRO to determine whether the positive test result was the result of the consumption of a drug. There shall be no appeal of the test result to any school administrator or the board of education.

0. Severability. If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

Adopted on: May 11, 2018

Revised on: June 10, 2019

Reviewed on: June 10, 2019

CONSENT TO PERFORM RANDOM DRUG TESTING
2023-24

Student Name(print) _____ Grade _____

As a student and parent:

1. We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
2. We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
3. We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.
4. We understand this is binding while a student is enrolled in Ravenna Public School District.

CONSENT TO PERFORM DRUG TESTING

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs, alcohol, and nicotine/tobacco in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities in which this student might participate during the current school year.

We hereby release the Ravenna Public Schools Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature: _____ Date_____

Parent/Guardian Signature: _____ Date_____

WITHDRAWAL OF STUDENT FROM ACTIVITY
2023-24 SCHOOL YEAR

I understand that by signing this form I am rescinding my permission for random drug, alcohol, and nicotine/tobacco screening and no longer wish to participate in any extracurricular activity. I further understand that I am forfeiting my privilege to participate in athletics and/or extracurricular activities for the remainder of this school year.

I hereby rescind my consent to the administration of the drug screening and forfeit all participation in extracurricular activities for the remainder of the school year at Ravenna Public Schools.

Student's Printed Name: _____

Signature: _____

Date: _____

Parent/Guardian's Printed Name: _____

Signature: _____

Date: _____

Ravenna Public School Staff Handbook 2023-2024



Rules and Regulations

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INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Ken Schroeder
Title: Superintendent
Address: 41750 Carthage Road, Ravenna, NE 68869
Telephone: 308-452-3249
E-mail: ken.schroeder@ravennabluejays.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination

DRUG-FREE WORKPLACE REQUIREMENTS

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form which is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The administrators are responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activities Entry Fees for Staff & Family of Staff

All staff, spouses and their school-age children will be admitted to home events free of charge.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements that are not related to the instructional program or extra-curricular program shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Bell Schedules

2023-2024 Schedule			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:50	47
	2nd Period/Access	8:53 - 9:13	20
	3rd Period	9:16 - 10:03	47
	4th Period	10:06 - 10:53	47
	5th Period	10:56 - 11:43	47
Lunch	6th Period	11:46 - 1:03	47
	7th Period	1:06 - 1:52	46
	8th Period	1:55 - 2:41	46
	9th Period	2:44 - 3:30	46
1st Lunch	11:43 - 12:13	2nd Lunch	12:33 - 1:03

Friday 2023-2024 Schedule			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:45	42
	3rd Period	8:48 - 9:30	42
	4th Period	9:33 - 10:15	42
	5th Period	10:18 - 11:00	42
	6th Period	11:03 - 11:45	42
Lunch	7th Period	11:48 - 1:00	42
	8th Period	1:03 - 1:45	42
	9th Period	1:48 - 2:30	42
1st Lunch	11:45 - 12:15	2nd Lunch	12:30 - 1:00

2:00 Dismissal 2023-2024			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:41	38
	3rd Period	8:44 - 9:22	38
	4th Period	9:25 - 10:03	38
	5th Period	10:06 - 10:44	38
	6th Period	10:47 - 11:25	38
Lunch	7th Period	11:28 - 12:38	40
	8th Period	12:41 - 1:19	38
	9th Period	1:22 - 2:00	38
1st Lunch	11:25 - 11:55	2nd Lunch	12:08 - 12:38

Noon Dismissal 2023-2024			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:29	27
	3rd Period	8:32 - 8:59	27
	4th Period	9:02 - 9:29	27
	5th Period	9:32 - 9:59	27
	6th Period	10:02 - 10:29	27
	7th Period	10:32 - 10:59	27
	8th Period	11:02 - 11:29	27
	9th Period	11:32 - 12:00	28

10:00 Late Start 2023-2024			
	3 minute passing periods		
	1st Bell	10:00	
	1st Period	10:03 - 10:38	35
	3rd Period	10:41 - 11:16	35
	4th Period	11:19 - 11:54	35
Lunch	5th Period	11:57 - 1:07	40
	6th Period	1:10 - 1:43	33
	7th Period	1:46 - 2:19	33
	8th Period	2:22 - 2:55	33
	9th Period	2:58 - 3:30	32
1st Lunch	11:57 - 12:27	2nd Lunch	12:37 - 1:07

Friday 10:00 Late Start 2023-2024			
	3 minute passing periods		
	1st Bell	10:00	
	1st Period	10:03 - 10:28	25
	3rd Period	10:31 - 10:56	25
	4th Period	10:59 - 11:24	25
	5th Period	11:27 - 11:51	25
Lunch	6th Period	11:54 - 1:04	40
	7th Period	1:07 - 1:32	25
	8th Period	1:35 - 2:01	26
	9th Period	2:04 - 2:30	26
1st Lunch	11:51 - 12:21	2nd Lunch	12:34 - 1:04

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the

following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Children

Children of staff members should not interfere with the assigned duties of staff members during the contract day. If you need to interact with your child during the school day please contact the appropriate office. Children of staff members are not allowed to come to work with staff members without administrative approval. Children of staff members are allowed to be in the building before or after school provided that the staff member is providing adequate supervision of their children.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth

below:

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

- 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the

superintendent shall submit the decision within 180 days after the superintendent received the complainant's written appeal.

5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.

- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504

Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for keeping up to date with current education issues, for conducting personal research to enhance management, teaching and learning skills, and as a means of communication. The following procedures and guidelines are intended to ensure appropriate use of the Internet by the school's faculty and staff.

1. Acceptable Use

- a) Staff shall be restricted to use the Internet to conduct research for instructional purposes.
- b) Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
- c) Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
- d) Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

Unacceptable Use

- a) Staff shall not access obscene or pornographic material.
- b) Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
- c) Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
- d) The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
- e) Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

2. Methods of Enforcement

- a) The school district monitors all e-mail and other Internet communications, as well as Internet usage and patterns of Internet usage. The school district owns the computer system, and staff members have no right of privacy to any Internet communications or other electronic files. As with any school property, electronic files on the system are subject to search and inspection at any time.
- b) The school district uses a technology protection measure that blocks access to some sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
- c) Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for staff research. The system administrator may override the technology protection measure that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
- d) School officials will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

3. Violations

Staff members who violate the school policy or rules regarding computer and Internet usage face:

- a) Cancellation, non-renewal or termination of employment;
- b) The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member; and
- c) Other discipline that the school administration and/or the school board deem appropriate.

When appropriate, law enforcement agencies may be involved in investigating and prosecuting wrongdoing by a staff member.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site:
<http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any reasons which may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Bradley D. Kjar at (308) 452-3249, brad.kjar@ravennabluejays.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Tony Schirmer at (308) 452-3249, tony.schirmer@ravennabluejays.org, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Bradley D. Kjar at (308) 452-3249, brad.kjar@ravennabluejays.org, or in person at school. Employees may report discrimination or harassment to any staff member who will then

forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Drivers of School Vehicles

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Dress Code

The attire worn by staff members conveys an important image to students and the general public.

Certified staff, paraeducators and office staff should generally dress in business casual attire.

Classroom staff may not wear the following types of clothing during the traditional school day from 7:50 a.m. to 3:50 p.m., when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- Exercise or athletic attire, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic practices, activity practices, or when allowed by the administration.
- Any clothing which is immodest and may distract other employees or students in the learning environment.

The building principal may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days").

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related worked based upon employees' duties and responsibilities.

Employee Assistance Program (EAP)

The school district recognizes that its staff may need some help at times in dealing with personal difficulties and that problems in their personal lives can affect their job performance. To help staff face and deal with personal difficulties, the district offers an Employee Assistance Program through Wholeness Healing Center. This voluntary, cost-free program is intended to assist staff in obtaining help to resolve problems in a confidential manner. However, staff must remember that they bear the responsibility to seek assistance and to resolve the problem.

The Employee Assistance Program can address a wide range of problems. Family, marital, legal, medical, drug and emotional problems are all covered, although some limitations do apply. All full-time staff are eligible to participate in the Program at no cost to the employee.

Wholeness Healing Center Employee Assistance Program programs provide confidential, short-term counseling for staff, their dependents and household members at no cost.

Expenses

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense and credit card reimbursable fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available or if the use of a personal vehicle and corresponding travel reimbursement by the employee were not previously approved by the administration.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and

to such property

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision.

Maintenance & Cleaning Request Forms

Staff members should report maintenance and cleaning issues as soon as they need or see a maintenance or cleaning problem to the superintendent or the head of maintenance.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase breakfast for \$2.75 or lunch from the school cafeteria for \$4.35 per meal. The lunch price includes one carton of milk. Extra cartons cost \$0.40 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military

duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) will be governed by the FMLA and the board's policy regarding the FMLA.

Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom or classroom, which is shielded from view and free from intrusion from co-workers and the public for one year after the child's birth.

News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio and print media promptly after matches or games to disseminate the results.

Communicating our schools to the public, keeping the public informed, and public relations with the community is one of our important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

Every six years, permanent certificated employees shall give evidence of professional growth. Permanent certificate employees shall earn 30 professional growth points every six-year cycle. Six semester hours of college credit shall be accepted as evidence of professional growth, and shall be equivalent to 30 points, with each semester hour representing 5 professional growth points.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the district bookkeeper so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the district bookkeeper. When it is necessary to make a special or

emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the superintendent as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office or the superintendent.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe

pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends, are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.

4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds, except as approved by the administration.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concerns person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable and useful.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate,

report the results of his/her investigation to the student's individualized education plan team.

3. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the activities director of who will be taking their place.

Transportation Request Forms

Staff members must communicate transportation requests via email, phone, or direct contact as soon as they know they need school-provided transportation to allow the transportation coordinator adequate time to schedule drivers and vehicles.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building. Visitors must comply with the following guidelines:

- If a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- Children under the age of 10 years must be accompanied by a parent or guardian
- All visitors must have the prior approval of the principal or superintendent
- Salespeople and other such agents will not be allowed to solicit staff members during school hours.
- Visitors must wear the visitor's badge supplied by the building office.

Wage and Salary Payments

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on the NTV Website at: <https://nebraska.tv/weather/closings>. The district's messaging system will also be used to inform students and parents via text and automated call.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at

any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave.

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal before 6:00 a.m.

2. Personal Leave

Certified staff who wish to take personal leave must submit a leave request to the superintendent far enough in advance of the proposed leave to secure a substitute teacher. Building principals and the superintendent may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may take personal leave adjacent to a school break, with administrative approval.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. Substitute Folders

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must

contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

5. Short-Term Absence

Staff members that will be absent for a short period of time at the start or end of the contract day need to inform their building administrator, office manager, and sign out. This leave time is calculated yearly by the district office.

Academic Dishonesty

A student found to have committed academic dishonesty will receive a consequence at the discretion of the classroom teacher.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may close the door to their rooms for safety and security purposes.

Classroom teachers should have well-defined behavioral expectations that have been taught to students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more

information.

Teachers may remove a student from the classroom for failure to comply with established behavioral expectations. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without a pass from the student's teacher from the previous period or the office.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff

should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out requisition inventory forms or inventory requests to the activities director during the spring requisition period.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Ravenna Public Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students until full and proper payment is secured by the activity sponsor.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Computer Lab

Elementary students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during class unless they have made prior arrangements with the lab coordinator/elementary media para.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to obtain information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
- Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the office or the commons area to display student work or during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Turning in all monies collected to the main office by the end of the school day.
- j) Clearing all class meetings or trips through the principal's office.
- k) Participating in Student Assistance Teams pursuant to board policy.
- l) Assisting with the administration of standardized testing as assigned by the administration.
- m) Provide homebound instruction as assigned by the administration.
- n) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. There is a two week grace period at the start of each quarter. Following the grace period the eligibility report will be run each

Tuesday at approximately 11:00 am. The eligibility period runs from Tuesday to the following Tuesday. Ineligible students, will at the discretion of the sponsor, be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading
3. Music competition, performances (except Christmas and Spring concerts), and clinics
4. Ineligible students are not allowed to attend extracurricular activities unless they are a participant in the activity
5. Other activities deemed appropriate by the principal

Extracurricular Activities

All staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the high school office. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities. Practices or events on Sunday must have prior approval of the superintendent.

