Board of Education Regular Meeting
Monday, July 14, 2025 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 9th Edition of *The Ravenna News*
9. Blue Jay Celebration of Success - None this month
10. Artist of the Month - None this month
11. Request to Address the Board and Correspondence
12. Information and Action Items
    12.1. Discuss, consider, and take all action necessary to the transfer of $4,000 from the General Fund to the School Nutrition (Lunch) Fund

12.2. Discuss, consider, and take all action necessary to the 2025 Ravenna Board of Education Policy Update

12.3. Discuss, consider, and take all action necessary to the 2025-26 Ravenna Public Schools Student Handbook

12.4. Discuss, consider, and take all action necessary to the 2025-26 Ravenna Public Schools Staff Handbook

12.5. Discuss, consider, and take all action necessary to the 2025-26 Ravenna Public Schools Activity Handbook

12.6. Discuss, consider, and take all action necessary to the 2025-26 Ravenna Public Schools Coaches Handbook

13. Discussion Items

13.1. Discuss, consider, and take all action necessary to the investment of bond fund proceeds during the construction phase of the bond project

13.2. Discuss, consider, and take all action necessary to the pre-school enrollment capacity

14. Elementary Principal's Report

15. Secondary Principal's Report

16. Superintendent's Report

17. Board Report

18. Positive Comments

19. Adjournment

Ravenna Public Schools
Fund Balance Report
June 30th, 2025

Special Building		
Last month ending balance	$	934,785.76
Buffalo Co Taxes	$	47,368.55
Sherman Co Taxes	$	15,928.64
Settlement Checks	$	-
Interest	$	971.97
Check(s)	$	(62,844.08)
Bank Statement Balance	**$**	**936,210.84**
Outstanding Checks		**$0.00**
Flex 9 mo. CD 043	$	1,578,571.34
Interest	$	19,802.15
Total	**$**	**2,534,584.33**
Depreciation Fund		
Last month ending balance	$	435,269.37
Interest	$	52.89
CD 428 Dep.	$	-
Transfer	$	-
Check(s)	$	(11,369.26)
Bank Statement Balance	**$**	**423,953.00**
5 Month Spec. CD 428	$	-
Interest	$	-
Total	$	423,953.00
Employee Benefit Fund		
Last month ending balance	$	13,952.24
Deposit for Employee Benefits	$	-
Interest	$	1.72
Withdrawal to CD	$	-
Bank Statement Balance	**$**	**13,953.96**
Flex 9 mo. CD 094	$	207,468.19
Interest	$	4,459.75
x3372 13 mo CD		
Interest	$	-
5 Month Spec. CD 427	$	-
Interest	$	-
Total	**$**	**225,881.90**
Qualified Cap		
Last month ending balance	$	182,337.31
Buffalo Co Taxes	$	10,150.57
Sherm Co Taxes	$	3,413.34
US Treas.		
Interest	$	-
check(s) Transfer to GF	$	-
Bank Statement Balance	**$**	**195,901.22**

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
Checking Account ID 01		Fund Number 01 General		
	192316	A Parts Warehouse	06/23/2025	388.81
01 2710 610 000 000		Tires And Parts	388.81	
	192533	A Parts Warehouse	07/07/2025	449.80
01 2710 610 000 000		Tires And Parts	449.80	
Total A Parts Warehouse			838.61	
	Beyer.June25	Beyer, Thomas	06/25/2025	1,150.00
01 2151 340 002 000		OTHER PROF. SERVICES	1,150.00	
Total Beyer, Thomas			1,150.00	
	4905153979. June25	BLACK HILLS ENERGY	06/19/2025	76.30
01 2610 621 001 000		Fuel Secon	38.15	
01 2610 621 002 000		Fuel Elem	38.15	
	8985166782. June25	BLACK HILLS ENERGY	06/19/2025	1,667.70
01 2610 621 001 000		Fuel Secon	833.85	
01 2610 621 002 000		Fuel Elem	833.85	
Total BLACK HILLS ENERGY			1,744.00	
	5548550	BLICK ART MATERIALS	05/30/2025	314.32
01 1100 610 002 003		Grade 3 Materials	15.48	
01 1100 610 002 005		Grade 5 Materials	40.25	
01 1100 610 001 027		Secon Art Materials	171.76	
01 1100 610 001 020		Lang Arts Materials	9.11	
01 1190 610 002 000		PreK Supplies	77.72	
	5668435	BLICK ART MATERIALS	06/20/2025	56.13
01 1100 610 002 000		Gen Supplies Elem	31.14	
01 1100 610 002 002		Grade 2 Materials	24.99	
Total BLICK ART MATERIALS			370.45	
	1733431	BUILDERS WAREHOUSE	05/20/2025	1,328.40
01 2620 610 001 000		GENERAL SUPPLIES	1,328.40	
Total BUILDERS WAREHOUSE			1,328.40	
	AE6F53T	CDW GOVERNMENT	06/17/2025	37.49
01 1100 610 001 031		Instruc Materials	37.49	
Total CDW GOVERNMENT			37.49	
	002064833	CENTRAL COMMUNITY COLLEGE	06/24/2025	72.00
01 2212 123 001 000		Staff Development	36.00	
01 2212 123 002 000		Staff Development	36.00	
Total CENTRAL COMMUNITY COLLEGE			72.00	
	INV-13857	CEV Multimedia, LLC	07/02/2025	4,012.50
01 1100 735 001 025		Comp Software Secon	4,012.50	
Total CEV Multimedia, LLC			4,012.50	
	176215601060125	CHARTER COMMUNICATIONS	06/01/2025	22.41
01 1100 382 000 000		INTERNET SERVICES	22.41	
	176215601070125	CHARTER COMMUNICATIONS	07/01/2025	22.41
01 1100 382 000 000		INTERNET SERVICES	22.41	
Total CHARTER COMMUNICATIONS			44.82	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
	357.June25	CITY OF RAVENNA	06/25/2025	558.12
01 2610 410 001 000		Water Sewer Secon	279.06	
01 2610 410 002 000		Water Sewer Elem	279.06	
	760.June25	CITY OF RAVENNA	06/25/2025	74.08
01 2610 410 001 000		Water Sewer Secon	37.04	
01 2610 410 002 000		Water Sewer Elem	37.04	
Total CITY OF RAVENNA			632.20	
	5062655	COMMITTEE FOR CHILDREN	03/07/2025	7,092.00
01 1100 735 001 000		Comp Software Secon	7,092.00	
Total COMMITTEE FOR CHILDREN			7,092.00	
	26591.June25	CULLIGAN OF KEARNEY	06/02/2025	284.00
01 2620 610 001 000		GENERAL SUPPLIES	142.00	
01 2620 610 002 000		GENERAL SUPPLIES	142.00	
Total CULLIGAN OF KEARNEY			284.00	
	1481867	DAS State Accounting - Central Finance	06/11/2025	292.87
01 1100 382 000 000		INTERNET SERVICES	292.87	
Total DAS State Accounting - Central Finance			292.87	
	009778990101	Discount School Supply	06/14/2025	89.98
01 1100 610 002 004		Grade 4 Materials	89.98	
	009779010101	Discount School Supply	06/13/2025	232.15
01 1190 610 002 000		PreK Supplies	232.15	
	009779660101	Discount School Supply	06/13/2025	9.98
01 1100 610 002 002		Grade 2 Materials	9.98	
Total Discount School Supply			332.11	
	9150611-0	EAKES OFFICE PLUS	06/06/2025	326.88
01 2610 610 001 000		Supplies Secon	163.44	
01 2610 610 002 000		Supplies Elem	163.44	
Total EAKES OFFICE PLUS			326.88	
	8325361	ECOLAB PEST ELIM DIV	06/23/2025	81.85
01 2620 431 001 000		Con/ser Repair Secon	40.93	
01 2620 431 002 000		Cont/ser Repair Elem	40.92	
Total ECOLAB PEST ELIM DIV			81.85	
	CIP2025	Educational Service Unit No. 5	06/20/2025	50.00
01 2410 810 001 000		Dues And Fees Secon	25.00	
01 2220 330 001 000		EMPLOYEE TRAINING/DEVELOPMENT	25.00	
Total Educational Service Unit No. 5			50.00	
	400390	EGAN SUPPLY CO.	06/19/2025	545.11
01 1100 610 002 007		Kingrt Materials	28.17	
01 2620 610 001 000		GENERAL SUPPLIES	258.47	
01 2620 610 002 000		GENERAL SUPPLIES	258.47	
Total EGAN SUPPLY CO.			545.11	
	180300.June25	ESU #10	06/30/2025	33,529.33
01 2580 432 000 000		TECH REPAIRS/MAINT.	21.25	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 2152 591 002 607		AUDIOLOGY SPED 3-5	21.44	
01 2153 591 002 607		AUDIOLOGY SPED 0-2	21.44	
01 2151 591 001 607		Audiology Secon	85.72	
01 2151 591 002 607		Audiology Elem	85.72	
01 2151 591 001 604		ESU SERVICES-Deaf Ed Sec.	443.12	
01 2152 591 002 602		PRE SCHL SPEECH (3-5)	1,989.03	
01 2151 591 001 602		Speech Therapy	3,601.98	
01 2151 591 002 602		Speech Therapy Elem	9,727.86	
01 2181 591 001 605		Vision	502.37	
01 1200 591 000 608		Vocational	123.17	
01 1292 591 002 603		Pre Sped Services (0-2)	316.59	
01 2141 591 002 606		Diagnostic Testing (School Psych)	3,032.30	
01 1200 591 000 000		ESU SERVICES	993.00	
01 1291 591 002 603		PRE SPED Supervision (3-5)	316.58	
01 1200 591 001 000		SPED SUPERVISION SEC.	1,430.26	
01 1200 591 002 000		SPED SUPERVISION ELEM.	1,430.26	
01 2153 591 002 602		SPEECH (0-2)	1,395.66	
01 2151 591 002 604		Deaf Ed Sped Elem.	443.12	
01 2140 591 001 000		ESU SERVICES-LMHP	1,500.00	
01 2140 591 002 000		ESU SERVICES-LMHP Elem	1,500.00	
01 2142 591 002 606		PSYCH SERVICES SPED 3-5	758.08	
01 2143 591 002 606		PSYC SERVICES SPED 0-2	758.08	
01 2141 591 001 606		SCHOOL PSYCH	3,032.30	
	2425-956	ESU #10	07/01/2025	300.00
01 1200 320 002 000		Purch Prof Serv Elem	300.00	
Total ESU #10			33,829.33	
	2425ESU7-01	ESU 7	06/05/2025	280.00
01 1100 735 001 000		Comp Software Secon	140.00	
01 1100 735 002 000		Comp Software Elem	140.00	
Total ESU 7			280.00	
	3663	Family Physical Therapy & Sports Center P.C.	06/16/2025	3,464.55
01 2173 320 002 000		PT Sped Services 0-2	423.90	
01 2172 320 002 000		PT Sped Services 3-5	128.25	
01 2171 320 002 000		PT Sped Services Elem	441.75	
01 2171 320 001 000		PT Sped Services Sec.	171.00	
01 2161 320 001 000		PROFESSIONAL ED SERVICES	243.75	
01 2163 320 002 000		OT Sped Services 0-2	400.65	
01 2162 320 002 000		OT Services SPED 3-5	256.50	
01 2161 320 002 000		PROFESSIONAL ED SERVICES	1,026.00	
01 2161 320 001 000		PROFESSIONAL ED SERVICES	114.00	
01 2151 320 001 000		Speech Therapy Services	258.75	
Total Family Physical Therapy & Sports Center P.C.			3,464.55	
	241195	GRONES OUTDOOR POWER	06/11/2025	63.18
01 2620 610 001 000		GENERAL SUPPLIES	31.59	
01 2620 610 002 000		GENERAL SUPPLIES	31.59	
Total GRONES OUTDOOR POWER			63.18	
	11061339	Hamilton	06/01/2025	281.72
01 2510 382 001 000		Telephone Secon	140.86	
01 2510 382 002 000		Telehone Elem	140.86	
	11062208	Hamilton	07/01/2025	90.16
01 2510 382 001 000		Telephone Secon	45.08	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 2510 382 002 000		Telehone Elem	45.08	
	11068499	Hamilton	07/01/2025	40.58
01 2510 382 001 000		Telephone Secon	20.29	
01 2510 382 002 000		Telehone Elem	20.29	
Total Hamilton			412.46	
	868375429	HD Supply Formerly Home Depot Pro	06/06/2025	13.28
01 2610 610 001 000		Supplies Secon	6.64	
01 2610 610 002 000		Supplies Elem	6.64	
	868375437	HD Supply Formerly Home Depot Pro	06/06/2025	229.76
01 2610 610 001 000		Supplies Secon	114.88	
01 2610 610 002 000		Supplies Elem	114.88	
	869056176	HD Supply Formerly Home Depot Pro	06/11/2025	20.48
01 2610 610 001 000		Supplies Secon	10.24	
01 2610 610 002 000		Supplies Elem	10.24	
Total HD Supply Formerly Home Depot Pro			263.52	
	12800282.July 25	Hometown Leasing	06/16/2025	765.95
01 1100 443 001 000		LEASED EQUIP	765.95	
Total Hometown Leasing			765.95	
	956297103	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	06/27/2025	2,094.96
01 1100 640 002 000		Textbooks Elem	2,094.96	
Total HOUGHTON MIFFLIN HARCOURT PUBLISHING CO			2,094.96	
	236451	Hubert Company	06/12/2025	104.00
01 1100 610 002 000		Gen Supplies Elem	104.00	
Total Hubert Company			104.00	
	8960	IDEAL PROFESSIONAL CLEANERS	06/10/2025	741.70
01 1100 350 001 028		Other Purchased Services	741.70	
Total IDEAL PROFESSIONAL CLEANERS			741.70	
	668836	Integrated Life Choices	05/31/2025	6,704.21
01 1200 569 001 000		TUITION-OTHER	6,704.21	
	668837	Integrated Life Choices	05/31/2025	1,560.00
01 2712 519 001 000		Contracted Transpor	1,560.00	
	668839	Integrated Life Choices	05/31/2025	2,659.14
01 1200 569 001 000		TUITION-OTHER	2,659.14	
	673872	Integrated Life Choices	06/30/2025	3,539.08
01 1200 569 001 000		TUITION-OTHER	3,539.08	
Total Integrated Life Choices			14,462.43	
	S537810	IXL Learning	06/17/2025	4,937.50
01 1100 735 001 000		Comp Software Secon	3,281.25	
01 1100 735 002 000		Comp Software Elem	1,656.25	
Total IXL Learning			4,937.50	
	367598754	J. W. PEPPER & SON INC.	06/26/2025	29.95
01 1100 610 002 018		Music Materials	29.95	
	36798605	J. W. PEPPER & SON INC.	06/26/2025	53.94
01 1100 610 002 018		Music Materials	53.94	
Total J. W. PEPPER & SON INC.			83.89	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
	2460.June25	K & B PARTS	06/25/2025	412.49
01 2620 610 001 000		GENERAL SUPPLIES	44.25	
01 2710 610 000 000		Tires And Parts	368.24	
Total K & B PARTS			412.49	
	49789901	Kearney Winnelson Co.	06/20/2025	129.20
01 2620 610 001 000		GENERAL SUPPLIES	64.60	
01 2620 610 002 000		GENERAL SUPPLIES	64.60	
Total Kearney Winnelson Co.			129.20	
	25235	L & M MACHINE TOOLS, LTD	06/17/2025	35.31
01 2710 431 000 000		REPAIRS & MAINT.	35.31	
Total L & M MACHINE TOOLS, LTD			35.31	
	90999622	LAKESHORE LEARNING MATERIALS	06/12/2025	91.99
01 1100 610 001 023		Soc Stud Materials	91.99	
Total LAKESHORE LEARNING MATERIALS			91.99	
	2146	LARSEN ELECTRIC INC	06/19/2025	257.20
01 2620 610 001 000		GENERAL SUPPLIES	128.60	
01 2620 610 002 000		GENERAL SUPPLIES	128.60	
	2166	LARSEN ELECTRIC INC	06/22/2025	530.53
01 2620 610 001 000		GENERAL SUPPLIES	(564.60)	
01 2620 610 001 000		GENERAL SUPPLIES	1,095.13	
Total LARSEN ELECTRIC INC			787.73	
	CI-00118946	Lexia Learning Systems	06/18/2025	2,530.00
01 1100 735 001 000		Comp Software Secon	2,530.00	
Total Lexia Learning Systems			2,530.00	
	19003	LifeGuard MD, Inc.	06/05/2025	340.00
01 2130 610 000 000		Health Supplies	340.00	
Total LifeGuard MD, Inc.			340.00	
	797365	LOCKMOBILE, THE	07/03/2025	385.00
01 2620 431 001 000		Con/ser Repair Secon	192.50	
01 2620 431 002 000		Cont/ser Repair Elem	192.50	
Total LOCKMOBILE, THE			385.00	
	LFxfer.july2025	LUNCH FUND	07/11/2025	4,000.00
01 8000 912 000 000		Lunch Fund	4,000.00	
Total LUNCH FUND			4,000.00	
	52522475	Matheson Tri Gas INC	06/30/2025	244.80
01 1100 610 001 025		Instr Materials	244.80	
Total Matheson Tri Gas INC			244.80	
	8303	MC AUTOMOTIVE	06/13/2025	3,196.83
01 2730 431 000 000		REPAIRS & MAINT.	3,196.83	
Total MC AUTOMOTIVE			3,196.83	
	6281	MENARDS	06/11/2025	66.96