Certain activities require time to be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non-school sponsors must be approved by the administration. If cars are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help insure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff must cease the activity in which they are engaged immediately and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 - 1) hold up a Green Card (all students accounted for)
 - 2) hold up a Red Card (missing student (s) listed)
 - 3) hold up a Yellow Card (extra students listed)

The signal to return to the school building will be an announcement over the intercom. An announcement to return into the building will be issued upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated shelters areas in the building. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff must cease the activity in which they are engaged immediately and leave the building at once, following these regulations:

- a) All students and staff should proceed to their designated shelter area.
- b) Once in the designated shelter area, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are provided to all certificated staff annually.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Requests

Certified staff who wish to take students off school property during the instructional day must get permission to do so from the building principal, prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

Grades are given as a letter or percentage as requested by the building principal. Incompletes may be given with the permission of the building principal.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

Students will receive letter grades for their academic core classes.

A+	98-100	Superior 4.00	B+	90-92	Excellent 3.50
A	95-97	Superior 4.00	B	88-89	Excellent 3.00
A-	93-94	Superior 3.75	B-	85-87	Excellent 2.75
C+	82-84	Average 2.50	D+	75-77	Needs Additional Help 1.50
C	80-81	Average 2.50	D	72-74	Needs Additional Help 1.00
C-	78-80	Average 1.75	D-	70-71	Needs Additional Help .75
F	0-69	Failure of Subject 0.00			Incomplete 0.00
NG	No Grade				P - Pass 0.00

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade which the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from

school attendance until the classroom assignments are completed to the teacher's satisfaction.

Report Cards

A= Excellent

B= Above Average

C= Average

D= Below Average

F= Failing

S= Satisfactory Progress

U= Unsatisfactory Progress

In Kindergarten & 1st Grade, students will receive standards-based grades in designated curricular and non-curricular areas. Elementary teachers should report student progress on grade reports using the following system:

Kindergarten & 1st Grade

Work Habits

Behavior/Attitude

Math

Writing

Reading Mastery

Art

P.E.

Music

Performance Level Indicators

E-Excellent

S-Satisfactory

I-Improving

U-Unsatisfactory

NA-Not Expected at This Time

In the elementary grades 2nd-6th, students will receive letter grades only in designated "core" curricular subjects. Elementary teachers should report student progress on grade reports using the following system:

2nd Grade – 4th Grade

A, B, C, D, F

Reading

Math

Spelling

5th-6th Grade

A, B, C, D, F

Reading

Math

Spelling

Language
Science
Health

S/U
Social Studies
Penmanship
Art

Language
Science
Health
Social Studies

S/U
Penmanship
Art

Guest Lectures

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms. Secondary teachers are expected to be hallway monitors between each class period.

Homework Policy

Homework is an important part of student learning. When parents, teachers and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Infinite Campus

All teachers/classroom aides will be required to use Infinite Campus. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with Infinite Campus.

Certified staff who have trouble/problems with Infinite Campus, should contact Shari Spaulding.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members

online. Digital media may be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete comprehensive and updated lesson plans and post them to their teacher webpage on a weekly basis, at a minimum. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching

responsibilities. Paras should not contact parents regarding student issues. All parental contact should be facilitated through the classroom teacher. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraeducators are to work only on their assigned work days and within their assigned work day. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a planner where necessary as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parking

Staff members have the South and North parking lot reserved for them.

Students are not to park their cars in the staff lots. Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the superintendent or designee.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued following the end of the quarter. Teachers must have final grades reported within two days after the end of the 1st, 2nd, & 3rd quarters. Teachers must have final grades reported for the 4th quarter before checking out for the summer.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
 - c) Each classroom teacher is responsible for distribution of class cards on time.

- d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 7:40 a.m. and 3:40 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours. Student aides must be approved by the secondary principal.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

No staff members other than the school nurse or unlicensed assistive personnel who have passed a "medication administration competency assessment" that meets the requirements in NDE Rule 59 may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

The school nurse and unlicensed assistive personnel are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap, and directions for administering the medication.

After receiving the medication, the school nurse and unlicensed assistive personnel should lock the medication in a cabinet or place it in an area

where access is restricted to the school nurse.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. Any compensation for this duty is pursuant to the current Negotiated Agreement.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

A maximum of five sick leave days may be used each year as bereavement leave to allow a classified staff member to attend the funeral of a friend or relative not in the immediate family.

Holidays

Employees will receive paid time off on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve Day, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who

accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy, unless they are an "exempt" status according to the FLSA (Fair Labor Standards Act).

Insurance / Health Benefits

Full-time year-round employees will be provided with health care coverage and single dental coverage. School-term employees that work at least 30 hours per week will be provided single health care and single dental coverage equal to the fraction of the year in which they are employed. The additional costs shall be borne by the employee.

Workman's compensation coverage for employees will be provided by the school district. Other insurance benefits provided at the employee's cost include long-term disability, vision, and family dental. The school district will provide employees working at least 30 hours per week with \$20,000 of life insurance benefits. The employee can purchase additional life insurance benefits at their expense.

School term employees who are hired to do summer custodial work are provided with single health and single dental insurance coverage by the district.

Internet Usage

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.

3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Full "Dock Days" Leave

Classified staff members are entitled to up to 10 "dock days" of additional leave in excess of the leave provided in this handbook, so long as their leave is otherwise qualifying under another leave provision in this agreement and they have complied with all of the requirements of that provision for taking the leave. Dock day leave will be taken at a reduction of a prorated amount of the staff member's total salary and benefit cost per day. This provision shall not apply, and the staff member is not allowed to take dock day leave, if the staff member is eligible for any other type of leave, including but not limited to leaves such as those provided in this agreement, the FMLA, and/or short or long term disability.

Personal Leave

Classified employees will receive up to 3 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. One-half or one day of unused personal leave will be

carried over to the following year. Therefore, staff can accumulate three personal days.

Reporting When School is Closed

When school is closed due to inclement weather, classified staff should report to work unless they are asked not to do so by the superintendent.

Sick Leave

Year-round employees shall be provided sick leave of ten days per year that may accumulate year to year up to 40 days. A doctor's note may be required after five consecutive days of absence. Full-time school term employees (9 or 10 months of service) will be provided with a prorated number of sick leave days per year that is based on their number of months of service and the total number of days provided annually to year-round employees. As an example, if year-round employees are provided with 10 sick leave days annually, and a full-time school term employee works 9 months of the year, the full-time school term employee would receive 75% (9/12 months) of 10 sick leave days, or 7.5 sick leave days. Sick leave days may accumulate year to year up to 30 days for full-time school term employees. A day's sick leave will be equal to the number of hours normally worked by the employee, not to exceed 8 hours.

Sick leave will be allowed to use for the employee or employee's immediate family: (spouse, children, parents).

A maximum of five sick leave days may be used each year as bereavement leave to allow a staff member to attend the funeral of a friend or relative not in the immediate family.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with the superintendent for vacation information.

Full-time year round employees will be entitled to an annual vacation with full pay in accord with the following provisions. After six months of employment, employees will receive 5 days of vacation for the first year. After two years of employment (based on anniversary date) the employee will earn 10 days per year. As of the fifth year of employment (fiscal year), the employee will accrue one additional day of vacation for each year of service up to a maximum total of 15 days per year.

Employee Protection

Assault Disability: Upon determination of the board that an employee has been physically disabled because of an assault on his/her person arising out of and/or in the course of employment, the board will grant the injured employee leave of absence with contract pay for a period not to exceed one year.

Workers Compensation: The assaulted injured employee shall immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Personal Property: Employees whose personal property (including but not limited to eye glasses, hearing aids, dentures, watches, or articles of clothing) is damaged in an assault on his/her person arising out of and in the course of his/her employment may apply for reimbursement of costs, of repairs, or replacement. If an item is damaged beyond repair, actual value at the time of damage may be reimbursed.

STAFF DIRECTORY

Members of the Board of Education:

Misti Fiddelke.....	President
Tara Schirmer.....	Vice-President
Dawn Standage.....	Secretary
Michael Voelker.....	Member
Ryan Osten.....	Member
Marc Vacek.....	Member

Administrative Staff:

Ken Schroeder.....	Superintendent
Cannon Blauvelt.....	High School Principal
Paul Anderson.....	Elementary Principal

Teaching Staff:

Michelle Abels.....	Grade One
Lisa Anderson.....	Speech Path
Trent Benjamin.....	School Librarian
Dan Bolling.....	Phys Education, Elem
Brandy Brodersen.....	Special Education
Brook Bult.....	Grade Four
Cody Chilewski.....	Ag Education
Kaleb Christensen.....	Science

Libby Clark.....	Art
Tiffani Drabek.....	Grade Three
Angie Drahota.....	Counselor, K-12
Barbara Ellis.....	HS Music/Band
Tanner Ellis.....	Business
Haley Gadeken.....	Grade Five
James Habe.....	Grade Six
Paige Havranek.....	English, Journalism
Karrie Huryta.....	English
Jody Hutsell.....	Speech Path
Erin Jarvi.....	Grade Three
Kelley Jarzynka.....	Science
Justin Lammers.....	Skilled & Technical Science
Katie Lewandowski.....	Grade Two
Julie Maulsby.....	English, Reading
Noah Maulsby.....	Phys Education, HS
Alec May.....	Social Studies
Adam Mingus.....	Math
Caley Mingus.....	Kindergarten
Kinsley Musil.....	Behavior Interventionist
Sherry Nelson.....	Grade Six
Melodie Nozicka.....	Grade Five
Allan Osburn.....	Special Education
Jenna Pritchard.....	Grade Four
Sonya Rasmussen.....	Life Skills
Michelle Riens.....	Grade Two
Trey Rossman.....	Social Studies
Tony Schirmer.....	Math
Kirby Sheets.....	Grade One
Abby Steele.....	Kindergarten
Kayla Wiarda.....	Preschool
Korina Wick.....	Instructional Coach
Cindy Wilke.....	Special Education
Andrea Wolf.....	Science, Health
Alison Yendra.....	Spanish
Teresa Zinnel.....	Special Education
Shelbi Zinnell.....	Elem Music/Office Staff

Nurse:

Karalee Fiddelke.....School Nurse

Para Staff:

Colleen Cornelius, Michelle Dethlefs, Brittney Lutz, Julie McGuigan, Julie Otte (elementary librarian), Krissy Reisbeck, JoEllen Russell, Amy Styren, Stephanie Yost

Office Staff:

Hilary Bolling..... Payroll/Bookkeeper
Shari Spaulding.....HS/Sup Secretary/Activities Fund
Lacey Rager.....Elem Secretary/Lunch Fund

Technical Support:

Dave Huryta.....Tech Support K-12

Child Nutrition Program:

Lynda Endecott.....Cafeteria Manager
Nancy Chizek..... Assistant Cook
Pearl Sklenar.....Assistant Cook
Chris Bruning.....Assistant Cook
Joanna Velez.....Assistant Cook
Marcie Gross.....Point of Sale

Custodians:

Dan Cyboron.....Head of Maint/Cust
Kristi Hagge..... Secondary Custodian
Marcie Gross..... Elementary Custodian

Transportation Department:

Todd VanWinkle..... Transportation Director
Cheryl Deines.....Route Driver
Peg Dethlefs.....Route Driver
Richard Douglas.....Route Driver
Heidi Downer.....Route Driver
Gary Psota.....Route Driver
Jason Abels.....Activity Driver
Lenay Palser.....Activity Driver

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Ravenna School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

Print & Signature

Date

KAREN A. HAASE ^{NE, SD, IA, WY}

STEVE WILLIAMS ^{NE, SD}

BOBBY TRUHE ^{NE, SD}

COADY H. PRUETT ^{NE, CO, SD}



JORDAN JOHNSON ^{NE, WY}

TYLER COVERDALE ^{SD}

SARA HENTO ^{NE, SD}

SHARI RUSSELL, Paralegal

M E M O R A N D U M

To: KSB Policy Service Subscribers

FROM: KSB School Law

DATE: June 2, 2023

RE: Annual Policy Updates

Attached are the 2023 KSB School Law policy updates. Below, we discuss the policy changes, the changes to our standard forms, and some issues that are raised by certain laws that do not necessarily require a policy change but do present new obligations or things to keep in mind as you enter the 2023-24 school year. We have broken these down into 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

Keep in mind that most bills that were enacted into law go into effect three months after the legislature adjourns. This year the Unicameral adjourned sine die on June 1st, so the effective date of most bills will be September 2, 2023. However, if a bill includes a specific effective date or an emergency clause, it goes into effect on the stated date or when passed and approved according to law.

To assist subscribers in implementing these policy changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Wednesday, June 7, 2023, at 9:00 a.m. Central Time.** In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies and other considerations. We have included the link to the ZOOM conference in the cover e-mail that transmitted these updates. We will also record the webinar and will post it on the KSB School Law website in the Policy Updates section.

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Please feel free to contact us if you have any additional questions or if you would like to have a policy customized or “tweaked” to meet your individual circumstances.

Policy Changes

REVISION OF POLICY 3001: BUDGET AND PROPERTY TAX REQUEST

We have revised this policy to provide a link to the website at which information on statewide receipts and expenditures and comparisons of cost per pupil and performance to other school districts is available. We also updated a statutory reference. Finally, we amended the policy to follow the changes in LB 243 that make clear that a school may only increase its property tax request by more than the allowable growth percentage “to the extent allowed by law.”

This change is required.

REVISION OF POLICY 3003.1: BIDDING FOR CONSTRUCTION, REMODELING, REPAIR, OR RELATED PROJECTS FINANCED WITH FEDERAL FUNDS

AND

POLICY 3004.1: FISCAL MANAGEMENT FOR PURCHASING AND PROCUREMENT USING FEDERAL FUNDS

Entities auditing school districts looked for an explicit “Buy American” provision in these policies. Although federal law only requires that the Buy American provision be included in any contract and not in the policy, we have added or revised this provision in these policies to appease the policy auditors.

This change is technically not required but is highly recommended.

REVISION TO POLICY 3033: LENDING TEXTBOOKS TO CHILDREN ENROLLED IN PRIVATE SCHOOLS

Section 79-734 requires public schools to purchase and loan textbooks, upon individual request, to children who are enrolled in kindergarten to grade

twelve of a private school which is approved for continued legal operation under rules and regulations established by NDE. LB 705 transfers this obligation to NDE effective July 1, 2024. We have amended this policy to end the public school's obligation to provide textbooks to private schools effective July 1, 2024.

This change is effective **three months after adjournment of the Unicameral, approximately September 2, 2023.**

This change is required.

REVISION TO POLICY 3036: PURCHASING (CREDIT) CARD PROGRAM

The Nebraska Secretary of State's Schedule 10 governs how long school districts must maintain certain records. Schedule 10 has been changed and now states that schools must maintain all financial records created or received by the school district for 7 years. We have changed our policy from a 10-year retention requirement to a 7-year requirement.

This change is not required but is highly recommended.

POLICY 3059: AUDIO AND VIDEO RECORDING (RELOCATION OF POLICY 5063)

Now that most middle-high school students, staff members, parents, and patrons have smartphones and other devices, it was time to revisit this policy. While this certainly does not address all technology-based conduct, we have made a few changes that apply to more than just students. This is why it will be relocated into the 3000 series.

For example, previously the policy did not prohibit staff from making secret recordings. We made that change.

We also updated the security camera footage section and made a few other tweaks to better align the policy to school practices.

These changes are not required but are highly recommended. Relocation is required even if you don't amend the policy for ease of tracking future changes.

REVISION TO POLICY 4003: DRUG POLICY REGARDING DRIVERS

We made a minor revision to fix a clerical error regarding the term Medical Review Officer.

This change is required.

REVISION TO POLICY 4045: MILK EXPRESSION

President Biden signed into law the Providing Urgent Maternal Protections for Nursing Mothers Act ("PUMP for Nursing Mothers Act") at the end of 2022. The Act expands protections for salaried employees such as teachers and also requires the break to be paid if the employee is also working while expressing breast milk. We changed our policy to include language regarding the frequency at which an employee can request to pump.

This change is required.

REVISION OF POLICY 4059: BEHAVIORAL AND MENTAL HEALTH TRAINING (FORMERLY SUICIDE PREVENTION TRAINING)

Section 79-2,146 currently requires nurses, teachers, counselors, school psychologists, administrators, school social workers, and any other appropriate personnel to receive at least one hour of suicide awareness and prevention training each year. LB 705 amends this section to require "all public school employees who interact with students and any other appropriate personnel" as determined by the superintendent to receive at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training each year. NDE will develop a list of approved training materials.

Please note, we left the proposed October 31 or within 30 days of initial employment wording in the policy. This is not required by law, so you can adjust the completion deadlines as you see fit.

These changes are effective **three months after adjournment of the Unicameral, approximately September 2, 2023.**

This change is required.

REVISION OF POLICY 5003: ADMISSION OF PART-TIME STUDENTS

LB 705 (Sec. 75) will amend Nebraska's part-time enrollment statute, section 79-2,136. Prior to the amendments, the statute contained only one section and generally deferred to school board policy for most part-time enrollment considerations. LB 705 contains some new requirements for the admission of part-time students.

First, the statute creates an ambiguity regarding which classes a part-time student can take. LB 705 added a clause into the original statute, which now reads: "Each school board shall allow the part-time enrollment of students, for all courses selected by the students...." We know many schools limit the classes available to part-time students, in addition to limitations based on class sizes and things like that. It is unclear whether the Unicameral intended the new clause to mean students can select *any* courses they want, or if they intended that to mean any courses offered to part-time students but not necessarily all courses they might be eligible to take if they were full-time students. We left the general restrictions based on class sizes and resources intact but remained silent on strict class availability for part-time students (e.g., only essential courses or only specials) giving each school the opportunity to decide whether they want to make all courses available or continue to limit courses a part-time student can take even if you have capacity.

Second, LB 705 requires school boards to establish policies and procedures relating to participation in extracurricular activities. It requires schools to permit part-time students to participate in extracurriculars "subject to the same requirements, conditions, and procedures" as your full-time students. This means they must comply with all academic, behavioral, and other eligibility rules established by the school, including your student code of conduct. We've also specified that this includes being eligible for NSAA participation, or eligible based on the governing body of any activity not subject to NSAA rules.

The statute has two specific limitations. Current NSAA rules require students to be enrolled in at least 20 credit hours, 10 of which must come from the public school. The statute changes now state that part-time students must be allowed to participate if they are enrolled in 5 credit hours in the public school. This change will reduce the public school enrollment requirement from 10 to 5 hours, and we anticipate the NSAA will make any changes necessary on its end to allow schools to comply with this statute.

The statute also prohibits schools from giving a preference in team selection to full-time students over part-time students.

As for transportation, the statute does not require schools to provide transportation for school attendance purposes, but it does require schools to provide extracurricular transportation or mileage to a part-time student on the same terms as you provide extracurricular transportation to your full-time students. For example, if you drive a bus from the school parking lot to away contests or off-site practices, the part-time student gets to ride the bus to those events. The part-time student would be responsible for getting himself or herself to the designated pick-up point.

Finally, this change also raises a timing issue. Schools will have their policies and handbooks updated to start the year, but these requirements do not go into effect until approximately September 10, 2023. This begs the question of whether a student is subject to the various credit hour and other requirements at the beginning of the fall season, or only after the law becomes effective. To avoid having to do mid-year changes to enrollment, handbooks, and policies, our recommendation is to begin applying the new requirements with the start of fall seasons, assuming the NSAA will provide flexibility for the flex time between the start of fall seasons and the effective date of the new requirements.

These changes are effective **three months after adjournment of the Unicameral, approximately September 2, 2023.**

This change is required.

REVISION OF POLICY 5004: OPTION ENROLLMENT

LB 705 made three substantive changes to the option enrollment laws.

1. Special education capacity determinations must and may only be determined on a case-by-case basis. If an option application indicates that a student has an individualized education plan (IEP) or has been diagnosed with a disability, the application must be evaluated by the director of special education services or the director's designee who shall determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations.
2. If the school board wishes to declare a program, class, or school unavailable for the following school year, the board must pass a

resolution with such a declaration **prior to October 15th** of the previous school year.

3. Schools must annually establish, publish, and report the capacity for each school building under the district's control according to procedures, criteria, and deadlines established by the Nebraska Department of Education

These changes are effective **three months after adjournment of the Unicameral, approximately September 2, 2023.**

This change is required.

REVISION OF POLICY 5035: STUDENT DISCIPLINE

PK-2nd Grade Students. LB 705 provides that schools will no longer be able to suspend a student in pre-kindergarten through second grade *unless* the student brings a deadly weapon as defined in section 28-109 on school grounds, in a school vehicle, or to a school-sponsored activity or athletic event. Schools must develop a policy to implement this new limitation and must include disciplinary measures inside the school as an alternative to suspension.

Completing Missed Work. Any student who is suspended ***must*** be given an opportunity to complete any classwork, homework, examinations, or other work missed during the period of suspension. "Must" used to say "may." Schools must develop and adopt guidelines that provide any suspended student with the opportunity to complete classwork and homework. The guidelines may not require the student to attend the school district's alternative programs for expelled students in order to complete classwork and homework. The guidelines must be provided to the student and a parent or guardian at the time of suspension.

Short-Term Suspensions. When a principal suspends a student for up to five school days, he or she must give a written notice of the suspension to the parent or guardian within 24 hours "or such additional time as is reasonably necessary." LB 705 has revised this requirement to state that the principal only has an additional 48 hours (a total of 72 hours) to send the written notice of the suspension. The principal has always been required to make a "reasonable effort" to hold a conference with the parent or guardian when the student returns to school. Now there is an additional requirement that the principal document such effort in writing.

Post-Expulsion Requirements. LB 705 includes a new requirement. At the conclusion of an expulsion, a school district must reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska-accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

Long-Term Suspension, Expulsion, or Mandatory Reassignment. The decision to recommend long-term suspension, expulsion, or mandatory reassignment did not have a timeline associated with it. Now, the decision must be made within two school days after learning of the alleged student misconduct. Also, if a student is suspended pending the outcome of a hearing for a long-term suspension, expulsion, or mandatory reassignment, the student must be allowed to complete classwork, homework, examinations, and other work during the period of suspension.

Hearing Examiner. When a hearing is requested under the Student Discipline Act, the superintendent now “recommends” the appointment of a hearing examiner within two school days after receiving the hearing request. Parents have two days to request the designation of a different hearing examiner. Upon receiving the request, the superintendent:

- **Must** provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned; and
- **May** also provide an additional list of hearing examiners that may include hearing examiners employed by or under contract with the school district.