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 2620 610 001 000		GENERAL SUPPLIES	33.48	
01 2620 610 002 000		GENERAL SUPPLIES	33.48	
Total MENARDS			66.96	
	92528	MERNARDS - KEARNEY	06/17/2025	92.54
01 2620 610 001 000		GENERAL SUPPLIES	46.27	
01 2620 610 002 000		GENERAL SUPPLIES	46.27	
	93398	MERNARDS - KEARNEY	07/03/2025	108.41
01 2710 610 000 000		Tires And Parts	108.41	
Total MERNARDS - KEARNEY			200.95	
	426	MIDWEST FLOOR SPECIALISTS	06/10/2025	2,355.00
01 2620 431 002 000		Cont/ser Repair Elem	2,355.00	
Total MIDWEST FLOOR SPECIALISTS			2,355.00	
	2151557-00	MIDWEST TECHNOLOGY PRODUCTS	06/16/2025	820.16
01 1100 610 001 031		Instruc Materials	820.16	
Total MIDWEST TECHNOLOGY PRODUCTS			820.16	
	52744.June25	NE PUBLIC POWER DISTRICT	06/27/2025	133.74
01 2610 621 001 000		Fuel Secon	66.87	
01 2610 621 002 000		Fuel Elem	66.87	
	52749.June25	NE PUBLIC POWER DISTRICT	06/25/2025	49.25
01 2610 621 001 000		Fuel Secon	24.63	
01 2610 621 002 000		Fuel Elem	24.62	
	52754.June25	NE PUBLIC POWER DISTRICT	06/27/2025	32.63
01 2610 621 001 000		Fuel Secon	16.32	
01 2610 621 002 000		Fuel Elem	16.31	
	52759.June25	NE PUBLIC POWER DISTRICT	06/27/2025	4,397.66
01 2610 621 001 000		Fuel Secon	2,198.83	
01 2610 621 002 000		Fuel Elem	2,198.83	
	52765.June25	NE PUBLIC POWER DISTRICT	06/27/2025	68.36
01 2610 621 001 000		Fuel Secon	34.18	
01 2610 621 002 000		Fuel Elem	34.18	
	52769.July25	NE PUBLIC POWER DISTRICT	07/02/2025	32.63
01 2610 621 001 000		Fuel Secon	16.32	
01 2610 621 002 000		Fuel Elem	16.31	
	52769.June25	NE PUBLIC POWER DISTRICT	06/03/2025	40.33
01 2610 621 001 000		Fuel Secon	20.17	
01 2610 621 002 000		Fuel Elem	20.16	
Total NE PUBLIC POWER DISTRICT			4,754.60	
	57-14395	NEBRASKA SAFETY CENTER	06/02/2025	940.00
01 2710 330 000 000		TESTING	940.00	
Total NEBRASKA SAFETY CENTER			940.00	
	839291	NORTHWEST EVALUATION ASSOCIATION	07/01/2025	3,203.75
01 1100 735 001 000		Comp Software Secon	1,601.88	
01 1100 735 002 000		Comp Software Elem	1,601.87	
Total NORTHWEST EVALUATION ASSOCIATION			3,203.75	
	1165	NRCSA	07/01/2025	850.00
01 2310 810 000 000		Dues And Fees	850.00	
Total NRCSA			850.00	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
	PUI 123662	Parco Scientific Company	06/11/2025	747.50
01 1100 610 001 022		Materials	747.50	
Total Parco Scientific Company			747.50	
	2425-958	Patch of Heaven	07/10/2025	106.83
01 2310 610 000 000		Supplies	106.83	
Total Patch of Heaven			106.83	
	164724	PRAIRIE HILLS WIRELESS, LLC	07/01/2025	60.00
01 1100 382 000 000		INTERNET SERVICES	60.00	
Total PRAIRIE HILLS WIRELESS, LLC			60.00	
	S1487704.002	PYRAMID SCHOOL PRODUCTS	06/13/2025	1,501.45
01 1100 610 001 022		Materials	117.01	
01 1100 610 001 027		Secon Art Materials	219.76	
01 2220 610 001 000		Supplies Secon	65.29	
01 1100 610 001 020		Lang Arts Materials	134.78	
01 1200 610 002 000		Gen Supplies Elem	5.69	
01 1100 610 001 025		Instr Materials	11.38	
01 1100 610 002 019		Elem Pe Materials	101.01	
01 1100 610 001 029		Instr Materials	101.01	
01 1100 610 002 001		Grade 1 Materials	41.47	
01 1100 610 002 002		Grade 2 Materials	23.71	
01 1100 610 002 003		Grade 3 Materials	70.59	
01 1100 610 001 026		Instr Materials	23.20	
01 2610 610 001 000		Supplies Secon	36.93	
01 2610 610 002 000		Supplies Elem	36.92	
01 1100 610 001 000		Gen Supplies Secon	33.47	
01 1100 610 001 032		Foreign Lang Mater	35.26	
01 1200 610 001 000		Gen Supplies	1.40	
01 1100 610 002 007		Kingrt Materials	106.67	
01 1100 610 001 021		Math Materials	19.56	
01 1100 610 002 000		Gen Supplies Elem	99.10	
01 1190 610 002 000		PreK Supplies	21.03	
01 1100 610 001 028		Instr Materials	19.56	
01 1100 610 002 005		Grade 5 Materials	176.65	
	S1487704.003	PYRAMID SCHOOL PRODUCTS	06/17/2025	81.98
01 1100 610 001 022		Materials	81.98	
Total PYRAMID SCHOOL PRODUCTS			1,583.43	
	44489916	QUILL LLC	06/11/2025	26.16
01 1100 610 002 000		Gen Supplies Elem	26.16	
	44489988	QUILL LLC	06/11/2025	21.20
01 1190 610 002 000		PreK Supplies	21.20	
	44497837	QUILL LLC	06/11/2025	11.70
01 1100 610 001 023		Soc Stud Materials	11.70	
	44507913	QUILL LLC	06/12/2025	52.55
01 1100 610 002 004		Grade 4 Materials	52.55	
	44509597	QUILL LLC	06/12/2025	12.40
01 1100 610 002 004		Grade 4 Materials	12.40	
	44535315	QUILL LLC	06/11/2025	41.64
01 1190 610 002 000		PreK Supplies	41.64	
Total QUILL LLC			165.65	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
	2425-948	Rager, Lacey	07/07/2025	120.00
01 2130 610 000 000		Health Supplies	120.00	
Total Rager, Lacey			120.00	
	news,June25	RAVENNA NEWS	06/30/2025	555.69
01 2310 540 000 000		Advertising & Print	555.69	
	news.May25	RAVENNA NEWS	05/31/2025	1,038.39
01 2310 540 000 000		Advertising & Print	1,038.39	
Total RAVENNA NEWS			1,594.08	
	trash.July25	RAVENNA SANITATION	07/01/2025	981.00
01 2620 420 001 000		CLEANING SERVICES/TRASH	490.50	
01 2620 420 002 000		CLEANING SERVICES/TRASH	490.50	
Total RAVENNA SANITATION			981.00	
	IN101606023	S&S WORLDWIDE	06/05/2025	131.88
01 1100 610 002 019		Elem Pe Materials	131.88	
Total S&S WORLDWIDE			131.88	
	208135743995	SCHOOL SPECIALTY LLC	06/06/2025	15.16
01 1100 610 002 003		Grade 3 Materials	15.16	
	208135749022	SCHOOL SPECIALTY LLC	06/10/2025	472.09
01 1200 610 001 000		Gen Supplies	472.09	
	208135754702	SCHOOL SPECIALTY LLC	06/12/2025	108.78
01 1190 610 002 000		PreK Supplies	108.78	
	208135754749	SCHOOL SPECIALTY LLC	06/12/2025	125.53
01 1100 610 002 004		Grade 4 Materials	125.53	
	208135754790	SCHOOL SPECIALTY LLC	06/12/2025	197.05
01 1190 610 002 000		PreK Supplies	197.05	
	208135754814	SCHOOL SPECIALTY LLC	06/12/2025	109.38
01 1100 610 001 020		Lang Arts Materials	109.38	
	208135754851	SCHOOL SPECIALTY LLC	06/12/2025	165.55
01 1100 610 002 006		Grade 6 Materials	165.55	
	208135754875	SCHOOL SPECIALTY LLC	06/12/2025	87.00
01 1100 610 002 000		Gen Supplies Elem	19.10	
01 1100 610 002 002		Grade 2 Materials	35.82	
01 1100 610 001 021		Math Materials	12.60	
01 1200 610 001 000		Gen Supplies	19.48	
	208135757758	SCHOOL SPECIALTY LLC	06/13/2025	5.71
01 1100 610 002 002		Grade 2 Materials	5.71	
	208135757961	SCHOOL SPECIALTY LLC	06/13/2025	131.39
01 1100 610 001 023		Soc Stud Materials	131.39	
Total SCHOOL SPECIALTY LLC			1,417.64	
	20250628-061	SOFTWARE UNLIMITED INC	06/28/2025	7,840.00
01 2510 735 000 000		Computer Software	7,840.00	
	CR20250628-013	SOFTWARE UNLIMITED INC	06/28/2025	(400.00)
01 2510 735 000 000		Computer Software	(400.00)	
Total SOFTWARE UNLIMITED INC			7,440.00	
	6033057841	STAPLES	05/28/2025	682.15
01 1100 610 001 000		Gen Supplies Secon	226.40	
01 1100 610 002 000		Gen Supplies Elem	455.75	
	6033870593	STAPLES	06/03/2025	2,763.20

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 1100 610 001 000		Gen Supplies Secon	1,381.60	
01 1100 610 002 000		Gen Supplies Elem	1,381.60	
	6034421129	STAPLES	06/12/2025	209.75
01 1100 610 001 000		Gen Supplies Secon	209.75	
	6034441011	STAPLES	06/12/2025	57.38
01 1100 610 002 000		Gen Supplies Elem	57.38	
	6034441012	STAPLES	06/12/2025	80.82
01 1100 610 002 004		Grade 4 Materials	80.82	
	6034441013	STAPLES	06/12/2025	202.48
01 1100 610 001 031		Instruc Materials	202.48	
	6034441014	STAPLES	06/12/2025	64.94
01 1100 610 002 004		Grade 4 Materials	64.94	
	6034441015	STAPLES	06/12/2025	45.64
01 1100 610 001 023		Soc Stud Materials	45.64	
	6034441016	STAPLES	06/12/2025	40.92
01 1190 610 002 000		PreK Supplies	40.92	
	6034441018	STAPLES	06/12/2025	40.82
01 1100 610 001 000		Gen Supplies Secon	40.82	
	6034875511	STAPLES	06/11/2025	35.80
01 1100 610 001 000		Gen Supplies Secon	35.80	
	6034875512	STAPLES	06/19/2025	16.70
01 1100 610 002 002		Grade 2 Materials	16.70	
Total STAPLES			4,240.60	
	2536	Tri-Cities Roofing & Sheet Metal	03/31/2025	408.67
01 2620 431 001 000		Con/ser Repair Secon	204.34	
01 2620 431 002 000		Cont/ser Repair Elem	204.33	
Total Tri-Cities Roofing & Sheet Metal			408.67	
	usbank.062025Matheso	U.S. Bank	06/24/2025	7,800.00
01 3551 610 001 000		CTE GENERAL SUPPLIES	7,800.00	
	usbank.July2025	U.S. Bank	06/25/2025	24,420.42
01 2510 531 000 000		POSTAGE	319.73	
01 1200 810 001 000		Registration Secondary	10.82	
01 1100 735 001 000		Comp Software Secon	68.00	
01 2620 610 001 000		GENERAL SUPPLIES	980.89	
01 1100 610 001 029		Instr Materials	66.15	
01 1100 610 001 020		Lang Arts Materials	27.95	
01 1100 610 002 001		Grade 1 Materials	510.82	
01 1100 610 002 007		Kingrt Materials	55.08	
01 1100 610 002 003		Grade 3 Materials	47.61	
01 1100 610 002 018		Music Materials	100.66	
01 1200 610 002 000		Gen Supplies Elem	190.72	
01 1100 610 001 022		Materials	472.91	
01 2120 610 001 000		Supplies Secon	138.92	
01 2120 610 002 000		Supplies Elem	138.92	
01 2580 650 001 000		Computer Supplies	1,191.45	
01 2580 650 002 000		Computer Supplies	1,191.45	
01 1100 610 001 031		Instruc Materials	913.43	
01 1100 610 002 000		Gen Supplies Elem	131.69	
01 1100 735 001 000		Comp Software Secon	145.00	
01 1100 735 002 000		Comp Software Elem	145.00	
01 2120 610 001 000		Supplies Secon	28.50	
01 1100 735 001 000		Comp Software Secon	735.00	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 2620 610 001 000		GENERAL SUPPLIES	247.40	
01 2620 610 002 000		GENERAL SUPPLIES	247.40	
01 1100 610 001 000		Gen Supplies Secon	180.28	
01 2730 431 000 000		REPAIRS & MAINT.	1,896.00	
01 1100 610 001 022		Materials	1,528.05	
01 2310 610 000 000		Supplies	201.50	
01 2620 610 002 000		GENERAL SUPPLIES	416.29	
01 1100 610 001 029		Instr Materials	1,304.62	
01 1100 610 002 019		Elem Pe Materials	1,823.62	
01 2710 626 000 000		Gas And Oil	98.41	
01 1100 610 001 031		Instruc Materials	1,993.36	
01 2120 735 001 000		Computer Software	3,625.00	
01 3535 610 000 000		High Abilt Learn Supplies	2,129.99	
01 1200 735 002 000		Comp Software Elem	449.00	
01 1100 610 001 027		Secon Art Materials	668.80	
Total U.S. Bank			32,220.42	
	2526USAD	UNITED STATES ACADEMIC DECATHLON	02/28/2025	840.00
01 1100 640 001 000		Textbooks Secon	840.00	
Total UNITED STATES ACADEMIC DECATHLON			840.00	
	04960080202506	Verizon Business	07/01/2025	34.56
01 2510 382 001 000		Telephone Secon	17.28	
01 2510 382 002 000		Telehone Elem	17.28	
Total Verizon Business			34.56	
	6116979599	VERIZON WIRELESS	07/01/2025	107.42
01 2510 382 001 000		Telephone Secon	53.71	
01 2510 382 002 000		Telehone Elem	53.71	
Total VERIZON WIRELESS			107.42	
	207655	Wayside Publishing	06/17/2025	6,031.98
01 1100 735 001 000		Comp Software Secon	6,031.98	
Total Wayside Publishing			6,031.98	
	2506-122682	WILKE'S TRUE VALUE	06/03/2025	45.00
01 2620 610 001 000		GENERAL SUPPLIES	45.00	
	2506-123537	WILKE'S TRUE VALUE	06/11/2025	10.44
01 2620 610 001 000		GENERAL SUPPLIES	10.44	
	2506-123805	WILKE'S TRUE VALUE	06/13/2025	23.74
01 2620 610 001 000		GENERAL SUPPLIES	11.87	
01 2620 610 002 000		GENERAL SUPPLIES	11.87	
	2506-124883	WILKE'S TRUE VALUE	06/23/2025	2.45
01 2620 610 001 000		GENERAL SUPPLIES	2.45	
	2506-124944	WILKE'S TRUE VALUE	06/24/2025	20.41
01 2620 610 001 000		GENERAL SUPPLIES	10.21	
01 2620 610 002 000		GENERAL SUPPLIES	10.20	
	2506-125551	WILKE'S TRUE VALUE	06/30/2025	13.29
01 2620 610 001 000		GENERAL SUPPLIES	6.65	
01 2620 610 002 000		GENERAL SUPPLIES	6.64	
	2506-125609	WILKE'S TRUE VALUE	06/30/2025	17.65
01 2620 610 001 000		GENERAL SUPPLIES	8.83	
01 2620 610 002 000		GENERAL SUPPLIES	8.82	
Total WILKE'S TRUE VALUE			132.98	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Fund Number 01				164,448.17
Checking Account ID 01				164,448.17