The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended, provided as an alternative hearing examiner, or included on an additional list, if any, and must notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of the notice.

The Hearing. Previously, the hearing had to be “scheduled” within five school days after it was requested. Now, the hearing must be “held” within five school days after the appointment of the hearing examiner.

Previously, students and their parents had the right to examine records and written statements “at a reasonable time” before the hearing. Now, the

school must provide copies of records, written statements, and required affidavits no later than 48 hours before the hearing.

The school must make available those witnesses who have knowledge of or were involved in the alleged misconduct and subsequent discipline of the student if such witnesses are requested by the student or the student's parent, guardian, or representative and ***if*** such witnesses are employees or under contract with the school district.

With changes from LB 705, the hearing examiner now has ten calendar days to provide the findings and recommendations to the superintendent, and the superintendent has five school days after receiving the report to make his or her determination. Previously, there was no time limit for either action.

Appeal. If the student or parent appeals the superintendent's decision, the superintendent's determination will no longer take immediate effect.

School Board Decision. In the event of an appeal, the school board now must take final actions within three calendar days after the hearing. Previously, there was no time limit on the board's ability to make a final decision.

The changes are effective **three months after adjournment of the Unicameral, approximately September 2, 2023**. However, Policy 5035 has been revised to reflect these new requirements so that you do not have to change policies and handbooks in September.

These changes are required.

REVISION TO POLICY 5045: STUDENT FEES

The Nebraska Public Elementary and Secondary Student Fee Authorization Act permits schools to charge fees for "postsecondary education costs." However, just like fees charged to participate in extracurriculars or for student meals, the board must designate the "maximum" fee that may be charged. Our policy has always contained a section for postsecondary education costs, but it did not list the maximum for those costs.

This change will now require you to list the maximum fee that might be assessed to a student for postsecondary education costs. Unless you designate the maximum fee (even if the student ends up paying less), it's technically not lawful. If you collaborate with local colleges, universities, or

community colleges to offer postsecondary classes or dual credit classes, you should list the maximum fee a student may be required to pay. Keep in mind that schools cannot charge a fee for earning high school credits. However, you can require families to pay any postsecondary costs if they also want college credit. We recommend listing the max amount *per course*, to include all fees for tuition, materials, etc. You should set the number high enough to account for the most a student may be required to pay, especially if you work with multiple institutions.

This change is required.

REVISION TO POLICY 5049: FIREARMS AND WEAPONS

LB 77 authorizes anyone, other than a minor or prohibited person, to carry a concealed handgun anywhere in Nebraska, with or without a concealed handgun permit. However, the law still prohibits people from carrying a concealed or unconcealed handgun into a public school or on public school property. This prohibition does not apply to a qualified law enforcement officer or qualified retired law enforcement officer carrying a concealed handgun pursuant to 18 U.S.C. 926B or 926C.

We have revised this policy to remove the reference to an exception based on possessing a concealed handgun permit.

This change is required.

REVISION TO POLICY 5052: SCHOOL WELLNESS

The link to the website at the bottom of the policy that contains the evidence-based strategies used in the policy has been updated.

This change is required.

REVISION TO POLICY 5062: LICE AND NITS

For the past several years, we have been asked by numerous clients about the rules governing the exclusion of students who have contracted active cases of lice, louse eggs, and nits. Our policy previously offered two options, one that excluded for nits and one that did not. Several schools have

received significant pushback (and even threats of litigation) for banning students with nits alone until they were treated.

Many state and national organizations have strong opinions on this issue, with entities like the CDC and various medical organizations now recommending against any school exclusion even if a student has an active case of headlice. A small handful of schools have even asked us for a policy that would not exclude students from school at all. While that may technically violate the Nebraska DHHS isolation regulation, we know some schools have nurses, administrators, and others who agree with this position. If you would like that type of policy, please contact one of us.

In revisiting the actual Nebraska DHHS regulation on this point, it states as follows for school exclusion/isolation periods for pediculosis:

Nits are not a cause for school exclusion. Parents of students with live lice are to be notified and the child treated prior to return to school. Only persons with active infestation need be treated. Avoid head-to-head contact. No exclusion of contacts.

In light of the current regulation, we have removed the policy option permitting exclusion for nits, alone (the former "Option A"). The policy now has only one option that tracks the regulation. It states that the school will contact the student's parent/guardian(s) immediately to pick up the child. Because the regulation still says that the child needs to be treated "prior to return to school," we left that in the policy.

This change is required if you previously selected "Option A" which included nits. If you previously selected "Option B," these changes are recommended.

**POLICY 5063: [INTENTIONALLY LEFT BLANK]
(RELOCATED TO POLICY 3059)**

This policy is relocated.

REVISION TO POLICY 5064: SUPPLEMENT, NOT SUPPLANT

We have updated this policy to reflect the provision that requires federal grant funds supplement local effort for all Title funds which expands beyond Title I to include Title II and Title IV grant funds.

This change is technically not required but is highly recommended.

REVISION TO POLICY 6003: INSTRUCTIONAL PROGRAM

We have updated the policy to reflect the minimum number of instructional hours for each corresponding grade as required by Nebraska law and NDE regulations. You may adjust these hours upward if desired.

This change is required.

REVISION TO POLICY 6004: CURRICULUM DEVELOPMENT

We have updated the policy to reflect the new requirement that goes into effect for the 2023-24 school year that all students take at least one course in financial literacy. This required coursework may not be embedded in other curricula throughout a high school student's secondary education. Rather the course must be a standalone class equaling five (5) high school credits or an equivalent one-semester course. The Nebraska Department of Education has curricular resources for [the financial literacy course](#) here. The Financial Literacy Act requires the district to submit a report to the board of education about your compliance with the Act no later than December 31, 2024. **You do not need to worry about reporting for the 2023-24 school year.** We will provide you with the necessary information for that report in the years they will be required and will add them to our running list of annual notices, hearings, and reports at that time.

The Financial Literacy Act was passed as a companion statute to the Computer Science and Technology Act. LB 705 pushed back the effective date of the Computer Science and Technology Act to the 2027-28 school year.

As a side note, Policy 6004 has a table that sets out a schedule for curriculum review and textbook adoption. This table will need to be edited to reflect your district's practices. For example, if your district staff reviews the curriculum in one year and then actually adopts a textbook in the following year, you would adjust the content of the "textbook adoption" cell down a level. This year is also a good time to check the dates that your district has filled in under the "school year" column and to update them as necessary.

The financial literacy curriculum is required for 23-24, but we have added both financial literacy and computer science to the curriculum review chart.

ADDITIONAL OPTIONS ADDED TO POLICY 6025: STUDENT CELL PHONE AND OTHER ELECTRONIC DEVICES

We have added some additional options to policy 6025. The current policy is most permissive, allowing students to use cell phones and other devices so long as they don't violate other school rules. As more schools start to go back to restrictive policies or consider storage plans like classroom turn-in boxes or Yondr bags, we want to provide some additional options. Those are included in the redline of this policy. However, the substance of the current policy did not change.

If you are happy with your current student cell phone and electronic devices policy, you do not need to make any changes.

NEW POLICY 6038: Artificial Intelligence

This is an optional policy. We have received questions from several clients about a board policy on the extent to which students may permissibly use artificial intelligence tools "AI Tools" (such as ChaptGPT and other chatbots) in connection with school assignments. This policy lays out (1) the board's approval of using AI Tools in connection with academic assignments, and (2) details the minimum requirements and expectations for such use.

Under this policy, teachers are responsible for determining the extent to which a student may permissibly use AI Tools in connection with any specific assignment and the policy imposes certain minimum requirements that students using such tools must meet (including disclosure and proper attribution). Please note that the criteria laid out in this policy is not in response to legal requirements. Rather, this policy provides a practical framework for your teaching staff to consider whether and how AI Tools can and should be used in connection with school assignments. The policy also clarifies that student use of AI Tools should be consistent with expectations of academic honesty when using other sources of information. If the board is inclined to adopt this policy (or a version of it), we strongly encourage the board to consult with the administration (who may work with the teaching

staff) to ensure that the framework and expectations are consistent with the teaching practices.

This new policy is optional.

Form Changes

NOTICE OF NON-DISCRIMINATION

Some of our school districts have asked for an all-encompassing, one-and-done nondiscrimination statement. We have not drafted one yet, mainly for two reasons. One, drafting such a single non-discrimination statement that effectively addresses all requirements from a variety of entities has proven difficult to do in a straightforward and streamlined manner. Two, we have decided to wait until the new Title IX and Section 504 regulations have been approved and finalized. But once those changes are made, we will tackle and produce a new notice of non-discrimination.

There is no change to make - yet.

Other Issues To Consider

LB 298: Dyslexia

On or before July 1 of each year, the school district must provide the required information relating to dyslexia to NDE.

LB 298: Written Dress Code and Grooming Policy

On or before July 1, 2025, the school board must adopt a written dress code and grooming policy to be implemented at the start of the 2025-26 school year that is consistent with the model policy developed by NDE and “may include any other procedures and provisions the school board deems appropriate.” NDE must develop and distribute its model dress code and grooming policy on or before December 1, 2024.

LB 705: Behavioral Intervention Training and Teacher Support Act

Sections 2 through 5 of LB 705 create the Behavioral Intervention Training and Teacher Support Act. This Act is effective **July 1, 2023**.

Training. Beginning in school year 2024-25, the Educational Service Unit Coordinating Council shall (i) ensure annual behavioral awareness training is available statewide and (ii) develop, implement, and administer an ongoing statewide teacher support system.

Beginning in school year 2026-27, each school district must ensure that each administrator, teacher, paraprofessional, school nurse, and counselor receives behavioral awareness training. Each administrator, teacher, paraprofessional, school nurse, and counselor who has received such training must receive a behavioral awareness training review at least once every three years. Each school district may offer such training, or similar training, to any other school employees at the discretion of the school district. In addition, all school employees must have a basic awareness of the goals, strategies, and schoolwide plans included in such training.

The Act defines what behavioral awareness training must include.

Report. On or before July 1, 2025, and on or before July 1 of each year thereafter, each school district must submit a behavioral awareness training

report to the Educational Service Unit Coordinating Council. The report must include the school district behavioral awareness training plan and summarize how the plan fulfills the requirements of the Act.

Point of Contact. Each school district must designate one or more school employees as a behavioral awareness point of contact for each school building or other division as determined by such school district. Each behavioral awareness point of contact must be trained in behavioral awareness and shall have knowledge of community service providers and other resources that are available for the students and families in the school district.

Mental Health and Counseling Resources. Each school district must maintain or have access to a registry of local mental health and counseling resources. The registry must include resource services that can be accessed by families and individuals outside of school. Each behavioral awareness point of contact must coordinate access to support services for students whenever possible. Except as provided in section 43-2101, if information for an external support service is provided to an individual student, school personnel must notify a parent or guardian of such student in writing unless the recommendation involves law enforcement or child protective services. Each school district shall indicate each behavioral awareness point of contact for the school district on the school district's website and in any school directory for the school that the behavioral awareness point of contact serves.

LB 705: Nebraska Teacher Recruitment and Retention Act

The purpose of the Nebraska Teacher Recruitment and Retention Act is to provide financial incentives to recruit and retain teachers in Nebraska classrooms. A teacher may apply to NDE for multiple retention grants of \$2,500 if the teacher has signed a contract to complete the teacher's second, fourth, and sixth complete school years of full-time employment in the 2023-24 through 2026-27 school years. A teacher may apply for a high-need retention grant of \$5,000 if the teacher (1) obtains an endorsement in special education, mathematics, science, technology, or dual credit; and (2) signs a contract to complete a school year of full-time employment as a teacher at a Nebraska school in 2024-25, 2025-26, or 2026-27. The Act terminates on January 1, 2028.

The Unicameral encourages "individual schools and school districts to adopt policies incentivizing teacher recruitment and retention through policies similar to the Nebraska Teacher Recruitment and Retention Act." KSB has

not drafted such a policy for its service because such a “policy” would actually need to be negotiated with the teacher’s association and included in the negotiated agreement.

This provision was subject to an e-clause.

LB 705: Student Discipline Act

NDE Policy. NDE must develop and adopt a model policy relating to behavioral intervention, behavioral management, classroom management, and removal of a student from a classroom in school on or before July 1, 2025. The model policy shall include appropriate training for school employees on behavioral intervention, behavioral management, classroom management, and removal of a student from a classroom in schools and how frequently such training shall be required.

School Policy. On or before August 1, 2025, each school district must develop and adopt a policy consistent with or comparable to the model policy developed by NDE. The school must file the policy with the Commissioner of Education. The policy must be included with any notifications required under the Student Discipline Act.

Behavioral Awareness and Intervention Training. Beginning in school year 2026-27, each school district must ensure that any school employee who has behavioral management responsibilities participates in behavioral awareness and intervention training consistent with the school district’s revised student discipline policy developed and adopted on or before August 1, 2025. The training must be provided by the school district or the school district’s ESU. The training must be consistent with the model policy relating to behavioral intervention, behavioral management, classroom management, and removal of a student from a classroom in school developed by NDE (on or before July 1, 2025).

LB 705: Computer Science and Technology Education

The requirement that public school students attend at least five credit hours of computer science and technology education has been extended from the 2026-27 school year to the 2027-28 school year. The deadline to include computer science and technology education aligned to the academic content standards has been extended from 2024-25 to 2025-26. This change is effective **three months after adjournment of the Unicameral, approximately September 2, 2023.**

LB 705: FAFSA

Beginning in 2024-25, each public high school student must complete and submit to the United States Department of Education a Free Application for Federal Student Aid prior to graduating from high school unless a parent or legal guardian, the principal or designee, or a student who is 19 or older or emancipated submits an NDE-created declination form. The principal or designee must submit compliance information to the school board and to NDE. This change is effective **three months after adjournment of the Unicameral, approximately September 2, 2023.**

LB 705: Youth Organizations

Each school district must, upon request, allow a representative of any youth organization (a corporation chartered by Congress and 29 listed in 36 U.S.C. Subtitle II, Part B, as of January 1, 2023) to provide:

- (i) oral or written information to the students of the school district regarding the youth organization and how the youth organization furthers the educational interests and civic involvement of students in a manner consistent with good citizenship and
- (ii) services and activities to any student of the school district who is a member of the youth organization.

Frequency and Timing. Each requesting youth organization must be allowed to provide its information, services, and activities in a school building or on the school grounds of a school in each school district at least once during each school year. Schools must make a good faith effort to select a date, time, and location for each requesting youth organization to provide its information, services, or activities that is mutually agreeable to the school district and to the youth organization. Oral information may only be provided during noninstructional time.

Background Checks. Prior to allowing a representative of a youth organization to provide information, services, or activities at a school, the representative must be subject to a background check. Except as otherwise provided by the new law or by the rules and regulations of the Nebraska State Patrol, the parameters of the background check shall be determined by the relevant school district. A school district may prohibit any representative of a youth organization that has been convicted of a felony from providing information, services, or activities at any school in the school district. Each representative of a youth organization is responsible for all costs associated with obtaining the background checks.

This change is effective **three months after adjournment of the Unicameral, approximately September 2, 2023.**

Other Bills of Interest

LB 243: Adopt the School District Property Tax Limitation Act

LB 583: Change Provisions of the Special Education Act and the Tax Equity and Educational Opportunities Support Act

LB 727: Change Provisions Relating to Revenue and Taxation

LB 753: The Opportunity Scholarships Act

CONCLUSION

It is all too easy to adopt policies that look good but that do not actually reflect how the school operates or assist the school in accomplishing its goals. Every year we stress that it is very important to us to give you a working, useful set of policies and a continuing ***policy service***. For our Complete Service subscribers, there is no additional charge for revisions to our policies or consultation about them. Please don't hesitate to contact any one of us with questions about the updates or other policies. Our group e-mail address is ksb@ksbschoollaw.com.

2023-24 Milk & Meal Cost Analysis

Milk Cost by Month 2022-23				
Sept.	0.4151			
Oct.	0.4086			
Nov.	0.4076	Current Meal Prices		
Dec.	0.4136	K-6 Breakfast		\$2.05
Jan.	0.4143	7-12 Breakfast		\$2.20
Feb.	0.4155	K-6 Lunch		\$3.05
March	0.4139	7-12 Lunch		\$3.25
April	0.4049			
May	0.4049	Adult Breakfast		\$2.80
		Adult Lunch		\$4.35
Average Milk Cost For Year	0.4109			
		22-23	Amount Increased Over Prior (21-22) Year	
Regular Milk		All Breakfast		\$0.05
Current Milk Price	\$0.40	All Lunch		\$0.10
Difference Between Current Price & Cost	-\$0.01			
Recommended 2023-24 Milk Price	\$0.45	Recommended 2023-24 Increase		
		All Breakfast		\$0.05
		All Lunch		\$0.10
Special Milk				
Dairy Cost	\$0.41			
admin/supply cost	\$0.10			
	\$0.51			
Less reimbursement from USDA	-\$0.27			
2022-23 Cost to Provide Special Milk	\$0.24			
Current Special Milk Price	\$0.15			
Difference Between Current Price & Cost	-\$0.09			
Recommended 2023-24 Special Milk Price	\$0.25			

		Section A			Section D	Section E	Section F	Section G	Section H
AgencyID	District	Gen Fund Tax Asking (Budget Doc from LC-2)	SBF Tax Asking (Budget Doc from LC-2)	2022/23 Property Tax Request GF/SBF ONLY (Budget Doc from LC-2)	2023-24 PROPERTY TAX REQUEST AUTHORITY	Change Year to Year	Additional Base Growth Percentage if 70% Board Approval	Amount of Additional Property Tax Authority if Approved	2023-24 Property Tax Request Authority including Board Approved Amount
10-0069-000	RAVENNA PUBLIC SCHOOLS	5,186,221	666,792	5,853,013	5,655,602	(197,411)	7%	487,129	6,142,731