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	923,742.00	75,306.76	827,651.41	89.60	96,090.59	0.00	96,090.59
01 1100 111 002 000	SALARIES TEACHERS ELEM.	971,972.00	80,543.30	823,732.36	84.75	148,239.64	0.00	148,239.64
01 1100 112 001 000	AIDES/COACHES	5,000.00	0.00	3,052.50	61.05	1,947.50	0.00	1,947.50
01 1100 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1100 123 001 000	Sub Salaries Secon	25,000.00	0.00	48,454.99	193.82	(23,454.99)	0.00	(23,454.99)
01 1100 123 002 000	Sub Salaries Elem	20,000.00	0.00	34,263.92	171.32	(14,263.92)	0.00	(14,263.92)
01 1100 150 001 000	ADDITIONAL COMP. NON INSTRUCTIONAL STAFF	0.00	1,000.00	15,104.75	0.00	(15,104.75)	0.00	(15,104.75)
01 1100 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	130,000.00	9,764.57	112,949.77	86.88	17,050.23	0.00	17,050.23
01 1100 151 002 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	40,000.00	3,925.00	43,391.00	108.48	(3,391.00)	0.00	(3,391.00)
01 1100 152 001 000	ADDITIONAL COMP. AIDES	5,000.00	0.00	1,855.50	37.11	3,144.50	0.00	3,144.50
01 1100 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	136.56	1,513.69	0.00	(1,513.69)	0.00	(1,513.69)
01 1100 211 001 000	Health Ins Secon	407,103.00	29,131.85	323,951.06	79.57	83,151.94	0.00	83,151.94
01 1100 211 002 000	Health Ins Elem	428,318.00	30,724.82	333,644.23	77.90	94,673.77	0.00	94,673.77
01 1100 212 001 000	GROUP INSURANCE-AIDES	25.00	0.00	0.06	0.24	24.94	0.00	24.94
01 1100 213 001 000	GROUP INS.-SUBS	1,000.00	0.00	1,927.17	192.72	(927.17)	0.00	(927.17)
01 1100 213 002 000	GROUP INS.-SUBS	7,500.00	0.00	1,058.40	14.11	6,441.60	0.00	6,441.60
01 1100 220 001 000	FICA-NON INSTRUCTIONAL	250.00	73.84	1,125.94	450.38	(875.94)	0.00	(875.94)
01 1100 221 001 000	Fica Secon	75,000.00	6,259.56	70,858.82	94.48	4,141.18	0.00	4,141.18
01 1100 221 002 000	Fica Elem	78,000.00	6,107.04	62,534.40	80.17	15,465.60	0.00	15,465.60
01 1100 222 001 000	FICA-COACHES/AIDES	1,000.00	0.00	375.50	37.55	624.50	0.00	624.50
01 1100 223 001 000	FICA-SUB SUBS	2,000.00	0.00	3,655.57	182.78	(1,655.57)	0.00	(1,655.57)
01 1100 223 002 000	FICA-SUB SUBS	2,000.00	0.00	2,593.21	129.66	(593.21)	0.00	(593.21)
01 1100 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	80.80	1,211.22	0.00	(1,211.22)	0.00	(1,211.22)
01 1100 231 001 000	RETIREMENT TEACHERS/ADMINS	95,000.00	6,873.78	91,230.35	96.03	3,769.65	0.00	3,769.65
01 1100 231 002 000	RETIREMENT TEACHERS/ADMIN	100,000.00	6,825.03	84,134.12	84.13	15,865.88	0.00	15,865.88
01 1100 232 001 000	RETIREMENT-COACHES/AIDES	400.00	0.00	1.78	0.45	398.22	0.00	398.22
01 1100 233 001 000	RETIREMENT-SUBS	200.00	0.00	2,180.38	1,090.19	(1,980.38)	0.00	(1,980.38)
01 1100 233 002 000	RETIREMENT-SUBS	200.00	0.00	1,315.77	657.89	(1,115.77)	0.00	(1,115.77)
01 1100 280 001 000	NON INSTRUCTIONAL HSA	0.00	24.80	274.47	0.00	(274.47)	0.00	(274.47)
01 1100 281 001 000	CASH IN LIEU/HSA	20,000.00	2,119.40	20,845.73	104.23	(845.73)	0.00	(845.73)
01 1100 281 002 000	CASH IN LIEU/HSA	25,000.00	2,803.11	29,379.07	117.52	(4,379.07)	0.00	(4,379.07)
01 1100 283 001 000	UNEMPLOYMENT COMP OR INS	100.00	0.00	337.13	337.13	(237.13)	0.00	(237.13)
01 1100 283 002 000	UNEMPLOYMENT COMP OR INS	100.00	0.00	184.95	184.95	(84.95)	0.00	(84.95)
01 1100 330 001 000	ASSEMBLIES	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1100 330 002 000	ASSEMBLIES	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1100 334 000 000	Mileage for Psyche Services	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 1100 382 000 000	INTERNET SERVICES	7,500.00	397.69	5,629.65	75.06	1,870.35	0.00	1,870.35
01 1100 382 001 000	Distance Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 431 001 000	REPAIRS & MAINTENANCE - Contracted	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 431 002 000	REPAIRS & MAINTENANCE - Contracted	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 443 001 000	LEASED EQUIP	10,000.00	765.95	14,891.40	148.91	(4,891.40)	0.00	(4,891.40)
01 1100 443 002 000	LEASED EQUIP	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 1100 580 001 000	Travel Secon	5,000.00	0.00	4,135.83	82.72	864.17	0.00	864.17
01 1100 580 002 000	Travel Elem	2,000.00	0.00	1,818.54	90.93	181.46	0.00	181.46
01 1100 591 001 000	ESU SERVICES-LMHP	30,000.00	0.00	0.00	0.00	30,000.00	0.00	30,000.00
01 1100 610 001 000	Gen Supplies Secon	15,000.00	2,108.12	8,747.54	58.32	6,252.46	0.00	6,252.46
01 1100 610 002 000	Gen Supplies Elem	15,000.00	2,305.92	5,233.51	34.89	9,766.49	0.00	9,766.49
01 1100 640 001 000	Textbooks Secon	30,000.00	840.00	661.00	2.20	29,339.00	0.00	29,339.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1100 640 002 000	Textbooks Elem	30,000.00	2,094.96	3,305.38	11.02	26,694.62	0.00	26,694.62
01 1100 733 001 000	Equipment Secon	10,000.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00
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	40,000.00	0.00	235.60	0.59	39,764.40	0.00	39,764.40
01 1100 734 002 000	Comp Equip Elem	20,000.00	0.00	0.00	0.00	20,000.00	0.00	20,000.00
01 1100 735 001 000	Comp Software Secon	30,000.00	21,625.11	44,693.78	148.98	(14,693.78)	0.00	(14,693.78)
01 1100 735 002 000	Comp Software Elem	15,000.00	3,543.12	20,837.25	138.92	(5,837.25)	0.00	(5,837.25)
01 1100 810 001 000	FEES	2,500.00	0.00	918.40	36.74	1,581.60	0.00	1,581.60
01 1100 810 002 000	FEES	1,000.00	0.00	419.00	41.90	581.00	0.00	581.00
01 1100 890 001 000	Other Misc Exp Secon	3,000.00	0.00	2,373.68	79.12	626.32	0.00	626.32
01 1100 890 002 000	Other Misc Exp Elem	1,000.00	0.00	662.36	66.24	337.64	0.00	337.64
1100 SALARIES		3,656,410.00	295,381.09	3,059,352.14	83.67	597,057.86	0.00	597,057.86
01 1160 111 002 000	SALARIES TEACHERS POVERTY	67,000.00	0.00	5,687.50	8.49	61,312.50	0.00	61,312.50
01 1160 211 002 000	Poverty Program Health Ins	21,000.00	0.00	1,731.60	8.25	19,268.40	0.00	19,268.40
01 1160 221 002 000	Poverty Program FICA	5,000.00	0.00	403.36	8.07	4,596.64	0.00	4,596.64
01 1160 231 002 000	Poverty Program Retire	7,000.00	0.00	561.80	8.03	6,438.20	0.00	6,438.20
01 1160 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	0.00	314.57	0.00	(314.57)	0.00	(314.57)
1160 POVERTY		100,000.00	0.00	8,698.83	8.70	91,301.17	0.00	91,301.17
01 1190 111 002 000	SALARIES TEACHERS PRE K	26,000.00	2,664.00	22,820.20	87.77	3,179.80	0.00	3,179.80
01 1190 112 002 000	PreK Para	35,000.00	93.45	15,832.53	45.24	19,167.47	0.00	19,167.47
01 1190 122 002 000	Sub Paras Salary	0.00	0.00	2,053.52	0.00	(2,053.52)	0.00	(2,053.52)
01 1190 123 002 000	PreK Subs	2,000.00	0.00	980.00	49.00	1,020.00	0.00	1,020.00
01 1190 211 002 000	PreK Health	27,000.00	1,335.08	13,055.97	48.36	13,944.03	0.00	13,944.03
01 1190 212 002 000	GROUP INSURANCE-AIDES	10,000.00	0.00	9.57	0.10	9,990.43	0.00	9,990.43
01 1190 221 002 000	PreK Fica	5,000.00	200.20	1,710.71	34.21	3,289.29	0.00	3,289.29
01 1190 222 002 000	FICA-AIDES	2,500.00	7.15	1,368.28	54.73	1,131.72	0.00	1,131.72
01 1190 223 002 000	FICA-SUB SUBS	300.00	0.00	74.95	24.98	225.05	0.00	225.05
01 1190 231 002 000	PreK Retire	2,500.00	215.25	2,206.25	88.25	293.75	0.00	293.75
01 1190 232 002 000	RETIREMENT AIDES	4,000.00	7.55	1,407.01	35.18	2,592.99	0.00	2,592.99
01 1190 233 002 000	RETIREMENT-SUBS	250.00	0.00	55.32	22.13	194.68	0.00	194.68
01 1190 610 002 000	PreK Supplies	500.00	740.49	740.49	148.10	(240.49)	0.00	(240.49)
01 1190 890 002 000	PreK Misc Exp	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1190 PREK		115,550.00	5,263.17	62,314.80	53.93	53,235.20	0.00	53,235.20
01 1200 111 001 000	SPED teachers	210,000.00	14,200.00	157,814.31	75.15	52,185.69	0.00	52,185.69
01 1200 111 002 000	SALARIES TEACHERS SPED ELEM.	225,000.00	19,009.38	207,603.18	92.27	17,396.82	0.00	17,396.82
01 1200 112 001 000	SPED Paras	160,000.00	832.90	164,088.07	102.56	(4,088.07)	0.00	(4,088.07)
01 1200 112 002 000	Aide Elem	140,000.00	849.08	105,452.72	75.32	34,547.28	0.00	34,547.28
01 1200 116 001 000	Nurse Sp Ed Services	750.00	0.00	0.00	0.00	750.00	0.00	750.00
01 1200 116 002 000	Nurse Sp Ed Services	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 1200 122 001 000	Sub Paras Salary	1,500.00	0.00	1,254.75	83.65	245.25	0.00	245.25
01 1200 122 002 000	Sub Paras Salary	0.00	0.00	1,391.75	0.00	(1,391.75)	0.00	(1,391.75)
01 1200 123 001 000	Sub Secon	5,000.00	0.00	650.00	13.00	4,350.00	0.00	4,350.00
01 1200 123 002 000	Sub Elem	7,500.00	0.00	4,695.00	62.60	2,805.00	0.00	2,805.00
01 1200 132 001 000	OT - AIDES/PARAS	1,500.00	0.00	1,578.32	105.22	(78.32)	0.00	(78.32)
01 1200 132 002 000	OT - AIDES/PARAS	250.00	0.00	9.77	3.91	240.23	0.00	240.23
01 1200 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	10,000.00	818.18	8,999.98	90.00	1,000.02	0.00	1,000.02
01 1200 211 001 000	Health Ins	60,000.00	3,921.98	44,172.82	73.62	15,827.18	0.00	15,827.18
01 1200 211 002 000	Health Ins Elem	85,000.00	6,553.41	72,548.21	85.35	12,451.79	0.00	12,451.79
01 1200 212 001 000	GROUP INSURANCE-AIDES	20,000.00	41.12	16,215.02	81.08	3,784.98	0.00	3,784.98
01 1200 212 002 000	GROUP INSURANCE-AIDES	25,000.00	182.13	22,308.00	89.23	2,692.00	0.00	2,692.00
01 1200 213 001 000	GROUP INS.-SUBS	200.00	0.00	40.60	20.30	159.40	0.00	159.40
01 1200 213 002 000	GROUP INS.-SUBS	200.00	0.00	193.56	96.78	6.44	0.00	6.44
01 1200 216 001 000	Health Ins. NURSE	100.00	0.00	0.00	0.00	100.00	0.00	100.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1200 216 002 000	Health Ins-NURSE	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1200 221 001 000	Fica Secon	15,000.00	1,102.69	12,243.05	81.62	2,756.95	0.00	2,756.95
01 1200 221 002 000	Fica Elem	20,000.00	1,411.51	15,418.48	77.09	4,581.52	0.00	4,581.52
01 1200 222 001 000	FICA-AIDES	10,000.00	63.53	12,426.94	124.27	(2,426.94)	0.00	(2,426.94)
01 1200 222 002 000	FICA-AIDES	8,500.00	58.99	7,011.27	82.49	1,488.73	0.00	1,488.73
01 1200 223 001 000	FICA-SUB SUBS	400.00	0.00	48.66	12.17	351.34	0.00	351.34
01 1200 223 002 000	FICA-SUB SUBS	750.00	0.00	354.03	47.20	395.97	0.00	395.97
01 1200 226 001 000	Fica-NURSE	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1200 226 002 000	Fica-NURSE	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 1200 231 001 000	RETIREMENT TEACHERS/ADMINS	20,000.00	1,147.36	15,333.31	76.67	4,666.69	0.00	4,666.69
01 1200 231 002 000	RETIREMENT TEAHERS/ADMINS	25,000.00	1,535.96	20,164.86	80.66	4,835.14	0.00	4,835.14
01 1200 232 001 000	RETIREMENT AIDES	17,500.00	67.29	16,031.67	91.61	1,468.33	0.00	1,468.33
01 1200 232 002 000	RETIREMENT AIDES	15,000.00	68.59	9,829.63	65.53	5,170.37	0.00	5,170.37
01 1200 233 001 000	RETIREMENT-SUBS	250.00	0.00	29.64	11.86	220.36	0.00	220.36
01 1200 233 002 000	RETIREMENT-SUBS	100.00	0.00	187.21	187.21	(87.21)	0.00	(87.21)
01 1200 236 001 000	Retire-NURSE	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1200 236 002 000	Retire-NURSE	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 1200 281 001 000	CASH IN LIEU/HSA	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1200 282 001 000	INSTRUCTIONAL AIDES HSA	150.00	8.11	1,277.41	851.61	(1,127.41)	0.00	(1,127.41)
01 1200 282 002 000	INSTRUCTIONAL AIDES HSA	3,000.00	28.32	3,191.28	106.38	(191.28)	0.00	(191.28)
01 1200 283 001 000	UNEMPLOYMENT COMP OR INS	0.00	0.00	7.15	0.00	(7.15)	0.00	(7.15)
01 1200 283 002 000	INS/HSA Cont.	50.00	0.00	33.96	67.92	16.04	0.00	16.04
01 1200 286 001 000	NURSE-HSA	25.00	0.00	0.00	0.00	25.00	0.00	25.00
01 1200 286 002 000	NURSE-HSA	25.00	0.00	0.00	0.00	25.00	0.00	25.00
01 1200 320 001 000	Purch Prof Ser Secon	10,000.00	0.00	107.50	1.08	9,892.50	0.00	9,892.50
01 1200 320 002 000	Purch Prof Serv Elem	5,000.00	300.00	407.50	8.15	4,592.50	0.00	4,592.50
01 1200 330 001 000	Contracted Services	2,500.00	0.00	300.00	12.00	2,200.00	0.00	2,200.00
01 1200 330 002 000	Contracted Services	0.00	0.00	440.00	0.00	(440.00)	0.00	(440.00)
01 1200 520 001 000	INSURANCE(Property, Liability)	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1200 569 001 000	TUITION-OTHER	200,000.00	12,902.43	192,974.65	96.49	7,025.35	0.00	7,025.35
01 1200 569 002 000	TUITION-OTHER	50,000.00	0.00	2,614.69	5.23	47,385.31	0.00	47,385.31
01 1200 580 001 000	Travel Secon	250.00	0.00	288.48	115.39	(38.48)	0.00	(38.48)
01 1200 580 002 000	Travel Elem	250.00	0.00	288.49	115.40	(38.49)	0.00	(38.49)
01 1200 591 000 000	ESU SERVICES	0.00	993.00	993.00	0.00	(993.00)	0.00	(993.00)
01 1200 591 001 000	SPED SUPERVISION SEC.	20,000.00	1,430.26	14,843.74	74.22	5,156.26	0.00	5,156.26
01 1200 591 002 000	SPED SUPERVISION ELEM.	20,000.00	1,430.26	14,719.99	73.60	5,280.01	0.00	5,280.01
01 1200 610 001 000	Gen Supplies	7,500.00	492.97	2,119.79	28.26	5,380.21	0.00	5,380.21
01 1200 610 002 000	Gen Supplies Elem	5,000.00	196.41	2,614.67	52.29	2,385.33	0.00	2,385.33
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	5,298.99	529.90	(4,298.99)	0.00	(4,298.99)
01 1200 735 002 000	Comp Software Elem	610.00	449.00	5,891.58	965.83	(5,281.58)	0.00	(5,281.58)
01 1200 810 001 000	Registration Secondary	250.00	10.82	227.56	91.02	22.44	0.00	22.44
01 1200 810 002 000	Registration Elem	1,000.00	0.00	245.00	24.50	755.00	0.00	755.00
1200 SPEDICAL ED School Age		1,424,510.00	70,105.68	1,166,980.24	81.92	257,529.76	0.00	257,529.76
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)	300.00	0.00	0.00	0.00	300.00	0.00	300.00
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