Section A										Section B				Section C				Section D				Section E				Section F		Section H		
AgencyID	District	Gen Fund Tax Asking (Budget from LC-2)	SFB Tax Asking (Budget from LC-2)	2022/23 Property Tax Request (Budget from LC-2)	Gen Fund Non-Property Tax Revenue (2020/21 AFR)	Non-Property SFB Tax Revenue (2021/22 AFR)	2020/21 Non-Property Tax Revenue (GF/SFB ONLY AFR)	2022/23 SPD Reimbursement (2021/22 AFR)	2022/23 TEESA	TOTAL Property Tax & Non-Property Tax Revenues	Base Growth 3%	Basic Growth % for Membership	Basic Growth % for LEP	Basic Growth % for Poverty	TOTAL Basic Growth %	REVENUE CAP Total Revenue X Total Base Growth %	Gen Fund Non-Property Tax Revenue (2021/22 AFR)	SFB Other Non-Property Tax Revenue (2021/22 AFR)	2021/22 AFR Non-Property Tax Revenue (GF/SFB ONLY AFR)	2022/23 SPD ESTIMATE from SPD FFR	23/24 TEESA Paid with Foundation Aid	2023-24 PROPERTY TAX REQUEST AUTHORITY	Change Year to Year	% of Tax Request Year-over-Year Decrease	Additional Growth Request Percentage 70% Board Approval	Amount of Additional Property Tax Authority if Approved	2023-24 Property Tax Request Authority Including Board Approval			
01-0003-00	KENEASAW PUBLIC SCHOOLS	3,790,000	319,192	4,069,192	382,226	2,236	394,462	187,258	291,462	4,932,374	3.0000%	1.6601%	0.0000%	0.0695%	3.5551%	5,196,506	388,682	2,322	391,004	161,570	730,459	3,914,473	(155,719)	-3.83%	7%	34,266	4,258,739			
01-0018-00	HASTINGS PUBLIC SCHOOLS	16,135,192		16,135,192	3,005,828		3,005,828	2,788,837	20,773,426	42,703,283	3.0000%	0.0000%	0.1930%	0.0682%	4.2612%	44,522,964	2,816,907		2,816,907	3,152,445	20,633,455	17,920,667	1,784,875	11.06%	6%	2,135,164	20,055,231			
01-0029-00	ADAMS CENTRAL PUBLIC SCHOOLS	12,434,343	1,000,000	13,434,343	1,406,816	4,839	1,405,675	799,612	65,667	16,362,297	3.0000%	0.7456%	0.0000%	0.3714%	4.1170%	17,030,930	1,362,660		1,362,660	2,899,399	20,922,620	12,785,951	(648,392)	-4.83%	6%	981,788	13,767,688			
01-0123-00	WALTON PUBLIC SCHOOLS	4,806,953	153,515	4,960,468	248,430	1,589	246,939	31,855	799,251	5,760,690	3.0000%	0.0000%	0.0000%	0.0000%	3.1883%	5,760,690	1,362,660		1,362,660	4,400,030	4,278,079	123,951	2.91%	6%	33,507	4,312,036				
01-0129-00	NEIGHBORHOOD PUBLIC SCHOOLS	175,788,000	730,526	176,518,526	8,789,370		8,789,370	6,834,187	39,621,557	226,339,677	3.0000%	0.0000%	0.0000%	0.0000%	3.0000%	239,339,677	1,362,660		1,362,660	551,086	233,973,600	40,000	0.02%	6%	178,893	234,152,493				
02-0115-00	ELGIN PUBLIC SCHOOLS	3,088,619	202,020	3,290,639	561,454	35,352	586,806	340,470	89,419	4,429,104	3.0000%	1.3500%	0.0000%	1.4912%	5.7412%	4,683,389	639,432		639,432	407,776	4,080,208	20,233	577,839	3.22%	100%	(68,300)	-2.08%	7%	47,017	3,532,146
02-0111-00	SUMMERLAND PUBLIC SCHOOLS	5,821,918		5,821,918	615,990	14,779	630,769	184,827	36,844	6,847,474	3.0000%	1.2548%	0.0000%	1.2963%	7.8447%	7,470,617	559,415		559,415	70,643	6,800,058	400,716	669,077	5.67%	100%	131,572	6,931,630			
02-0112-00	ST. CECILIA'S PUBLIC SCHOOLS	82,353,155	20,320	82,373,475	2,966,544		2,966,544	2,851,560	266,544	11,084,152	3.0000%	0.0000%	0.0000%	0.0000%	3.0000%	11,084,152	1,362,660		1,362,660	917,885	9,716,267	1,369,872	14.10%	6%	240,473	9,956,740				
04-0001-00	BANNER COUNTY PUBLIC SCHOOLS	2,657,822	50,505	2,708,327	221,721	102	221,823	66,298	480,031	3,476,478	3.0000%	1.4791%	0.0000%	0.5282%	7.0703%	3,744,420	190,862		190,862	14,379	3,500,241	132,182	649,061	25.79%	6%	49,089	1,833%	7%	24,353	3,001,289
05-0071-00	SANDHILLS PUBLIC SCHOOLS	2,555,556	154,020	2,709,576	117,976	194	118,170	54,681	17,904	3,001,468	3.0000%	0.0000%	0.0000%	0.0000%	3.0000%	3,153,132	120,471		120,471	20,231	3,032,661	65,996	257,221	7.12%	100%	21,364	3,054,025			
06-0001-00	BOONE CENTRAL SCHOOLS	6,969,667	91,019	7,060,686	126,269	28,555	1,129,24	448,716	227,343	9,885,544	3.0000%	0.3497%	0.0000%	1.0399%	4.3895%	10,329,124	1,149,000		1,149,000	4,999	1,194,019	422,884	1,356,603	734,118	(354,598)	-2.88%	6%	59,314	7,942,432	
06-0002-00	WALTON PUBLIC SCHOOLS	4,806,953	153,515	4,960,468	248,430	1,589	246,939	31,855	799,251	5,760,690	3.0000%	0.0000%	0.0000%	0.0000%	3.1883%	5,760,690	1,362,660		1,362,660	4,400,030	4,278,079	123,951	2.91%	6%	33,507	4,312,036				
06-0071-00	REVERDE PUBLIC SCHOOLS	4,554,118	81,022	4,596,140	106,297		265,297	143,381	127,763	5,112,594	3.0000%	0.0000%	0.2817%	0.5634%	3.8451%	5,309,717	262,449		262,449	138,349	4,171,427	39,431	(24,003)	-2.78%	7%	37,882	4,484,118			
07-0006-00	ALLIANCE PUBLIC SCHOOLS	10,738,841	1,179,450	12,117,834	1,182,512	7,947	1,190,468	650,352	2,552,349	16,511,003	3.0000%	0.0000%	0.0469%	0.2815%	3.3284%	17,060,552	1,279,926		1,279,926	8,068	1,287,994	861,638	2,544,851	12,366,009	248,235	2.05%	6%	990,660	13,356,729	
07-0101-00	HEMINGFORD PUBLIC SCHOOLS	6,152,730	303,030	6,480,402	334,178	3,536	337,714	27,597	79,720	7,744,033	3.0000%	0.4313%	0.0000%	0.2205%	3.9515%	8,065,020	400,000		400,000	2,198	7,842,398	293,594	1,227,921	6,126,107	(282,295)	-4.41%	6%	54,082	6,668,190	
08-0001-00	YOUNG VALLEY SCHOOLS	4,541,330	61,658	4,602,498	279	3,458,098	260,703	194,614	5,382,023	3,000,000	0.0000%	0.5921%	0.0000%	0.5921%	3.5921%	5,575,351	343,785		343,785	348,068	279,400	563,147	4,389,098	(218,402)	-4.74%	7%	376,742	4,765,838		
09-0101-00	AINSWORTH COMMUNITY SCHOOLS	6,099,867	664,447	6,669,414	608,657	12,943	621,600	366,016	47,337	7,704,367	3.0000%	0.0000%	0.6911%	0.2033%	3.8943%	8,004,399	581,157	14,424	595,581	470,874	621,928	6,316,016	(53,398)	-5.30%	7%	59,306	6,855,322			
10-0002-00	GIBBON PUBLIC SCHOOLS	5,969,675	335,281	6,304,956	562,124	452	562,576	299,009	1,317,748	8,444,289	3.0000%	0.0000%	0.0000%	0.4633%	3.4633%	8,736,742	603,826	2,288	606,114	279,139	1,135,612	6,715,877	410,921	6.52%	6%	50,657	7,222,334			
10-0007-00	DE SNEY PUBLIC SCHOOLS	41,509,588	334,535	41,863,123	6,600,489	2,324	6,602,813	1,859,117	10,992,488	63,457,441	3.0000%	0.0000%	0.0425%	0.0410%	3.5238%	66,652,059	6,645,790	923	6,646,713	1,425,812	10,034,566	45,545,008	1,681,885	3.83%	5%	13,078,877	48,715,885			
10-0109-00	SHELTON PUBLIC SCHOOLS	3,646,465	61,439	3,707,884	312,616	974	313,590	234,080	50,150	4,756,904	3.0000%	0.0000%	0.0000%	0.0000%	3.0000%	4,899,611	261,091	229	261,320	227,707	410,893	3,999,691	291,807	7.87%	7%	32,983	4,332,674			
10-0609-00	RAVENNA PUBLIC SCHOOLS	5,186,221	666,792	5,853,013	557,609	532	558,141	509,505	38,132	6,981,391	3.0000%	1.3864%	0.0000%	0.8838%	5,4447%	7,337,898	556,077	14,320	570,397	608,162	5,655,602	(197,411)	-3.37%	7%	48,128	6,142,731				
10-0610-00	DECATON PUBLIC SCHOOLS	3,311,217	116,162	3,427,379	341,438	1,484	342,922	314,836	1,484	4,973,316	3.0000%	0.0000%	0.0000%	0.0000%	3.0000%	5,014,316	281,711	4,219	285,929	220,551	2,068,220	179,103	7.15%	7%	35,709	2,104,929				
10-1019-00	AMHERST PUBLIC SCHOOLS	2,570,766		2,570,766	654,762	6,763	661,335	499,659	15,840	8,247,546	3.0000%	0.8925%	0.0000%	0.4464%	4.3380%	8,605,401	4,638		4,638	559,195	398,974	842,401	(256,841)	-3.65%	6%	49,485	7,266,683			
11-0001-00	TEKAMAH-HEMLOCK COMMUNITY SCHOOLS	5,657,576		5,657,576	694,876	1,399	501,245	389,689	68,218	7,163,298	3.0000%	0.0000%	0.0000%	0.9973%	4.5364%	7,610,932	432,447		432,447	431,081	381,184	6,607,502	(50,426)	-0.89%	7%	47,071	6,677,221			
11-0002-00	OSAGE PUBLIC SCHOOLS	4,341,434		4,341,434	510,739	35,709	546,448	35,709	35,709	5,423,551	3.0000%	0.0000%	0.0000%	0.0000%	3.0000%	5,423,551	1,362,660		1,362,660	4,060,891	4,060,891	0	0.00%	6%	0	4,060,891				
12-0056-00	DAVID CITY PUBLIC SCHOOLS	9,381,616	1,308,581	10,690,197	1,321,130	2,000	1,323,160	881,706	39,004	13,031,007	3.0000%	1.0383%	0.0000%	0.7882%	3.9200%	13,541,819	1,039,335	41,461	1,082,796	833,934	1,092,991	10,533,098	(157,099)	-1.47%	6%	781,860	11,314,958			
12-0502-00	EAST BUTLER PUBLIC SCHOOLS	6,212,080	856,048	7,068,128	475,835	2,060	477,895	431,344	53,932	8,031,299	3.0000%	1.1687%	0.0000%	0.4461%	4.5148%	8,393,896	422,358	19,192	141,253	423,721	4,860,107	7,042,615	(25,513)	-0.36%	7%	562,191	7,604,806			
13-0001-00	PLATTSBURGH COMMUNITY SCHOOLS	10,559,976		10,559,976	1,654,925	1,400,964	4,661,377	183,242	3,681,232	18,317,242	3.0000%	0.0000%	0.0000%	1.1107%	4.1406%	19,075,692	1,608,836		1,608,836	1,423,609	1,415,131	11,881,326	1,322,160	12.52%	6%	1,099,055	12,980,371			
13-0002-00	WATERLOO PUBLIC SCHOOLS	2,519,661		2,519,661	1,072	1,072	2,519,661	4,968,412	4,968,412	9,988,073	3.0000%	0.0000%	0.0000%	0.0000%	3.0000%	9,988,073	1,362,660	13,201	20,019	24,738	1,173,480	2,467,186	1,293,297	11.06%	6%	147,806	2,615,283			
13-0002-00	LOUISVILLE PUBLIC SCHOOLS	6,794,008	268,359	7,062,367	674,185	3,318	677,503	377,494	1,626,076	9,746,450	3.0000%	1.4219%	0.0000%	0.4212%	4.8492%	10,218,457	777,852	3,437	781,289	378,721	4,161,111	6,744,254	50,887	8.23%	6%	58,787	6,782,041			
13-0003-00	CONESTOGA PUBLIC SCHOOLS	8,595,660	955,525	9,551,185	923,246	4,725	976,971	437,731	104,621	11,070,849	3.0000%	0.3738%	0.0926%	0.5787%	4,0451%	11,518,679	840,793	5,505	846,298	516,031	1,107,169	9,049,199	(502,288)	-5.26%	6%	664,251	9,713,450			
13-0097-00	ELMWOOD-MURDOCK PUBLIC SCHOOLS	4,452,955	646,504	5,099,459	435,586	1,276	437,862	286,396	91,472	6,165,088	3.0000%	0.0000%	0.0000%	0.1367%	3.1367%	6,977,287	461,541	3,619	465,160	298,816	1,356,691	4,858,620	(24,839)	-4.76%	7%	473,556	5,330,176			
14-0001-00	WATERLOO PUBLIC SCHOOLS	11,355,723	674,458	12,030,181	699,107	5,178	704,285	390,944	90,994	13,825,369	3.0000%	0.0000%	0.0000%	0.0000%	3.0000%	14,140,369	1,362,660		1,362,660	1,482,245	683,748	1,195,026	(218,402)	-4.74%	7%	54,845	6,877,885			
14-0045-00	RANDOLPH PUBLIC SCHOOLS	3,575,029	71,466	3,646,495	393,145	17,093	410,238	165,912	34,584	4,257,503	3.0000%	0.4743%	0.0000%	0.0000%	3.0743%	4,400,399	442,388	25,619	468,007	166,512	4,232,586	3,344,645	(901,850)	-8.28%	7%	298,025	3,642,670			
14-0054-00	LAUREL-CONCORD-COLLIERIDGE SCHOOLS	6,199,192	1,085,895	8,005,051	619,212	3,169	622,381	404,225	73,318	9,105,248	3.0000%	0.0000%	0.0397%	0.0397%	3.0743%	9,855,632	546,216	7,672	553,888	394,066	662,355	7,778,233	(226,728)	-2.83%	6%	67,367	8,451,600			
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43-0079-00	HAYES CENTER PUBLIC SCHOOLS	2,920.440		2,920.440	118.683	8,550	127,233	95,991	8,798	3,152,442	3.0000%	3.8897%	0.0000%	0.1056%	6,95560	3,371,735	131,264	13,225	146,489	102,236	209,843	2,933,167	(7,273)	-0.25%	7%	220,672	1,131,839	
44-0079-00	HITCHCOCK CO SCH SYSTEM	3,943,343		3,943,343	239,963	5,986	299,849	179,240	388,173	4,601,705	3.0000%	0.0000%	0.0000%	1.3618%	4,01068	4,786,763	281,345	5,168	288,513	168,485	465,399	3,884,312	(70,01)	-1.78%	7%	322,119	1,438,413	
45-0000-00	LEWIS PUBLIC SCHOOLS	1,565,657		1,565,657	721,846	10,000	10,000	701,846	1,565,657	1,565,657	3.0000%	0.0000%	0.0000%	0.0000%	1,565,657	1,565,657	1,565,657	1,565,657	1,565,657	1,565,657	1,565,657	1,565,657	1,565,657	1,565,657	1,565,657	1,565,657	1,565,657	
45-0044-00	STUART PUBLIC SCHOOLS	1,646,162		1,646,162	151,597	508	152,105	116,062	1,299,717	3,214,406	3.0000%	1.8677%	0.1734%	0.5320%	5,38044	3,386,974	152,831	530	153,363	118,009	118,009	1,330,970	1,784,634	138,472	8.41%	7%	224,083	2,009,617
45-0317-00	CHAMBERS PUBLIC SCHOOLS	2,207,581	44,177	2,251,758	164,913	508	164,994	64,331	107,559	3,258,642	3.0000%	0.0000%	0.0000%	0.0000%	3,258,642	2,687,754	114,416	118	114,534	88,314	219,632	2,360,274	8,516	0.38%	7%	181,205	2,441,479	
45-0329-00	WEST HOLT PUBLIC SCHOOLS	6,340,071	228,144	6,568,215	570,276	1,358	574,494	315,974	49,714	7,507,739	3.0000%	2.2033%	0.0000%	0.7419%	5,81958	7,944,232	338,293	4,220	342,513	347,817	699,880	6,360,002	(208,193)	-3.17%	7%	525,514	6,885,536	
45-0502-00	MILLER PUBLIC SCHOOLS	1,201,000		1,201,000	2,762	799	2,762	1,201,000	1,201,000	1,201,000	3.0000%	0.0000%	0.0000%	0.0000%	1,201,000	1,201,000	1,201,000	1,201,000	1,201,000	1,201,000	1,201,000	1,201,000	1,201,000	1,201,000	1,201,000	1,201,000	1,201,000	
45-0503-00	ST PAUL PUBLIC SCHOOLS	6,787,941	139,293	6,927,234	550,276	1,358	574,494	290,966	1,945,562	7,971,556	3.0000%	0.0000%	0.0000%	0.0680%	6,68088	10,075,239	544,949	808	545,757	327,880	1,821,737	7,379,885	425,651	6.53%	6%	583,053	7,962,938	
47-0100-00	CENTURA PUBLIC SCHOOLS	5,975,798	222,222	6,202,020	444,256	949	445,205	275,863	366,773	7,289,861	3.0000%	0.0000%	0.0355%	0.8884%	3,92426	7,575,928	467,637	3,804	471,441	308,551	99,645	5,802,291	(399,729)	-6.45%	7%	510,290	6,312,581	
47-0103-00	ELBA PUBLIC SCHOOLS	1,579,967	27,842	1,607,809	117,593	177	117,730	86,479	1,112,752	2,932,770	3.0000%	0.0000%	0.0000%	0.2806%	3,28048	3,018,648	67,022	228	67,250	58,120	1,142,885	1,715,399	1,088,586	6.76%	7%	1,088,586	1,939,586	
48-0000-00	FARMBUR PUBLIC SCHOOLS	1,010,101	101,112	1,112,424	729,009	20,074	739,089	709,028	106,631	1,534,866	3.0000%	0.0000%	0.1104%	0.8328%	3,43878	13,874,734	827,351	8,702	836,053	1,255,674	1,355,674	1,150,271	(800,407)	-9.09%	6%	800,838	1,150,271	
48-0300-00	TRI COUNTY PUBLIC SCHOOLS	6,282,842	386,634	6,669,476	491,546	3,658	495,204	346,613	376,002	7,889,295	3.0000%	0.6122%	0.0000%	0.4164%	4,02688	8,206,983	473,123	3,462	476,585	329,599	1,075,382	6,325,417	(344,059)	-5.16%	7%	522,251	6,877,667	
48-0303-00	MERIDIAN PUBLIC SCHOOLS	2,947,011	50,505	2,997,516	160,129	241	160,330	106,242	794,513	4,058,061	3.0000%	1.9704%	0.0000%	0.5436%	5,53388	4,283,197	159,812	696	159,689	114,700	1,141,902	2,866,987	(130,529)	-4.55%	7%	284,102	3,151,089	
49-0033-00	STERLING PUBLIC SCHOOLS	9,076,082	95,555	9,166,647	188,572	946	189,518	140,323	31,767	9,560,593	3.0000%	0.0000%	0.0789%	0.5719%	3,23688	3,645,246	212,419	495	213,914	126,525	324,223	2,978,134	(188,513)	-5.95%	7%	247,167	3,225,301	
49-0502-00	JOHNSON CO CENTRAL PUBLIC SCHOOLS	71,020.2	3,279,728	3,350,748	158,992	20,074	3,279,728	3,279,728	158,992	3,350,748	3.0000%	0.0000%	0.0000%	0.0000%	3,350,748	3,350,748	3,350,748	3,350,748	3,350,748	3,350,748	3,350,748	3,350,748	3,350,748	3,350,748	3,350,748	3,350,748	3,350,748	
50-0001-00	WILCOX-HIDRETH PUBLIC SCHOOLS	4,883,838	1,010,101	5,893,939	298,973	943	303,926	185,732	36,453	6,320,505	3.0000%	0.0000%	0.0000%	0.0789%	3,23688	3,645,246	212,419	495	213,914	126,525	324,223	2,978,134	(188,513)	-5.95%	7%	247,167	3,225,301	
50-0501-00	AXTELL COMMUNITY SCHOOLS	1,405,450	424,242	4,764,292	387,791	564	388,355	244,514	277,035	6,192,548	3.0000%	0.0000%	0.0610%	0.8751%	6,192,548	490,951	973	500,024	288,109	838,145	4,556,270	(198,022)	-4.16%	7%	398,594	4,964,864		
50-0503-00	MINDEN PUBLIC SCHOOLS	10,040,043	95,240	10,096,413	838,431	28,370	866,701	549,860	109,700	15,224,716	3.0000%	0.0000%	0.0000%	0.8621%	3,86212	13,006,308	761,790	1,455	763,245	572,376	1,324,923	1,040,764	(655,649)	-5.96%	6%	751,860	1,100,125	
50-0504-00	OSALLAMA PUBLIC SCHOOLS	10,786,384	176,788	10,913,132	1,252,864	4,896	1,257,688	541,643	138,007	12,600,480	3.0000%	0.0000%	0.0770%	1.5770%	1,310,224	2,330,159	3,909	1,234,068	572,373	1,372,122	10,312,461	(711,029)	-7.15%	6%	711,029	10,903,490		
51-0006-00	PAXTON CONSOLIDATED SCHOOLS	2,525,253	50,505	2,575,758	258,095	503	259,198	143,809	616,497	3,595,262	3.0000%	2.4044%	0.3093%	0.0000%	5,71360	3,800,683	192,812	426	193,238	158,281	785,623	2,663,541	87,783	3.41%	7%	251,668	2,915,209	
52-0100-00	KEYA PAHA COUNTY SCHOOLS	2,245,786		2,245,786	147,182	116	147,298	63,529	10,757	2,470,370	3.0000%	0.0000%	0.0000%	0.3614%	3,36144	2,550,309	313,555	-	313,555	63,406	139,606	2,215,742	(30,044)	-1.34%	7%	172,716	2,388,458	
53-0001-00	KIMBALL PUBLIC SCHOOLS	5,707,071	413,490	6,120,561	692,619	1,431	694,050	256,803	51,679	7,123,093	3.0000%	0.4444%	0.0000%	0.0824%	3,52698	7,374,315	308,540	5,881	514,421	258,532	615,620	5,985,742	(134,819)	-2.20%	7%	496,617	6,484,358	
54-0013-00	CREDITON COMMUNITY PUBLIC SCHOOLS	4,646,465	331	4,646,465	913	615	322,602	275,794	43,512	5,268,373	3.0000%	0.9195%	0.0000%	1.4607%	5,38072	5,572,793	322,077	936	323,013	313,522	446,398	4,778,609	(172,605)	-3.73%	7%	370,179	4,844,004	
54-0906-00	CROFTON COMMUNITY SCHOOLS	4,833,333	353,535	5,186,868	485,689	10,995	496,684	309,654	386,714	6,379,920	3.0000%	3.9820%	0.0425%	0.7274%	7,74698	6,874,167	472,273	11,880	483,533	306,252	936,970	5,147,412	(39,456)	-0.77%	7%	464,954	5,594,006	
54-0501-00	NOBARRA PUBLIC SCHOOLS	1,818,182		1,818,182	114,542	38	114,580	336,669	1,792,542	4,061,973	3.0000%	7.3810%	0.0000%	2.0523%	12,41618	4,566,313	113,268	78	113,346	347,664	1,732,889	2,372,434	554,252	30.48%	7%	284,338	2,656,772	
54-0502-00	NANTI COMMUNITY SCHOOLS	38,586	8,853	47,439	221,885	2,902	224,887	62,519	3,990,259	4,944,139	3.0000%	0.0000%	0.0000%	0.8050%	5,092,974	82,106	35,188	117,794	498,374	4,030,408	466,898	579,459	562,676	7%	7%	345,290	790,187	
54-0503-00	WALSH PUBLIC SCHOOLS	3,306,400		3,306,400	25,573	25,573	3,306,400	3,306,400	25,573	3,306,400	3.0000%	0.0000%	0.0000%	0.0000%	3,306,400	3,306,400	3,306,400	3,306,400	3,306,400	3,306,400	3,306,400	3,306,400	3,306,400	3,306,400	3,306,400	3,306,400	3,306,400	
54-0583-00	VERDIGRE PUBLIC SCHOOLS	2,867,677		2,867,677	115,360	59	115,419	130,801	14,206	3,128,103	3.0000%	1.5152%	0.0000%	1.0949%	5,61006	3,303,591	134,623	1	134,624	128,160	264,079	2,776,728	(90,949)	-3.17%	7%	218,967	2,995,695	
54-0586-00	BLOOMFIELD COMMUNITY SCHOOLS	3,255,151	915,773	4,170,924	449,419	44,161	493,580	198,722	49,732	4,912,958	3.0000%	0.4839%	0.0000%	0.7171%	4,26101	5,119,351	488,906	55,055	543,961	196,947	416,170	3,962,273	(208,561)	-5.00%	7%	343,907	4,306,181	
55-0001-00	LINCOLN PUBLIC SCHOOLS	301,397,384		301,397,384	45,999,004	648,453	46,647,457	30,633,060	114,644,234	491,143,335	3.0000%	0.0000%	0.0217%	0.5683%	3,61208	510,954,466	44,389,140	1,222,865	45,612,005	31,803,120	10,848,618	326,930,393	27,296,319	9.00%	4%	19,725,693	348,419,596	
55-0002-00	LAWRENCE PUBLIC SCHOOLS	505,051		505,051	1,517,426	1,517,426	505,051	505,051	1,517,426	1,517,426	3.0000%	0.0000%	0.0000%	0.0000%	1,517,426	1,517,426	1,517,426	1,517,426	1,517,426	1,517,426	1,517,426	1,517,426	1,517,426	1,517,426	1,517,426	1,517,426	1,517,426	
55-0148-00	MALCOLM PUBLIC SCHOOLS	3,488,974	617,022	4,105,996	474,625	4,434	479,059	261,938	364,912	4,840,235	3.0000%	1.3245%	0.0962%	0.3600%	4,78123	8,896,875	602,106	5,064	607,170	234,542	3,643,784	4,951,379	485,383	11.62%	6%	509,454	5,100,833	
55-0149-00	NORRIS SCHOOL DIST 160	18,921,293	707,071	19,628,364	2,022,369	1,991	2,030,360	1,197,946	4,098,111	27,735,471	3.0000%	0.0000%	0.0062%	0.1546%	1,51608	28,219,418	1,985,056	10,029	1,995,085	1,207,946	5,296,229	19,702,158	91,794	0.47%	6%	164,187	21,361,445	
55-0161-00	RAYMOND CENTRAL PUBLIC SCHOOLS	8,217,382	686,869	8,904,251	815,097	19,588	1,384,255	525,434	363,483	11,277,423	3.0000%	1.0740%	0.0000%	0.4988%	4,51608	17,133,726	760,494	18,730	784,224	566,791	1,213,974	9,168,337	264,086	2.97%	6%	673,645	9,841,983	
56-0000-00	NORTH PLATTE PUBLIC SCHOOLS	1,010,101	799,880	1,809,981	1,010,101	3,311	1,010,101	1,010,101	1,010,101	1,010,101	3.0000%	0.0000%	0.0000%	0.0000%	1,010,101	1,010,101	1,010,101	1,010,101	1,010,101	1,010,101	1,010,101	1,010,101	1,010,101	1,010,101	1,010,101	1,010,101	1,010,101	
56-0006-00	BRADY PUBLIC SCHOOLS	1,317,702		1,317,702	165,669	97	165,766	170,881	381,554	3,898,003	3.0000%	2.0690%	0.0000%	1.1475%	6,21658	4,140,323	192,962	12	192,974	162,860	706,864	3,077,025	(8,077)	-0.29%	7%	272,860	3,350,485	
56-0007-00	MAXW																											

90-0560-000	WAKEFIELD PUBLIC SCHOOLS	4,816,162	516,320	5,332,482	560,668	6,943	567,611	307,785	1,438,020	7,645,898	3.0000%	2.8571%	0.7647%	0.5882%	7.2101%	8,197,174	547,432	8,670	556,102	327,641	2,699,464	4,613,967	(718,515)	-13.47%	6%	458,754	5,072,721
90-0595-000	WINDSIDE PUBLIC SCHOOLS	2,948,485	505,051	3,453,536	408,848	3,595	412,443	147,585	597,395	4,610,959	3.0000%	0.0000%	0.0000%	0.0682%	3.0682%	4,752,432	636,573	1,877	638,450	137,129	921,532	3,055,321	(398,215)	-11.53%	7%	322,767	3,178,088
91-0002-000	RED CLOUD COMMUNITY SCHOOLS	3,232,323	202,020	3,434,343	173,979	393	174,372	217,605	435,968	4,262,288	3.0000%	0.0000%	0.0000%	0.7432%	3.7432%	4,421,836	175,229	864	176,093	233,624	714,063	3,298,056	(136,287)	-3.97%	7%	298,360	3,586,416
91-0074-000	BLUE HILL COMMUNITY SCHOOLS	3,528,090	113,594	3,641,684	413,075	4,534	417,609	301,015	736,743	5,097,051	3.0000%	1.3043%	0.0000%	0.8421%	5.1465%	5,359,368	429,143	6,321	435,464	313,129	1,078,550	3,532,225	(109,459)	-3.01%	7%	356,794	3,889,019
92-0045-000	WHEELER CENTRAL SCHOOLS	3,402,063	123,843	3,525,906	164,980	216	165,196	61,393	10,941	3,763,436	3.0000%	8.2796%	0.2885%	2.0192%	13.5873%	4,274,784	214,951	313	215,264	60,702	179,311	3,819,507	293,601	8.33%	7%	263,441	4,082,947
93-0012-000	YORK PUBLIC SCHOOLS	12,373,737	545,455	12,919,192	1,969,471	58,941	2,028,412	1,043,946	2,340,525	18,332,075	3.0000%	1.6594%	0.3878%	0.9748%	6.0221%	19,436,046	1,930,371	109,992	2,040,363	1,199,063	3,065,582	13,131,038	211,846	1.64%	6%	1,099,925	14,230,962
93-0083-000	MC COOL JUNCTION PUBLIC SCHS	2,929,293	101,010	3,030,303	209,861	974	210,835	312,259	914,026	4,467,433	3.0000%	0.0000%	0.1277%	0.2553%	3.3830%	4,638,555	189,440	1,216	190,656	287,245	1,169,035	2,971,619	(58,684)	-1.94%	7%	312,720	3,284,339
93-0096-000	HEARTLAND COMMUNITY SCHOOLS	4,198,964	63,636	4,262,600	400,193	500	400,693	373,760	66,397	5,103,450	3.0000%	0.0000%	0.0000%	0.3715%	3.3715%	5,275,514	383,747	505	384,252	344,303	556,199	3,990,760	(271,840)	-6.38%	7%	357,242	4,348,001
		2,534,409,182	110,881,678	2,645,290,860	330,831,994	4,499,245	335,331,239	219,109,523	1,071,351,786	4,271,083,408					4,452,172,242	333,816,642	5,704,844	339,521,486	229,006,155	1,180,044,834	2,703,599,767	58,308,907	2.20%				