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1291 SPED AGES 3-5		5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2120 111 001 000	Counselor Sal Secon	60,000.00	4,905.50	54,343.74	90.57	5,656.26	0.00	5,656.26
01 2120 111 002 000	Counselor Sal Elem	16,000.00	1,226.37	13,490.07	84.31	2,509.93	0.00	2,509.93
01 2120 211 001 000	Health Ins. Secon	15,000.00	962.58	11,216.09	74.77	3,783.91	0.00	3,783.91
01 2120 211 002 000	Health Ins. Elem	3,715.00	240.64	2,785.18	74.97	929.82	0.00	929.82
01 2120 221 001 000	Fica Secon	5,000.00	360.17	3,981.34	79.63	1,018.66	0.00	1,018.66
01 2120 221 002 000	Fica Elem	1,500.00	90.02	988.23	65.88	511.77	0.00	511.77
01 2120 231 001 000	Retirement Secon	6,000.00	396.37	5,279.82	88.00	720.18	0.00	720.18
01 2120 231 002 000	Retirement Elem	1,500.00	99.09	1,310.49	87.37	189.51	0.00	189.51
01 2120 281 001 000	TEACHERS/PRINCIPALS HSA	2,500.00	173.12	2,017.13	80.69	482.87	0.00	482.87
01 2120 281 002 000	TEACHERS/PRINCIPALS HSA	750.00	43.28	500.94	66.79	249.06	0.00	249.06
01 2120 320 001 000	Purch Prof Ser Secon	1,250.00	0.00	40.00	3.20	1,210.00	0.00	1,210.00
01 2120 320 002 000	Purch Prof Ser Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2120 330 001 000	EMPLOYEE TRAINING/DEVELOPMENT	0.00	0.00	40.00	0.00	(40.00)	0.00	(40.00)
01 2120 580 001 000	Travel Secon	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2120 580 002 000	Travel Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2120 610 001 000	Supplies Secon	1,000.00	167.42	760.91	76.09	239.09	0.00	239.09
01 2120 610 002 000	Supplies Elem	1,000.00	138.92	150.89	15.09	849.11	0.00	849.11
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	3,625.00	3,625.00	3,625.00	(3,525.00)	0.00	(3,525.00)
01 2120 810 000 000	REGISTRATION	1,000.00	0.00	730.33	73.03	269.67	0.00	269.67
2120 COUNSELOR		120,965.00	12,428.48	101,260.16	83.71	19,704.84	0.00	19,704.84
01 2130 116 000 000	SALARIES -Professional Non-Cert. (Nurse)	38,000.00	750.43	34,948.01	91.97	3,051.99	0.00	3,051.99
01 2130 216 000 000	GROUP INS.-NURSE	6,500.00	0.00	5,153.52	79.28	1,346.48	0.00	1,346.48
01 2130 226 000 000	FICA-NURSE	3,000.00	57.41	2,646.57	88.22	353.43	0.00	353.43
01 2130 236 000 000	RETIREMENT-NURSE	3,750.00	60.63	3,438.58	91.70	311.42	0.00	311.42
01 2130 286 000 000	NURSE-HSA	1,000.00	0.00	904.66	90.47	95.34	0.00	95.34
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	5,000.00	460.00	3,359.48	67.19	1,640.52	0.00	1,640.52
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	130.00	86.67	20.00	0.00	20.00
2130 NURSE		58,300.00	1,328.47	50,580.82	86.76	7,719.18	0.00	7,719.18
01 2131 116 001 000	SALARIES -Professional Non-Cert. (Nurse)	14,000.00	176.89	12,093.44	86.38	1,906.56	0.00	1,906.56
01 2131 116 002 000	SALARIES -Professional Non-Cert. (Nurse)	14,000.00	176.89	12,093.43	86.38	1,906.57	0.00	1,906.57
01 2131 216 001 000	GROUP INS.-NURSE	2,250.00	0.00	1,793.87	79.73	456.13	0.00	456.13
01 2131 216 002 000	GROUP INS.-NURSE	2,250.00	0.00	1,793.91	79.73	456.09	0.00	456.09
01 2131 226 001 000	FICA-NURSE	1,250.00	13.53	915.88	73.27	334.12	0.00	334.12
01 2131 226 002 000	FICA-NURSE	1,250.00	13.53	915.74	73.26	334.26	0.00	334.26
01 2131 236 001 000	RETIREMENT-NURSE	1,500.00	14.29	1,191.40	79.43	308.60	0.00	308.60
01 2131 236 002 000	RETIREMENT-NURSE	1,500.00	14.30	1,191.39	79.43	308.61	0.00	308.61
01 2131 286 001 000	NURSE-HSA	1,000.00	0.00	314.87	31.49	685.13	0.00	685.13
01 2131 286 002 000	NURSE-HSA	1,000.00	0.00	314.87	31.49	685.13	0.00	685.13
2131 HEALTH SERVICES SPED-NURSE		40,000.00	409.43	32,618.80	81.55	7,381.20	0.00	7,381.20
01 2140 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	7,000.00	0.00	0.00	0.00	7,000.00	0.00	7,000.00

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01 2140 211 000 000	GROUP INSURANCE TEACHERS/ADMINS	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2140 221 000 000	FICA TEACHERS/ADMIN	850.00	0.00	0.00	0.00	850.00	0.00	850.00
01 2140 231 000 000	RETIREMENT TEACHERS/ADMINS	850.00	0.00	0.00	0.00	850.00	0.00	850.00
01 2140 281 000 000	CASH IN LIEU TEACHERS/HSA	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 2140 591 001 000	ESU SERVICES-LMHP	15,000.00	1,500.00	15,000.00	100.00	0.00	0.00	0.00
01 2140 591 002 000	ESU SERVICES-LMHP Elem	15,000.00	1,500.00	15,000.00	100.00	0.00	0.00	0.00
2140 PSYCHOLOGICAL SERVICES		40,000.00	3,000.00	30,000.00	75.00	10,000.00	0.00	10,000.00
01 2151 320 001 000	Speech Therapy Services	0.00	258.75	4,547.25	0.00	(4,547.25)	0.00	(4,547.25)
01 2151 340 001 000	OTHER PROF. SERVICES	0.00	0.00	36,543.03	0.00	(36,543.03)	0.00	(36,543.03)
01 2151 340 002 000	OTHER PROF. SERVICES	55,000.00	1,150.00	52,296.25	95.08	2,703.75	0.00	2,703.75
2151 SPEECH PATH/AUDIOLOGY-SPED School Age		55,000.00	1,408.75	93,386.53	169.79	(38,386.53)	0.00	(38,386.53)
01 2161 320 001 000	PROFESSIONAL ED SERVICES	5,000.00	357.75	7,452.80	149.06	(2,452.80)	0.00	(2,452.80)
01 2161 320 002 000	PROFESSIONAL ED SERVICES	15,500.00	1,026.00	12,735.15	82.16	2,764.85	0.00	2,764.85
01 2161 569 001 000	TUITION-OTHER	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 2161 569 002 000	OT Sped School Age	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
2161 OCCUPATIONAL THERAPY-SPED SCHOOL AGE		25,500.00	1,383.75	20,187.95	79.17	5,312.05	0.00	5,312.05
01 2162 320 002 000	OT Services SPED 3-5	3,500.00	256.50	4,657.55	133.07	(1,157.55)	0.00	(1,157.55)
01 2162 569 002 000	OT Sped 3-5	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
2162 OCCUPATIONAL THERAPY-SPED 3-5		6,500.00	256.50	4,657.55	71.65	1,842.45	0.00	1,842.45
01 2163 320 002 000	OT Sped Services 0-2	5,000.00	400.65	5,783.10	115.66	(783.10)	0.00	(783.10)
2163 OCCUPATIONAL THERAPY-SPED 0-2		5,000.00	400.65	5,783.10	115.66	(783.10)	0.00	(783.10)
01 2171 320 001 000	PT Sped Services Sec.	4,000.00	171.00	3,213.75	80.34	786.25	0.00	786.25
01 2171 320 002 000	PT Sped Services Elem	15,000.00	441.75	8,863.50	59.09	6,136.50	0.00	6,136.50
01 2171 569 001 000	PT Sped School Age	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2171 569 002 000	PT Sped School Age	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2171 PHYSICAL THERAPY-SPED SCHOOL AGE		20,000.00	612.75	12,077.25	60.39	7,922.75	0.00	7,922.75
01 2172 320 002 000	PT Sped Services 3-5	2,500.00	128.25	1,828.50	73.14	671.50	0.00	671.50
01 2172 569 002 000	PT 3-4 Sped	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
2172 PHYSICAL THERAPY:SPED 3-5		5,000.00	128.25	1,828.50	36.57	3,171.50	0.00	3,171.50
01 2173 320 002 000	PT Sped Services 0-2	0.00	423.90	4,661.22	0.00	(4,661.22)	0.00	(4,661.22)
2173 PHYSICAL THERAPY:SPED 0-2		0.00	423.90	4,661.22	0.00	(4,661.22)	0.00	(4,661.22)
01 2190 110 001 000	Act Trans Sal Secon	20,000.00	168.32	18,285.51	91.43	1,714.49	0.00	1,714.49
01 2190 110 002 000	Act Trans Sal Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2190 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	750.00	0.00	549.07	73.21	200.93	0.00	200.93
01 2190 220 001 000	FICA-NON INSTRUCTIONAL	1,500.00	12.88	1,380.74	92.05	119.26	0.00	119.26
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	1,000.00	13.60	817.64	81.76	182.36	0.00	182.36
01 2190 230 002 000	RETIREMENT- NON INSTRUCTIONAL	115.00	0.00	0.00	0.00	115.00	0.00	115.00
01 2190 280 001 000	CASH IN LIEU NON INSTR/HSA	0.00	0.00	2.38	0.00	(2.38)	0.00	(2.38)
01 2190 340 001 000	Testing	1,500.00	0.00	3,833.00	255.53	(2,333.00)	0.00	(2,333.00)
01 2190 580 002 000	Meals/mileage	100.00	0.00	0.00	0.00	100.00	0.00	100.00
2190 ACT TRANS		26,065.00	194.80	24,868.34	95.41	1,196.66	0.00	1,196.66
01 2212 111 001 000	SALARIES TEACHERS STAFF. DEV	2,500.00	600.00	600.00	24.00	1,900.00	0.00	1,900.00
01 2212 111 002 000	SALARIES TEACHERS STAFF DEV. ELEM.	2,500.00	1,050.00	1,050.00	42.00	1,450.00	0.00	1,450.00
01 2212 123 001 000	Staff Development	300.00	36.00	36.00	12.00	264.00	0.00	264.00
01 2212 123 002 000	Staff Development	300.00	36.00	36.00	12.00	264.00	0.00	264.00
01 2212 211 001 000	HEALTH INSURANCE	200.00	176.70	176.70	88.35	23.30	0.00	23.30
01 2212 211 002 000	HEALTH INSURANCE	200.00	363.08	363.08	181.54	(163.08)	0.00	(163.08)