Note: 3 districts (Hemingford, South Sioux, and Pender) submitted changes for the General Fund Other Revenue used for the upcoming year in Section D.



Monthly Update for your Board Meeting Agenda

July 2023

Networking & Events
Latest 'Board Notes' – Monthly Newsletter
Annual Board Calendar Summary
Government Relations & Advocacy
This Month In ...
Monthly Agenda Video Updates & NASB's Video Resources
Contact Us



Networking & Events ... Register Now

<https://members.nasbonline.org/events>

(www.NASBonline.org – Events)

All Dates & Locations Tentative & Subject to Change

ALICAP Summer Safety Workshops - July 10 in Gering. July 11 in Kearney. July 12 in Lincoln

- This free workshop offers a great opportunity for school administrators and central office staff to get the latest information from: Megan Boldt, Director of ALICAP; Sheri Shonka, Coverage Expert at Public Risk Management; and Jay Martin, the new Safety Director at NDE. The registration desk opens at 9:30 AM and the workshop will adjourn by 2:30 PM. Lunch will be provided. Register by Wednesday, July 5.
- <https://members.nasbonline.org/events/alicap-summer-workshop>

Area Membership Meetings – Vision: Engaged

- Join us as we tour the state for training, recognition, networking, engagement and more. Vision and training session topics include: "Vision: Engaged - A Preview of the 2023 NASB Delegate Assembly, Program Review, and the Open Meetings Law." "This Year, Everything but the Kitchen Sink (a policy overview)." "Effectively Engaging Your Community." "Board Governance Essentials." "Christmas Came Early: A look at the presents & coal the Legislature left us this year." "ALICAP's School Safety Pooling." and "It's That Time of Year! Time for the annual superintendent evaluation."
- <https://members.nasbonline.org/events/area-membership-meetings>
 - August 22 - Valentine
 - August 23 - Gering
 - August 24 - York
 - August 29 – North Platte
 - September 6 - Norfolk
 - September 13 - Kearney
 - September 19 - La Vista
 - September 20 - Fremont
 - September 27 - Nebraska City

Labor Relations Conference – October 4-5 - Lincoln

New Board Member Workshop – November 1 - Kearney

State Education Conference – November 15-17 - CHI Health Center, Omaha



Latest 'Board Notes' – Monthly Newsletter

<https://members.nasbonline.org/news-resources/board-notes-newsletter>

(www.NASBonline.org - News & Resources - Board Notes)

- *June events See Leadership, Networking, Live music and Long Drives!*
- *At The Board Table*
- *A Summer Road Trip with your NASB Board ...*
- *"... The More Places You'll Go"*
- *We Care for Kids*
- *Vision: Engaged*
- *NPLF Student Scholarship Program – Donate Today!*
- *Your 2023 NASB Affiliates*
- *This Month In ... And Much More*



"Annual Board Calendar Summary"

View the full detailed calendar at:

<https://members.nasbonline.org/board-leadership/resources>

(www.NASBonline.org – Board Leadership – Resources)

July Board Agenda Items

In addition to routine agenda items, time sensitive topics include:

- Policy Review
 - General policy review
 - Student Fees Policy on or before August 1 § 79-2,134;
 - Student Conduct on or before August 1 § 79-262;
- Student Accountability
 - Apply for Distance Education Incentives. On or before August 1 (through 2023) § 79-1337;
 - Students receiving instruction in another district; contracts authorized. On or before Aug 15 per § 79-598;
- Budget
 - Conduct a Public Hearing on the Proposed Budget Statement. § 13-506;
 - Budget Authority and Allowable Reserve Percentage Certification § 79-1023;
- Board-Superintendent Relations
 - Superintendent Transparency Act. On or before August 1, file with NDE a copy of the approved contract or amendments for superintendent/ESU administrator services. § 79-2403;
- Advocacy – Deadline for Legislative Proposals: July 1, 2023

- Board Leadership Development – Review NASB Board Awards of Achievement Points on or before July 31
**Review the full July Agenda on page 28 of the 2023 NASB Board Meeting Guide & Annual Board Calendar.

Board Retreat

To support our members who did not have the opportunity to participate in the New Board Member Workshops consider a Board Retreat to engage with your newly elected board members as they continue to transition into their new role. Please contact Marcia Herring, NASB Director of Board Leadership at mherring@NASBonline.org or 402-817-0296 to schedule a board retreat or private sessions through Microsoft Teams to review the board role and responsibilities.

Upcoming NASB Board Leadership Events

Board President Circle Teams Meeting – Please mark your calendar for Tuesday, August 8 for the Board President Circle Teams Meeting. We have three options available and look forward to connecting with you!

Option I – 12:00 PM CT Option II – 12:00 PM MT Option III – 7:00 PM CT

NASB New Board Member Workshop - Wednesday, November 1, 2023 – Join the NASB Board Leadership Team in Kearney for the opportunity to engage newly elected board members who did not have the opportunity to attend the NASB New Member Workshop in December 2022. We are also including an invitation to all newly appointed board members. The agenda will include discussion and review of best practice board governance, meeting protocols, committee work, policy, Open Meetings Law, scenarios, goal planning, superintendent evaluation, and more. Stay tuned for more information regarding the registration details.



Government Relations & Advocacy

<https://members.nasbonline.org/government-relations>

(www.NASBonline.org – Government Relations)

This year's Session is done, the work is not! 850+ bills & measures were introduced. NASB followed roughly 110, Supported 31, and Opposed 31. 32 bills we followed were approved by the Governor directly or amended into another bill. Many bills passed this year will require a policy change by the board. Policies on option enrollment, dress code, and graduation requirements for example will require board review and/or action. School funding has gone through a change as well. Foundation Aid will now be part of the formula in addition to an increase to 80% SpEd reimbursement. On the flip side, there are new caps on property tax requests.

A number of Interim Hearings for later this year have been introduced on topics like Truancy, School Choice, Parental Involvement, SEL, Mandates, Security, Equalization, Consolidation of ESUs, Early Childhood, and more.

Call Colby & Matt with questions any time!



This Month In ...

<https://members.nasbonline.org/news-resources/board-notes-newsletter>

(www.NASBonline.org - News & Resources - Board Notes)

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the Board Notes newsletter for "This Month In ..."



Monthly Agenda Video Updates & NASB's Video Resources

<https://members.nasbonline.org/news-resources/video-library>

(www.NASBonline.org - News & Resources – Video Library)

Monthly Board Agenda videos, Legal Resources, NASB's Live & Learn Series, Member Zoom's, Q&A's with the Governor and Commissioner Blomstedt, EHA Updates, Advocacy breakdowns, and MUCH more!



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<https://members.nasbonline.org/about-us>

(www.NASBonline.org – About Us)

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and on Facebook at www.facebook.com/NASBonline





PUBLIC SCHOOL BOARD MEETING

Agenda

- A. President calls the meeting to order and recognizes the posting of the Open Meetings Law.
- B. Welcome visitors to the meeting.
- C. Board/Superintendent Transition Workshop, facilitated by NRCSA Consultants
 1. Review documents: (list board policies that cover Supt/Board duties/roles)
 - Functional Principle of Administration.
 - The Superintendent of Schools.
 - The Duties of the Superintendent of Schools.
 - Superintendent Job Description.
 - Purpose and Role of the Board.
 - Duties and Functions of the Board of Education.
 - Evaluation Instrument of Superintendent.
 2. Transition Worksheet
 - Board discusses Board/Superintendent Relationship.
 - Superintendent discusses Superintendent/Board Relationship.
 - Board discusses key issues in the district that should be the focus of time and energy of the Superintendent in his first year (Goal Development).
 3. Discuss how the Superintendent will be evaluated in the first year.
 4. Possible Action Items
 - Consider directing the Superintendent to develop an action plan for each of the goals identified.
 - Consider directing the Superintendent to bring suggested changes in language for Board Policies to the next Board meeting.
- D. Adjournment.