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01 2212 221 001 000	Staff Dev Fica	500.00	44.88	44.88	8.98	455.12	0.00	455.12
01 2212 221 002 000	Staff Dev Fica	500.00	77.04	77.04	15.41	422.96	0.00	422.96
01 2212 231 001 000	RETIREMENT	250.00	48.47	48.47	19.39	201.53	0.00	201.53
01 2212 231 002 000	Staff Dev Retire	250.00	84.85	84.85	33.94	165.15	0.00	165.15
01 2212 281 001 000	CASH IN LIEU TEACHERS/HSA	0.00	10.13	10.13	0.00	(10.13)	0.00	(10.13)
01 2212 281 002 000	CASH IN LIEU TEACHERS/HSA	0.00	22.31	22.31	0.00	(22.31)	0.00	(22.31)
01 2212 330 001 000	Purch Prof Ser Secon	1,500.00	0.00	2,047.00	136.47	(547.00)	0.00	(547.00)
01 2212 330 002 000	Purch Prof Ser Elem	5,000.00	0.00	520.00	10.40	4,480.00	0.00	4,480.00
01 2212 580 001 000	Travel Secon	1,500.00	0.00	3,019.98	201.33	(1,519.98)	0.00	(1,519.98)
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	2,000.00	0.00	132.50	6.63	1,867.50	0.00	1,867.50
01 2212 610 002 000	Supplies Elem	2,000.00	0.00	132.50	6.63	1,867.50	0.00	1,867.50
01 2212 810 001 000	Dues And Fees Secon	2,000.00	0.00	240.00	12.00	1,760.00	0.00	1,760.00
01 2212 810 002 000	Dues And Fees Elem	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
2212 STAFF		25,000.00	2,549.46	8,641.44	34.57	16,358.56	0.00	16,358.56
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.	24,187.50	2,906.25	32,043.75	132.48	(7,856.25)	0.00	(7,856.25)
01 2220 111 002 000	SALARIES TEACHERS LIBRARIAN ELEM.	24,187.50	2,906.25	32,043.75	132.48	(7,856.25)	0.00	(7,856.25)
01 2220 211 001 000	Health Ins Secon	14,000.00	780.77	9,378.02	66.99	4,621.98	0.00	4,621.98
01 2220 211 002 000	Health Ins Elem	14,000.00	780.77	9,378.02	66.99	4,621.98	0.00	4,621.98
01 2220 221 001 000	Fica Secon	2,000.00	220.67	2,431.39	121.57	(431.39)	0.00	(431.39)
01 2220 221 002 000	Fica Elem	2,000.00	220.67	2,431.39	121.57	(431.39)	0.00	(431.39)
01 2220 231 001 000	Retire Secon	2,500.00	234.83	3,112.94	124.52	(612.94)	0.00	(612.94)
01 2220 231 002 000	Retire Elem	2,500.00	234.83	3,112.94	124.52	(612.94)	0.00	(612.94)
01 2220 320 001 000	Purchased Ser Secon	500.00	0.00	40.00	8.00	460.00	0.00	460.00
01 2220 320 002 000	Purchased Ser Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2220 330 001 000	EMPLOYEE TRAINING/DEVELOPMENT	0.00	25.00	139.50	0.00	(139.50)	0.00	(139.50)
01 2220 330 002 000	EMPLOYEE TRAINING/DEVELOPMENT	0.00	0.00	114.50	0.00	(114.50)	0.00	(114.50)
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	65.29	342.40	68.48	157.60	0.00	157.60
01 2220 610 002 000	Supplies Elem	600.00	0.00	859.55	143.26	(259.55)	0.00	(259.55)
01 2220 640 001 000	Library Books Secon	4,500.00	0.00	2,146.40	47.70	2,353.60	0.00	2,353.60
01 2220 640 002 000	Library Books Elem	2,250.00	0.00	1,780.07	79.11	469.93	0.00	469.93
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
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	0.00	0.00	0.00	0.00	0.00
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

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
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 810 001 000	LIBRARY DUES & REGISTRATION	0.00	0.00	300.00	0.00	(300.00)	0.00	(300.00)
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		103,365.00	8,375.33	100,839.62	97.56	2,525.38	0.00	2,525.38
01 2310 340 000 000	SERVICES	750.00	0.00	6,490.55	865.41	(5,740.55)	0.00	(5,740.55)
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	1,594.08	7,292.18	97.23	207.82	0.00	207.82
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	308.33	2,182.51	62.36	1,317.49	0.00	1,317.49
01 2310 735 000 000	Software (E-Meetings)	3,000.00	0.00	2,600.00	86.67	400.00	0.00	400.00
01 2310 810 000 000	Dues And Fees	12,500.00	850.00	8,711.34	69.69	3,788.66	0.00	3,788.66
01 2310 890 000 000	Other Misc Exp	2,000.00	0.00	2,758.55	137.93	(758.55)	0.00	(758.55)
2310 BOARD OF EDUCATION		46,750.00	2,752.41	30,035.13	64.25	16,714.87	0.00	16,714.87
01 2320 105 000 000	SUPERINTENDENT SALARY	150,380.00	12,947.59	138,984.57	92.42	11,395.43	0.00	11,395.43
01 2320 110 000 000	Clerical	23,000.00	1,941.84	21,096.11	91.72	1,903.89	0.00	1,903.89
01 2320 130 000 000	OT-NON INSTRUCTIONAL	700.00	0.00	640.96	91.57	59.04	0.00	59.04
01 2320 210 000 000	GROUP INSURANCE-NON INSTRUCTIONAL	7,500.00	529.19	5,883.77	78.45	1,616.23	0.00	1,616.23
01 2320 215 000 000	Health Ins	30,000.00	2,402.05	26,422.55	88.08	3,577.45	0.00	3,577.45
01 2320 220 000 000	FICA-NON INSTRUCTIONAL	2,000.00	143.90	1,613.42	80.67	386.58	0.00	386.58
01 2320 225 000 000	Fica	12,000.00	980.93	10,527.13	87.73	1,472.87	0.00	1,472.87
01 2320 230 000 000	RETIREMENT- NON INSTRUCTIONAL	2,500.00	156.89	2,112.22	84.49	387.78	0.00	387.78
01 2320 235 000 000	RETIREMENT SUPT.	15,000.00	1,042.93	13,454.23	89.69	1,545.77	0.00	1,545.77
01 2320 280 000 000	NON INSTRUCTIONAL HSA	1,500.00	96.33	1,071.07	71.40	428.93	0.00	428.93
01 2320 580 000 000	Travel	2,500.00	0.00	423.50	16.94	2,076.50	0.00	2,076.50
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	2,000.00	0.00	1,800.00	90.00	200.00	0.00	200.00
01 2320 810 000 000	Dues And Fees	1,667.00	0.00	1,235.00	74.09	432.00	0.00	432.00
01 2320 890 000 000	Other Misc Exp	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
2320 EXECUTIVE ADMINISTRATION-SUPT		252,247.00	20,241.65	225,264.53	89.30	26,982.47	0.00	26,982.47
01 2330 317 000 000	LEGAL SERVICES	25,000.00	0.00	3,787.50	15.15	21,212.50	0.00	21,212.50
2330 DISTRICT LEGAL SERVICES		25,000.00	0.00	3,787.50	15.15	21,212.50	0.00	21,212.50
01 2410 110 001 000	Clerical Sal Secon	56,500.00	4,848.50	53,900.46	95.40	2,599.54	0.00	2,599.54
01 2410 110 002 000	Clerical Sal Elem	52,000.00	2,380.37	43,310.36	83.29	8,689.64	0.00	8,689.64
01 2410 111 001 000	Princ Sal Secon	100,000.00	8,333.37	91,666.67	91.67	8,333.33	0.00	8,333.33
01 2410 111 002 000	Prin Sal Elem	113,500.00	9,167.85	100,846.15	88.85	12,653.85	0.00	12,653.85
01 2410 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	1,000.00	0.00	828.36	82.84	171.64	0.00	171.64
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	2,000.00	0.00	1,793.69	89.68	206.31	0.00	206.31
01 2410 130 002 000	OT-NON INSTRUCTIONAL	2,000.00	0.00	1,615.98	80.80	384.02	0.00	384.02
01 2410 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	24,047.00	478.13	5,259.43	21.87	18,787.57	0.00	18,787.57
01 2410 151 002 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	1,315.23	14,421.23	0.00	(14,421.23)	0.00	(14,421.23)
01 2410 210 002 000	GROUP INSURANCE-NON INSTRUCTIONAL	28,047.00	1,980.68	21,787.48	77.68	6,259.52	0.00	6,259.52
01 2410 211 001 000	Health Ins Secon	28,047.00	65.70	722.70	2.58	27,324.30	0.00	27,324.30
01 2410 211 002 000	Health Ins Elem	200.00	10.00	110.00	55.00	90.00	0.00	90.00
01 2410 220 001 000	FICA-NON INSTRUCTIONAL	4,500.00	359.31	4,202.44	93.39	297.56	0.00	297.56
01 2410 220 002 000	FICA-NON INSTRUCTIONAL	4,000.00	165.23	3,196.35	79.91	803.65	0.00	803.65
01 2410 221 001 000	Fica Secon	8,100.00	674.08	7,414.88	91.54	685.12	0.00	685.12

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01 2410 221 002 000	Fica Elem	10,750.00	871.52	9,586.82	89.18	1,163.18	0.00	1,163.18
01 2410 230 001 000	RETIREMENT- NON INSTRUCTIONAL	6,000.00	391.77	5,414.10	90.24	585.90	0.00	585.90
01 2410 230 002 000	RETIREMENT- NON INSTRUCTIONAL	5,500.00	192.33	4,394.93	79.91	1,105.07	0.00	1,105.07
01 2410 231 001 000	RETIREMENT ADMINS SEC.	10,500.00	711.97	9,415.77	89.67	1,084.23	0.00	1,084.23
01 2410 231 002 000	RETIREMENT ADMIN ELEM.	11,000.00	740.76	9,796.56	89.06	1,203.44	0.00	1,203.44
01 2410 280 001 000	NON INSTRUCTIONAL HSA	3,500.00	239.42	2,624.31	74.98	875.69	0.00	875.69
01 2410 280 002 000	NON INSTRUCTIONAL HSA	5,000.00	360.55	3,966.05	79.32	1,033.95	0.00	1,033.95
01 2410 281 002 000	CASH IN LIEU/HSA	28,047.00	2,403.82	26,442.52	94.28	1,604.48	0.00	1,604.48
01 2410 580 001 000	Travel Secon	500.00	0.00	0.00	0.00	500.00	0.00	500.00
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	0.00	0.00	0.00	1,150.00	0.00	1,150.00
01 2410 610 002 000	Supplies Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
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	25.00	579.99	116.00	(79.99)	0.00	(79.99)
01 2410 810 002 000	Dues And Fees Elem	500.00	0.00	979.00	195.80	(479.00)	0.00	(479.00)
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		514,488.00	35,715.59	424,276.23	82.47	90,211.77	0.00	90,211.77
01 2510 110 000 000	Clerical Salary	81,150.00	7,343.86	74,864.67	92.25	6,285.33	0.00	6,285.33
01 2510 130 000 000	OT-NON INSTRUCTIONAL	500.00	0.00	599.62	119.92	(99.62)	0.00	(99.62)
01 2510 150 000 000	ADDITIONAL COMP. NON INSTRUCTIONAL STAFF	11,000.00	848.31	9,331.41	84.83	1,668.59	0.00	1,668.59
01 2510 210 000 000	Health Ins	4,500.00	552.82	5,255.84	116.80	(755.84)	0.00	(755.84)
01 2510 220 000 000	Fica	6,750.00	597.92	6,183.52	91.61	566.48	0.00	566.48
01 2510 230 000 000	Retirement	8,100.00	593.39	7,322.15	90.40	777.85	0.00	777.85
01 2510 280 000 000	CASH IN LIEU/HSA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2510 293 000 000	Workman's Comp	40,000.00	0.00	0.00	0.00	40,000.00	0.00	40,000.00
01 2510 315 000 000	ACCOUNTING & AUDITING SERVICES	13,000.00	0.00	13,492.00	103.78	(492.00)	0.00	(492.00)
01 2510 382 001 000	Telephone Secon	6,000.00	277.22	3,702.19	61.70	2,297.81	0.00	2,297.81
01 2510 382 002 000	Telehone Elem	6,000.00	277.22	3,701.99	61.70	2,298.01	0.00	2,298.01
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	2,000.00	0.00	1,840.00	92.00	160.00	0.00	160.00
01 2510 520 000 000	INSURANCE-WORKMAN'S COMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2510 531 000 000	POSTAGE	6,000.00	319.73	851.54	14.19	5,148.46	0.00	5,148.46
01 2510 580 000 000	Travel	550.00	0.00	0.00	0.00	550.00	0.00	550.00
01 2510 610 000 000	Supplies	2,000.00	0.00	719.20	35.96	1,280.80	0.00	1,280.80
01 2510 733 000 000	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
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	11,000.00	7,440.00	7,440.00	67.64	3,560.00	0.00	3,560.00
01 2510 810 000 000	REGISTRATION	250.00	0.00	40.00	16.00	210.00	0.00	210.00
01 2510 890 000 000	Other Misc Exp	250.00	0.00	0.00	0.00	250.00	0.00	250.00
2510 CLERICAL		202,050.00	18,250.47	135,344.13	66.99	66,705.87	0.00	66,705.87
01 2580 112 000 000	Tech Support Aides	6,000.00	413.55	1,452.43	24.21	4,547.57	0.00	4,547.57
01 2580 114 000 000	Tech Support Salary	80,000.00	6,250.00	73,437.20	91.80	6,562.80	0.00	6,562.80
01 2580 214 000 000	Tech Support Health Ins	1,000.00	38.13	413.67	41.37	586.33	0.00	586.33
01 2580 224 000 000	Tech Support Fica	6,500.00	477.37	5,610.46	86.31	889.54	0.00	889.54
01 2580 234 000 000	RETIREMENT-TECH	8,000.00	505.00	7,141.62	89.27	858.38	0.00	858.38
01 2580 432 000 000	TECH REPAIRS/MAINT.	2,500.00	21.25	21.25	0.85	2,478.75	0.00	2,478.75
01 2580 432 001 000	TECH REPAIRS & MAINTENANCE	1,000.00	0.00	1,150.00	115.00	(150.00)	0.00	(150.00)
01 2580 432 002 000	TECH REPAIRS & MAINTENANCE	1,000.00	0.00	1,150.00	115.00	(150.00)	0.00	(150.00)
01 2580 580 000 000	Tech Support Travel	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2580 650 001 000	Computer Supplies	5,000.00	1,191.45	3,227.73	64.55	1,772.27	0.00	1,772.27

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01 2580 650 002 000	Computer Supplies	5,000.00	1,191.45	2,220.38	44.41	2,779.62	0.00	2,779.62
01 2580 735 001 000	TECHNOLOGY SOFTWARE	10,000.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00
01 2580 810 000 000	REGISTRATION	500.00	0.00	269.00	53.80	231.00	0.00	231.00
2580 Administrative Tech Services		127,000.00	10,088.20	96,093.74	75.66	30,906.26	0.00	30,906.26
01 2610 110 001 000	Cust Sal Secon	104,000.00	9,355.29	91,620.06	88.10	12,379.94	0.00	12,379.94
01 2610 110 002 000	Cust Sal Elem	78,000.00	12,413.20	78,468.61	100.60	(468.61)	0.00	(468.61)
01 2610 123 001 000	Sub/Summer Sal Secon	20,500.00	489.00	3,582.79	17.48	16,917.21	0.00	16,917.21
01 2610 123 002 000	Sub/Summer Sal Elem	19,500.00	489.00	1,685.84	8.65	17,814.16	0.00	17,814.16
01 2610 130 001 000	OT-NON INSTRUCTIONAL	1,500.00	0.00	28.13	1.88	1,471.87	0.00	1,471.87
01 2610 130 002 000	OT-NON INSTRUCTIONAL	1,500.00	0.00	2,236.53	149.10	(736.53)	0.00	(736.53)
01 2610 210 001 000	Health Ins Secon	47,500.00	2,632.36	23,784.37	50.07	23,715.63	0.00	23,715.63
01 2610 210 002 000	Health Ins Elem	32,000.00	3,586.70	26,213.94	81.92	5,786.06	0.00	5,786.06
01 2610 220 001 000	Fica Secon	9,750.00	688.27	6,902.32	70.79	2,847.68	0.00	2,847.68
01 2610 220 002 000	Fica Elem	5,700.00	738.51	5,585.72	98.00	114.28	0.00	114.28
01 2610 223 001 000	FICA-SUB SUBS	1,500.00	0.00	40.04	2.67	1,459.96	0.00	1,459.96
01 2610 223 002 000	FICA-SUB SUBS	1,250.00	0.00	40.03	3.20	1,209.97	0.00	1,209.97
01 2610 230 001 000	Retirement Secon	12,500.00	755.91	8,884.61	71.08	3,615.39	0.00	3,615.39
01 2610 230 002 000	Retirement Elem	7,500.00	883.89	7,447.58	99.30	52.42	0.00	52.42
01 2610 233 001 000	RETIREMENT-SUBS	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2610 280 002 000	CASH IN LIEU NON INSTR/HSA	5,000.00	359.94	3,127.51	62.55	1,872.49	0.00	1,872.49
01 2610 410 001 000	Water Sewer Secon	4,000.00	316.10	4,006.01	100.15	(6.01)	0.00	(6.01)
01 2610 410 002 000	Water Sewer Elem	4,000.00	316.10	4,005.90	100.15	(5.90)	0.00	(5.90)
01 2610 520 001 000	INSURANCE(Property, Liability)	30,000.00	0.00	0.00	0.00	30,000.00	0.00	30,000.00
01 2610 520 002 000	INSURANCE(Property, Liability)	30,000.00	0.00	0.00	0.00	30,000.00	0.00	30,000.00
01 2610 610 001 000	Supplies Secon	17,500.00	332.13	11,548.97	65.99	5,951.03	0.00	5,951.03
01 2610 610 002 000	Supplies Elem	17,500.00	332.12	10,980.65	62.75	6,519.35	0.00	6,519.35
01 2610 621 001 000	Fuel Secon	55,000.00	3,249.32	48,643.30	88.44	6,356.70	0.00	6,356.70
01 2610 621 002 000	Fuel Elem	55,000.00	3,249.28	48,753.34	88.64	6,246.66	0.00	6,246.66
2610 CUSTODIAL		560,750.00	40,187.12	387,586.25	69.12	173,163.75	0.00	173,163.75
01 2620 110 000 000	Maintenance Sal	52,250.00	3,032.02	35,101.22	67.18	17,148.78	0.00	17,148.78
01 2620 210 000 000	Health Ins	5,500.00	2.40	26.40	0.48	5,473.60	0.00	5,473.60
01 2620 220 000 000	Fica	4,000.00	231.69	2,682.38	67.06	1,317.62	0.00	1,317.62
01 2620 230 000 000	Retirement	6,000.00	244.99	3,412.75	56.88	2,587.25	0.00	2,587.25
01 2620 420 001 000	CLEANING SERVICES/TRASH	6,500.00	490.50	5,395.50	83.01	1,104.50	0.00	1,104.50
01 2620 420 002 000	CLEANING SERVICES/TRASH	6,500.00	490.50	5,395.50	83.01	1,104.50	0.00	1,104.50
01 2620 431 001 000	Con/ser Repair Secon	45,000.00	437.77	21,937.34	48.75	23,062.66	0.00	23,062.66
01 2620 431 002 000	Cont/ser Repair Elem	55,000.00	2,792.75	7,407.84	13.47	47,592.16	0.00	47,592.16
01 2620 490 001 000	Other Purchased Property Services	0.00	0.00	166.50	0.00	(166.50)	0.00	(166.50)
01 2620 490 002 000	Other Purchased Property Services	0.00	0.00	166.50	0.00	(166.50)	0.00	(166.50)
01 2620 520 001 000	PROPERTY INS.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 520 002 000	PROPERTY INS.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 610 001 000	GENERAL SUPPLIES	20,000.00	3,931.93	18,356.45	91.78	1,643.55	0.00	1,643.55
01 2620 610 002 000	GENERAL SUPPLIES	20,000.00	1,406.23	6,935.34	34.68	13,064.66	0.00	13,064.66
01 2620 720 001 000	BUILDINGS INPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 720 002 000	BUILDINGS IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	200.00	0.00	36.00	18.00	164.00	0.00	164.00
01 2620 890 002 000	Other Exp Elem	200.00	0.00	36.00	18.00	164.00	0.00	164.00
2620 MAINTENANCE		225,150.00	13,060.78	107,055.72	47.55	118,094.28	0.00	118,094.28
01 2710 110 000 000	Transp Salaries	155,000.00	9,450.38	145,584.54	93.93	9,415.46	0.00	9,415.46
01 2710 123 000 000	SUB SALARIES	10,000.00	57.16	13,203.96	132.04	(3,203.96)	0.00	(3,203.96)
01 2710 210 000 000	Health Ins	8,000.00	782.10	7,368.04	92.10	631.96	0.00	631.96
01 2710 213 000 000	GROUP INS.-SUBS	0.00	0.00	0.19	0.00	(0.19)	0.00	(0.19)

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	12,750.00	707.65	11,027.92	86.49	1,722.08	0.00	1,722.08
01 2710 223 000 000	FICA-SUB SUBS	1,550.00	4.36	1,009.41	65.12	540.59	0.00	540.59
01 2710 230 000 000	Retirement	10,000.00	477.31	8,979.64	89.80	1,020.36	0.00	1,020.36
01 2710 233 000 000	RETIREMENT-SUBS	200.00	4.62	874.14	437.07	(674.14)	0.00	(674.14)
01 2710 330 000 000	TESTING	2,000.00	940.00	2,550.00	127.50	(550.00)	0.00	(550.00)
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)	2,500.00	0.00	1,169.00	46.76	1,331.00	0.00	1,331.00
01 2710 431 000 000	REPAIRS & MAINT.	25,000.00	35.31	35.31	0.14	24,964.69	0.00	24,964.69
01 2710 442 000 000	LEASE VEHICLES	6,000.00	0.00	0.00	0.00	6,000.00	0.00	6,000.00
01 2710 520 000 000	INSURANCE(Property, Liability)	20,000.00	0.00	0.00	0.00	20,000.00	0.00	20,000.00
01 2710 610 000 000	Tires And Parts	18,000.00	1,315.26	9,990.54	55.50	8,009.46	0.00	8,009.46
01 2710 626 000 000	Gas And Oil	54,000.00	680.41	39,574.95	73.29	14,425.05	0.00	14,425.05
01 2710 733 000 000	Equipment	1,000.00	0.00	5,260.00	526.00	(4,260.00)	0.00	(4,260.00)
01 2710 890 000 000	Other Exp	1,000.00	0.00	542.64	54.26	457.36	0.00	457.36
2710 Vehicle Operation-Reg. Ed		327,500.00	14,454.56	247,170.28	75.47	80,329.72	0.00	80,329.72
01 2712 110 001 000	NON-INSTRUCTIONAL	20,000.00	1,028.88	16,802.04	84.01	3,197.96	0.00	3,197.96
01 2712 110 002 000	SPED Transp Salary	5,000.00	0.00	2,403.56	48.07	2,596.44	0.00	2,596.44
01 2712 123 001 000	SUB SALARIES	0.00	0.00	971.72	0.00	(971.72)	0.00	(971.72)
01 2712 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	4,000.00	0.00	2,407.28	60.18	1,592.72	0.00	1,592.72
01 2712 210 002 000	SPED Transp Health	0.00	0.00	3.59	0.00	(3.59)	0.00	(3.59)
01 2712 220 001 000	FICA-NON INSTRUCTIONAL	1,500.00	78.70	1,234.08	82.27	265.92	0.00	265.92
01 2712 220 002 000	SPED Transp FICA	0.00	0.00	183.88	0.00	(183.88)	0.00	(183.88)
01 2712 223 001 000	FICA-SUBS	0.00	0.00	74.34	0.00	(74.34)	0.00	(74.34)
01 2712 230 001 000	RETIREMENT- NON INSTRUCTIONAL	2,000.00	73.90	1,180.56	59.03	819.44	0.00	819.44
01 2712 230 002 000	SPED Transp Retire	1,000.00	0.00	186.54	18.65	813.46	0.00	813.46
01 2712 332 001 000	Mileage/parent Secon	3,000.00	0.00	2,090.40	69.68	909.60	0.00	909.60
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 333 001 000	Mileage paid to staff	0.00	0.00	85.76	0.00	(85.76)	0.00	(85.76)
01 2712 519 001 000	Contracted Transpor	50,000.00	1,560.00	20,520.00	41.04	29,480.00	0.00	29,480.00
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)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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		92,000.00	2,741.48	48,143.75	52.33	43,856.25	0.00	43,856.25
01 2730 431 000 000	REPAIRS & MAINT.	0.00	5,092.83	29,423.35	0.00	(29,423.35)	0.00	(29,423.35)
2730 Vehicle Service/Maint. Reg Ed.		0.00	5,092.83	29,423.35	0.00	(29,423.35)	0.00	(29,423.35)
01 3535 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	4,000.00	255.45	2,809.95	70.25	1,190.05	0.00	1,190.05
01 3535 211 000 000	High Ability Health	1,600.00	120.52	1,324.84	82.80	275.16	0.00	275.16
01 3535 221 000 000	High Ability Fica	300.00	19.00	209.01	69.67	90.99	0.00	90.99
01 3535 231 000 000	High Ability Retirement	500.00	20.64	272.94	54.59	227.06	0.00	227.06
01 3535 580 000 000	High Abilt Learn Mileage	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 3535 591 000 000	ESU SERVICES	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
01 3535 610 000 000	High Abilt Learn Supplies	5,000.00	2,129.99	12,076.40	241.53	(7,076.40)	0.00	(7,076.40)
01 3535 733 000 000	High Abilt Learn Equip	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 3535 735 000 000	HIGH ABIL SOFTWARE	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 3535 810 000 000	High Abilt Learn Registration	4,000.00	0.00	3,533.80	88.35	466.20	0.00	466.20
3535 HIGH ABILITY LEARNERS		22,250.00	2,545.60	20,226.94	90.91	2,023.06	0.00	2,023.06
01 3551 610 001 000	CTE GENERAL SUPPLIES	0.00	7,800.00	7,800.00	0.00	(7,800.00)	0.00	(7,800.00)
3551 Career Education CTE		0.00	7,800.00	7,800.00	0.00	(7,800.00)	0.00	(7,800.00)
01 6200 111 000 000	REGULAR SALARIES	69,750.00	4,882.50	53,707.50	77.00	16,042.50	0.00	16,042.50
01 6200 211 000 000	HEALTH INSURANCE	25,000.00	1,029.40	16,337.69	65.35	8,662.31	0.00	8,662.31

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01 6200 221 000 000	FICA	5,600.00	358.18	3,865.52	69.03	1,734.48	0.00	1,734.48
01 6200 231 000 000	RETIREMENT	7,200.00	394.51	5,217.33	72.46	1,982.67	0.00	1,982.67
01 6200 281 000 000	TEACHERS/PRINCIPALS HSA	3,750.00	187.01	2,967.99	79.15	782.01	0.00	782.01
01 6200 580 000 000	Travel	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 6200 591 000 000	ESU SERVICES	0.00	0.00	1,414.00	0.00	(1,414.00)	0.00	(1,414.00)
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		111,670.00	6,851.60	83,510.03	74.78	28,159.97	0.00	28,159.97
01 6310 111 000 000	TEACHERS SALARIES	34,500.00	797.50	8,835.00	25.61	25,665.00	0.00	25,665.00
01 6310 211 000 000	TITLE IIA Health	12,000.00	436.63	4,672.66	38.94	7,327.34	0.00	7,327.34
01 6310 221 000 000	TITLE IIA Fica	2,500.00	59.92	660.18	26.41	1,839.82	0.00	1,839.82
01 6310 231 000 000	TITLE IIA Retirement	3,500.00	64.44	858.40	24.53	2,641.60	0.00	2,641.60
01 6310 281 000 000	TEACHERS/PRINCIPALS HSA	2,000.00	79.32	848.86	42.44	1,151.14	0.00	1,151.14
6310 TITLE IIA		54,500.00	1,437.81	15,875.10	29.13	38,624.90	0.00	38,624.90
01 6403 591 000 000	IDEA Vocational/Vision	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6403 IDEA PART B-SCHOOL AGE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6406 111 000 000	BASE 3-4 SPED INSTR	3,500.00	0.00	0.00	0.00	3,500.00	0.00	3,500.00
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		7,512.00	0.00	0.00	0.00	7,512.00	0.00	7,512.00
01 6408 591 002 000	SPED IDEA PRE-K	111,769.00	0.00	0.00	0.00	111,769.00	0.00	111,769.00
6408 IDEA Part B (611) Base & EP 0-21		111,769.00	0.00	0.00	0.00	111,769.00	0.00	111,769.00
01 6700 111 000 000	Vocational Wages	2,400.00	400.00	400.00	16.67	2,000.00	0.00	2,000.00
01 6700 211 000 000	Vocational Health	303.00	78.51	78.51	25.91	224.49	0.00	224.49
01 6700 221 000 000	Vocational FICA	183.00	29.39	29.39	16.06	153.61	0.00	153.61
01 6700 231 000 000	Vocational Retire	238.00	32.32	32.32	13.58	205.68	0.00	205.68
01 6700 281 000 000	CASH IN LIEU TEACHERS/HSA	0.00	14.11	14.11	0.00	(14.11)	0.00	(14.11)
6700 VOCATIONAL		3,124.00	554.33	554.33	17.74	2,569.67	0.00	2,569.67
01 6992 111 000 000	REAP Salary	32,000.00	0.00	2,472.50	7.73	29,527.50	0.00	29,527.50
01 6992 211 000 000	REAP Health	11,500.00	0.00	905.23	7.87	10,594.77	0.00	10,594.77
01 6992 221 000 000	REAP Fica	2,500.00	0.00	175.29	7.01	2,324.71	0.00	2,324.71
01 6992 231 000 000	REAP Retirement	3,500.00	0.00	244.23	6.98	3,255.77	0.00	3,255.77
01 6992 281 000 000	TEACHERS/PRINCIPALS HSA	1,500.00	0.00	164.45	10.96	1,335.55	0.00	1,335.55
6992 REAP		51,000.00	0.00	3,961.70	7.77	47,038.30	0.00	47,038.30
01 6998 643 001 000	WEB/CLOUD BASED SOFTWARE	25,000.00	0.00	0.00	0.00	25,000.00	0.00	25,000.00
6998 ESSER III		25,000.00	0.00	0.00	0.00	25,000.00	0.00	25,000.00
01 8000 912 000 000	Lunch Fund	50,000.00	4,000.00	48,519.10	97.04	1,480.90	0.00	1,480.90
01 8000 913 001 000	Activity Transfer	30,000.00	0.00	0.00	0.00	30,000.00	0.00	30,000.00
8000 TRANSFERS (OUTGOING)		80,000.00	4,000.00	48,519.10	60.65	31,480.90	0.00	31,480.90
000 DISTRICT WIDE		8,682,225.00	589,424.89	6,703,365.10	77.21	1,978,859.90	0.00	1,978,859.90
01 1100 610 002 001	Grade 1 Materials	400.00	552.29	665.80	166.45	(265.80)	0.00	(265.80)
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	552.29	665.80	30.26	1,534.20	0.00	1,534.20
001 FIRST GRADE		2,200.00	552.29	665.80	30.26	1,534.20	0.00	1,534.20
01 1100 610 002 002	Grade 2 Materials	400.00	116.91	2,012.59	503.15	(1,612.59)	0.00	(1,612.59)
01 1100 640 002 002	Classroom Periodical	1,750.00	0.00	171.31	9.79	1,578.69	0.00	1,578.69
1100 SALARIES		2,150.00	116.91	2,183.90	101.58	(33.90)	0.00	(33.90)
002 SECOND GRADE		2,150.00	116.91	2,183.90	101.58	(33.90)	0.00	(33.90)
01 1100 610 002 003	Grade 3 Materials	400.00	148.84	211.58	52.90	188.42	0.00	188.42

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01 1100 640 002 003	Classroom Periodical	1,550.00	0.00	238.12	15.36	1,311.88	0.00	1,311.88
1100 SALARIES		1,950.00	148.84	449.70	23.06	1,500.30	0.00	1,500.30
003 THIRD GRADE		1,950.00	148.84	449.70	23.06	1,500.30	0.00	1,500.30
01 1100 610 002 004	Grade 4 Materials	400.00	426.22	426.22	106.56	(26.22)	0.00	(26.22)
01 1100 640 002 004	Classroom Periodical	650.00	0.00	335.72	51.65	314.28	0.00	314.28
1100 SALARIES		1,050.00	426.22	761.94	72.57	288.06	0.00	288.06
004 FOURTH GRADE		1,050.00	426.22	761.94	72.57	288.06	0.00	288.06
01 1100 610 002 005	Grade 5 Materials	400.00	216.90	236.69	59.17	163.31	0.00	163.31
01 1100 640 002 005	Classroom Periodical	550.00	0.00	344.66	62.67	205.34	0.00	205.34
1100 SALARIES		950.00	216.90	581.35	61.19	368.65	0.00	368.65
005 FIFTH GRADE		950.00	216.90	581.35	61.19	368.65	0.00	368.65
01 1100 610 002 006	Grade 6 Materials	400.00	165.55	510.21	127.55	(110.21)	0.00	(110.21)
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	165.55	510.21	72.89	189.79	0.00	189.79
006 SIXTH GRADE		700.00	165.55	510.21	72.89	189.79	0.00	189.79
01 1100 610 002 007	Kingrt Materials	300.00	189.92	273.30	91.10	26.70	0.00	26.70
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	189.92	273.30	24.85	826.70	0.00	826.70
007 Kindergarten		1,100.00	189.92	273.30	24.85	826.70	0.00	826.70
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	0.00	1,935.47	193.55	(935.47)	0.00	(935.47)
01 1100 610 002 018	Music Materials	727.00	184.55	372.92	51.30	354.08	0.00	354.08
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	2,239.22	269.46	(1,408.22)	0.00	(1,408.22)
1100 SALARIES		3,558.00	184.55	4,547.61	127.81	(989.61)	0.00	(989.61)
018 MUSIC		3,558.00	184.55	4,547.61	127.81	(989.61)	0.00	(989.61)
01 1100 610 002 019	Elem Pe Materials	200.00	2,056.51	2,179.45	1,089.73	(1,979.45)	0.00	(1,979.45)
01 1100 733 002 019	Equipment	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1100 SALARIES		500.00	2,056.51	2,179.45	435.89	(1,679.45)	0.00	(1,679.45)
019 ELEM. PE		500.00	2,056.51	2,179.45	435.89	(1,679.45)	0.00	(1,679.45)
01 1100 610 001 020	Lang Arts Materials	500.00	281.22	299.33	59.87	200.67	0.00	200.67
01 1100 640 001 020	Classroom Periodical	600.00	0.00	326.67	54.45	273.33	0.00	273.33
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	281.22	626.00	28.45	1,574.00	0.00	1,574.00
020 LANGUAGE ARTS		2,200.00	281.22	626.00	28.45	1,574.00	0.00	1,574.00
01 1100 610 001 021	Math Materials	200.00	32.16	604.39	302.20	(404.39)	0.00	(404.39)
1100 SALARIES		200.00	32.16	604.39	302.20	(404.39)	0.00	(404.39)
021 MATH		200.00	32.16	604.39	302.20	(404.39)	0.00	(404.39)
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	2,947.45	3,421.87	68.44	1,578.13	0.00	1,578.13
01 1100 640 001 022	Classroom Periodical	350.00	0.00	340.99	97.43	9.01	0.00	9.01
01 1100 733 001 022	Equipment	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1100 735 001 022	Computer Software	250.00	0.00	872.27	348.91	(622.27)	0.00	(622.27)
1100 SALARIES		9,350.00	2,947.45	4,635.13	49.57	4,714.87	0.00	4,714.87
022 SCIENCE		9,350.00	2,947.45	4,635.13	49.57	4,714.87	0.00	4,714.87
01 1100 610 001 023	Soc Stud Materials	150.00	280.72	286.51	191.01	(136.51)	0.00	(136.51)
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	280.72	286.51	60.96	183.49	0.00	183.49
023 SOCIAL STUDIES		470.00	280.72	286.51	60.96	183.49	0.00	183.49
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	256.18	8,958.17	223.95	(4,958.17)	0.00	(4,958.17)
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	4,012.50	4,012.50	802.50	(3,512.50)	0.00	(3,512.50)
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	4,268.68	12,970.67	145.09	(4,030.67)	0.00	(4,030.67)
025 AGRICULTURE		8,940.00	4,268.68	12,970.67	145.09	(4,030.67)	0.00	(4,030.67)
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	23.20	25.28	2.53	974.72	0.00	974.72
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	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 810 001 026	FEES	1,400.00	0.00	399.00	28.50	1,001.00	0.00	1,001.00
1100 SALARIES		5,000.00	23.20	424.28	8.49	4,575.72	0.00	4,575.72
026 BUSINESS		5,000.00	23.20	424.28	8.49	4,575.72	0.00	4,575.72
01 1100 610 001 027	Secon Art Materials	1,800.00	1,060.32	1,649.63	91.65	150.37	0.00	150.37
1100 SALARIES		1,800.00	1,060.32	1,649.63	91.65	150.37	0.00	150.37
027 SECONDARY ART		1,800.00	1,060.32	1,649.63	91.65	150.37	0.00	150.37
01 1100 350 001 028	Other Purchased Services	0.00	741.70	741.70	0.00	(741.70)	0.00	(741.70)
01 1100 431 001 028	REPAIRS & MAINTENANCE - Contracted	2,500.00	0.00	1,964.00	78.56	536.00	0.00	536.00
01 1100 431 002 028	REPAIRS & MAINTENANCE - Contracted	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 610 001 028	Instr Materials	1,000.00	19.56	1,545.69	154.57	(545.69)	0.00	(545.69)
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	0.00	0.00	3,000.00	0.00	3,000.00
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	235.00	47.00	265.00	0.00	265.00
01 1100 810 002 028	Student Registration	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1100 SALARIES		10,000.00	761.26	4,486.39	44.86	5,513.61	0.00	5,513.61
028 BAND		10,000.00	761.26	4,486.39	44.86	5,513.61	0.00	5,513.61
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	1,471.78	1,606.22	200.78	(806.22)	0.00	(806.22)
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	1,471.78	1,606.22	18.25	7,193.78	0.00	7,193.78
029 SECONDARY PE		8,800.00	1,471.78	1,606.22	18.25	7,193.78	0.00	7,193.78
01 1100 610 001 030	FCS Instr Materials	500.00	0.00	0.00	0.00	500.00	0.00	500.00

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	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	3,966.92	6,046.99	302.35	(4,046.99)	0.00	(4,046.99)
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	3,966.92	6,046.99	122.66	(1,116.99)	0.00	(1,116.99)
031 INDUSTRIAL ARTS		4,930.00	3,966.92	6,046.99	122.66	(1,116.99)	0.00	(1,116.99)
01 1100 610 001 032	Foreign Lang Mater	200.00	35.26	42.09	21.05	157.91	0.00	157.91
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	90.00	180.00	(40.00)	0.00	(40.00)
1100 SALARIES		400.00	35.26	132.09	33.02	267.91	0.00	267.91
032 FOREIGN LANGUAGE		400.00	35.26	132.09	33.02	267.91	0.00	267.91
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2171 PHYSICAL THERAPY-SPED SCHOOL AGE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2172 591 002 600	PT SPED 3-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2172 PHYSICAL THERAPY:SPED 3-5		0.00	0.00	0.00	0.00	0.00	0.00	0.00
600 PT Services		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2161 320 001 601	PROFESSIONAL ED SERVICES	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
2161 OCCUPATIONAL THERAPY-SPED SCHOOL AGE		5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2162 591 002 601	OT SPED 3-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2162 OCCUPATIONAL THERAPY-SPED 3-5		0.00	0.00	0.00	0.00	0.00	0.00	0.00
601 OT Services		5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2151 320 001 602	Speech Therapy Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 591 001 602	Speech Therapy	40,000.00	3,601.98	46,024.27	115.06	(6,024.27)	0.00	(6,024.27)
01 2151 591 002 602	Speech Therapy Elem	160,000.00	9,727.86	131,942.03	82.46	28,057.97	0.00	28,057.97
2151 SPEECH PATH/AUDIOLOGY-SPED School Age		200,000.00	13,329.84	177,966.30	88.98	22,033.70	0.00	22,033.70
01 2152 591 002 602	PRE SCHL SPEECH (3-5)	5,000.00	1,989.03	16,618.91	332.38	(11,618.91)	0.00	(11,618.91)
2152 SPEECH PATH/AUDIOLOGY-SPED Ages 3-5		5,000.00	1,989.03	16,618.91	332.38	(11,618.91)	0.00	(11,618.91)
01 2153 591 002 602	SPEECH (0-2)	6,300.00	1,395.66	16,942.82	268.93	(10,642.82)	0.00	(10,642.82)
2153 SPEECH PATH/AUDIOLOGY-SPED Ages 0-2		6,300.00	1,395.66	16,942.82	268.93	(10,642.82)	0.00	(10,642.82)
602 Speech		211,300.00	16,714.53	211,528.03	100.11	(228.03)	0.00	(228.03)
01 1291 591 002 603	PRE SPED Supervision (3-5)	3,500.00	316.58	3,341.21	95.46	158.79	0.00	158.79
1291 SPED AGES 3-5		3,500.00	316.58	3,341.21	95.46	158.79	0.00	158.79
01 1292 591 002 603	Pre Sped Services (0-2)	3,500.00	316.59	3,341.21	95.46	158.79	0.00	158.79
1292 SPED AGES 0-2		3,500.00	316.59	3,341.21	95.46	158.79	0.00	158.79
603 Sped Super		7,000.00	633.17	6,682.42	95.46	317.58	0.00	317.58
01 1200 591 001 604	Deaf Ed	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
01 1200 591 002 604	DEAF ED	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
1200 SPEDICAL ED School Age		11,000.00	0.00	0.00	0.00	11,000.00	0.00	11,000.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2151 591 001 604	ESU SERVICES-Deaf Ed Sec.	5,000.00	443.12	6,997.58	139.95	(1,997.58)	0.00	(1,997.58)
01 2151 591 002 604	Deaf Ed Sped Elem.	5,000.00	443.12	7,879.08	157.58	(2,879.08)	0.00	(2,879.08)
2151 SPEECH PATH/AUDIOLOGY-SPED School Age		10,000.00	886.24	14,876.66	148.77	(4,876.66)	0.00	(4,876.66)
01 2153 591 002 604	Pre Deaf Ed Services (0-2)	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2153 SPEECH PATH/AUDIOLOGY-SPED Ages 0-2		500.00	0.00	0.00	0.00	500.00	0.00	500.00
604 Deaf Ed		21,500.00	886.24	14,876.66	69.19	6,623.34	0.00	6,623.34
01 2181 591 001 605	Vision	0.00	502.37	834.12	0.00	(834.12)	0.00	(834.12)
01 2181 591 002 605	VISION	4,750.00	0.00	3,662.03	77.10	1,087.97	0.00	1,087.97
2181 VISUALLY IMPAIRED:SPED SCHOOL AGE		4,750.00	502.37	4,496.15	94.66	253.85	0.00	253.85
605 Vision		4,750.00	502.37	4,496.15	94.66	253.85	0.00	253.85
01 2141 591 001 606	SCHOOL PSYCH	30,000.00	3,032.30	30,725.41	102.42	(725.41)	0.00	(725.41)
01 2141 591 002 606	Diagnostic Testing (School Psych)	30,000.00	3,032.30	31,367.62	104.56	(1,367.62)	0.00	(1,367.62)
2141 PSYCHOLOGICAL SERVICES: SPED SCHOOL AGE		60,000.00	6,064.60	62,093.03	103.49	(2,093.03)	0.00	(2,093.03)
01 2142 591 002 606	PSYCH SERVICES SPED 3-5	6,650.00	758.08	7,681.36	115.51	(1,031.36)	0.00	(1,031.36)
2142 PSYCHOLOGICAL SERVICES: SPED 3-5		6,650.00	758.08	7,681.36	115.51	(1,031.36)	0.00	(1,031.36)
01 2143 591 002 606	PSYC SERVICES SPED 0-2	6,650.00	758.08	7,039.15	105.85	(389.15)	0.00	(389.15)
2143 PSYCHOLOGICAL SERVICES: SPED 0-2		6,650.00	758.08	7,039.15	105.85	(389.15)	0.00	(389.15)
606 D/E Psychological		73,300.00	7,580.76	76,813.54	104.79	(3,513.54)	0.00	(3,513.54)
01 2151 591 001 607	Audiology Secon	5,000.00	85.72	857.00	17.14	4,143.00	0.00	4,143.00
01 2151 591 002 607	Audiology Elem	15,000.00	85.72	857.00	5.71	14,143.00	0.00	14,143.00
2151 SPEECH PATH/AUDIOLOGY-SPED School Age		20,000.00	171.44	1,714.00	8.57	18,286.00	0.00	18,286.00
01 2152 591 002 607	AUDIOLOGY SPED 3-5	250.00	21.44	214.25	85.70	35.75	0.00	35.75
2152 SPEECH PATH/AUDIOLOGY-SPED Ages 3-5		250.00	21.44	214.25	85.70	35.75	0.00	35.75
01 2153 591 002 607	AUDIOLOGY SPED 0-2	250.00	21.44	214.25	85.70	35.75	0.00	35.75
2153 SPEECH PATH/AUDIOLOGY-SPED Ages 0-2		250.00	21.44	214.25	85.70	35.75	0.00	35.75
607 Audiology		20,500.00	214.32	2,142.50	10.45	18,357.50	0.00	18,357.50
01 1200 591 000 608	Vocational	2,500.00	123.17	1,477.31	59.09	1,022.69	0.00	1,022.69
1200 SPEDICAL ED School Age		2,500.00	123.17	1,477.31	59.09	1,022.69	0.00	1,022.69
608 VOCATIONAL		2,500.00	123.17	1,477.31	59.09	1,022.69	0.00	1,022.69
01 General		9,095,924.00	635,266.11	7,067,003.27	77.69	2,028,920.73	0.00	2,028,920.73

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
Grand Total:		9,095,924.00	635,266.11	7,067,003.27	77.69	2,028,920.73	0.00	2,028,920.73

Ravenna Public Schools
GENERAL FUND
Ending June 30th, 2025

Beginning Balance:		**$2,116,523.74**
Receipts:		
Tax Collection (Buffalo)	$206,612.71	
Tax Collection (Sherman)	$66,905.89	
State of NE Sped	$289,127.00	
REAP		
Mapping Grant	$3,797.00	
Transportation		
ESU 10		
Sale of Prop/Equip.	$230.00	
Medicaid (MAC)		
State Aid	$59,196.00	
State of NE (MIPS)		
Other	$394.21	
Interest	$283.97	
Total Receipts:		**$626,546.78**
Disbursements:		
Board Bills (June)	$635,337.65	
		$635,337.65
Ending Balance:		$2,107,732.87
Cash on Hand:	**$2,107,732.87**	
Outstanding checks	$80,753.68	
Bank Balance:	$2,188,486.55	
Investments:		
Accounted for as Follows:		
General Fund		
General Fund Checking	$2,107,732.87	
CD #xxx3375	$0.00	
CD # 70099 (9 mo)	$1,289,868.27	
Total Available:	**$3,397,601.14**	**$2,107,732.87**

Revenue Detail

Account Number		Account Description	Budget	Month to Date	Year to Date
8	Revenue				
01 1100 1000		District Taxes - Buffalo	3,514,679.00	174,145.63	2,694,494.03
01 1100 1100		District Taxes - Sherman	930,000.00	61,726.79	674,795.75
01 1115 1000		Carline-Buffalo	8,000.00	0.00	6,480.38
01 1115 1100		Carline - Sherman	2,000.00	0.00	1,862.88
01 1120 1000		Public Power Tax - Buffalo	100,000.00	0.00	130,641.13
01 1120 1100		Public Power Tax - Sherman	65,000.00	0.00	1,147.07
01 1125 1000		Motor Vehicle Taxes - Buffalo	210,000.00	17,296.50	172,604.91
01 1125 1100		Motor Vehicle Taxes - Sherman	40,000.00	3,943.80	32,972.77
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	9,240.00
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	2,357.50
01 1510		Interest On Invest.	45,000.00	283.97	13,669.52
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	1,000.00	250.00	1,450.00
01 1911		Local License Fees	2,000.00	0.00	2,200.00
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 1955		Postsecondary Receipts	0.00	0.00	0.00
01 2110 1000		Buffalo Co Fines-lic	25,000.00	2,316.24	20,178.32
01 2110 1100		Sherm Fines-license	5,000.00	79.34	1,966.85
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	0.00	0.00	1,025.00
01 3110		State Aid	591,978.00	59,196.00	591,978.00
01 3120		Spec. Ed Programs	900,000.00	289,127.00	1,032,878.00
01 3125		Special Ed Transpor.	10,000.00	0.00	37,445.00
01 3130 1000		Homestead Exemption - Buffalo	0.00	12,854.34	51,417.36
01 3130 1100		Sherm Homestead Ex	0.00	1,155.96	4,623.84
01 3131		PROPERTY TAX CREDIT	0.00	0.00	1,505,297.42
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	6,925.64
01 3180 1100		Sher Pro Rat Moto V	2,000.00	0.00	1,581.04
01 3400		State Apportionment	60,000.00	0.00	129,018.60
01 3500		Other State Categorical Programs	0.00	0.00	0.00

Account Number	Account Description	Budget	Month to Date	Year to Date
01 3512	DIST ED INCENTIVE	0.00	0.00	0.00
01 3535	High Abilt Learners	4,500.00	0.00	4,166.00
01 3550	School Tech Fund	0.00	0.00	0.00
01 3551	Career Education (CTE)	4,000.00	0.00	0.00
01 3552 000	School Safety & Security Act	0.00	0.00	0.00
01 3570	Teacher Evaluation	0.00	0.00	0.00
01 3599	Other State Categorical Programs	0.00	3,797.00	14,191.81
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 4310 000	Title V, Part B, ESSA-REAP	30,000.00	0.00	39,350.00
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 4421	IDEA Part-B Base/EP 0-21	0.00	0.00	0.00
01 4422	IDEA Preschool ARP-Base 0-21	0.00	0.00	0.00
01 4423	IDEA Part B ARP Prop. Share	0.00	0.00	0.00
01 4505	Title 1 Current	80,000.00	0.00	67,302.00
01 4506	Title 1 NCLB	0.00	0.00	0.00
01 4509	TITLE II, PART A NCLB TCHR QULTY GRANTS	0.00	0.00	16,100.00
01 4511	REAP GRANT	0.00	0.00	37,319.00
01 4512	IDEA Base	0.00	0.00	0.00
01 4516	IDEA Pre-school Handicapp	1,000.00	0.00	2,683.00
01 4518	IDEA Part B (611) Base & EP	100,000.00	0.00	111,769.00
01 4519	IDEA E-P	0.00	0.00	0.00
01 4521	IDEA Part B Proportionate Share	0.00	0.00	2,059.00
01 4524	OTHER FEDERAL NON-CATEGORICAL RECEIPTS	0.00	0.00	0.00
01 4525	Fed. Vocational	0.00	0.00	0.00
01 4530	Other Federal Categ. Receipts	0.00	0.00	0.00
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)	5,000.00	0.00	4,010.27
01 4709	Medicaid Administrative Activities	7,500.00	0.00	4,245.93
01 4900	Other Fed. Non-cat	0.00	0.00	0.00
01 4969	Title IV, Part A	0.00	0.00	10,000.00
01 4996	CARES Act	0.00	0.00	0.00
01 4997	ESSER II	0.00	0.00	0.00
01 4998	ESSER III	0.00	0.00	57,687.00
01 5200	From Other Funds	0.00	0.00	0.00
01 5300	Sale Of Prop & Equip	0.00	230.00	1,435.00
01 5301	Insurance Adjustment	0.00	0.00	13,223.00
01 5690	Other Non-revenue	0.00	144.21	10,678.63
01 9000	Non-program Receipts	0.00	0.00	500,000.00
01 9004	Interfund from QCPUF	0.00	0.00	0.00

Account Number		Account Description	Budget	Month to Date	Year to Date
01 9100		NE ST REVENUE	0.00	0.00	0.00
01 9200		Interlocal Agreement	0.00	0.00	0.00
01	General		6,751,657.00	626,546.78	8,024,470.65
8	Revenue		6,751,657.00	626,546.78	8,024,470.65

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	0.00	0.00	8,211.33	0.00	(8,211.33)	0.00	(8,211.33)
06 3100 630 000	FOOD	0.00	0.00	170,342.44	0.00	(170,342.44)	0.00	(170,342.44)
3100 FOOD SERVICES		0.00	0.00	178,553.77	0.00	(178,553.77)	0.00	(178,553.77)
		0.00	0.00	178,553.77	0.00	(178,553.77)	0.00	(178,553.77)
06 3100 110 000 000	Salary	0.00	1,180.38	98,219.89	0.00	(98,219.89)	0.00	(98,219.89)
06 3100 120 000 000	Sub Salaries	0.00	0.00	4,887.70	0.00	(4,887.70)	0.00	(4,887.70)
06 3100 130 000 000	Overtime Salaries	0.00	261.49	3,401.51	0.00	(3,401.51)	0.00	(3,401.51)
06 3100 210 000 000	Health Insurance	0.00	2,396.05	50,954.54	0.00	(50,954.54)	0.00	(50,954.54)
06 3100 220 000 000	Fica	0.00	104.69	7,607.28	0.00	(7,607.28)	0.00	(7,607.28)
06 3100 230 000 000	Retirement	0.00	113.04	7,878.17	0.00	(7,878.17)	0.00	(7,878.17)
06 3100 431 000 000	Repair	0.00	0.00	1,607.60	0.00	(1,607.60)	0.00	(1,607.60)
06 3100 733 000 000	Equipment	0.00	0.00	17,245.00	0.00	(17,245.00)	0.00	(17,245.00)
06 3100 810 000 000	Registration	0.00	0.00	380.00	0.00	(380.00)	0.00	(380.00)
06 3100 890 000 000	Other Supplies/Misc	0.00	0.00	721.32	0.00	(721.32)	0.00	(721.32)
3100 FOOD SERVICES		0.00	4,055.65	192,903.01	0.00	(192,903.01)	0.00	(192,903.01)
000 DISTRICT WIDE		0.00	4,055.65	192,903.01	0.00	(192,903.01)	0.00	(192,903.01)
06 Lunch		0.00	4,055.65	371,456.78	0.00	(371,456.78)	0.00	(371,456.78)

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
Grand Total:		0.00	4,055.65	371,456.78	0.00	(371,456.78)	0.00	(371,456.78)

Ravenna Public School
Lunch Fund Report
June 30th 2025

Beginning Balance:	$	11,301.93
RECEIPTS:		
Deposit	$	10,906.10
Transfer from General Fund	$	-
Interest	$	1.13
Total Receipts:	$	10,907.23
DISBURSEMENTS:		
Lunch Bills	$	21,890.28
Outstanding Checks	$	2,083.73
Total Disbursements:	$	23,974.01
Book Balance	$	318.88
Bank Balance	$	2,402.61

Revenue Detail

Account Number		Account Description	Budget	Month to Date	Year to Date
8	Revenue				
06 1510		Interest	0.00	1.13	33.33
06 1611		Student Lunches	0.00	361.90	105,742.56
06 1612		Daily Sales-Breakfast	0.00	0.00	0.00
06 1613		Special Milk	0.00	0.00	0.00
06 1620		Daily Sales-Adult/A la Carte	0.00	54.60	9,196.25
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	0.00	0.00	1,409.53
06 4210		FEDERAL REIMB. NSLP	0.00	10,435.42	157,120.46
06 5000		Trans From Savings	0.00	0.00	0.00
06 5200		School Dist Contrib.	0.00	0.00	37,000.00
06 5690		Other Income	0.00	54.18	7,626.93
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		0.00	10,907.23	318,129.06
8	Revenue		0.00	10,907.23	318,129.06

SAVVAS LEARNING COMPANY

Savvas Learning Company LLC

15 East Midland Avenue
Suite 502
Paramus, NJ 07652

NOTE: This address does not accept direct payments

ACCT.# 2297285

BILL - TO 000149
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869

INVOICE # 4027329197

Internal use only #	: 7029013235
Purchase Order #	: 2526ELAANDERSON
Order Number #	: 1009723671
Invoice Date	: 04/29/2025
Payment Due	: 05/29/2025

SHIP - TO

PAUL ANDERSON
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869
ACCT.# 2297285

ORIGINAL INVOICE

Title/Description	Copyright	ISBN13/Material#	Quantity	Unit price	Discount	Extended Price
MVWLIT25 STDNT INTRCTV GR. K.1	2025	978142855199-2	29	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR. K.2	2025	978142855200-5	29	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR. K.3	2025	978142855201-2	29	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR. K.4	2025	978142855202-9	29	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR. K.5	2025	978142855203-6	29	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.1.1	2025	978142855204-3	30	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.1.2	2025	978142855205-0	30	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.1.3	2025	978142855206-7	30	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.1.4	2025	978142855207-4	30	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.1.5	2025	978142855208-1	30	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.2.1	2025	978142855209-8	24	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.2.2	2025	978142855210-4	24	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.3.1	2025	978142855211-1	25	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.3.2	2025	978142855212-8	25	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.4.1	2025	978142855213-5	22	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.4.2	2025	978142855214-2	22	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.5.1	2025	978142855215-9	30	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.5.2	2025	978142855216-6	30	GRATIS		GRATIS
MVWLIT25 TE PKG GR. K	2025	979821302045-8	1	$ 2,022.00	NET	$ 2,022.00
MVWLIT25 TE PKG GR.1	2025	979821302046-5	1	$ 2,022.00	NET	$ 2,022.00
MVWLIT25 TE PKG GR.2	2025	979821302047-2	1	$ 2,022.00	NET	$ 2,022.00
MVWLIT25 TE PKG GR.3	2025	979821302048-9	1	$ 2,022.00	NET	$ 2,022.00
MVWLIT25 TE PKG GR.4	2025	979821302049-6	1	$ 2,022.00	NET	$ 2,022.00
MVWLIT25 TE PKG GR.5	2025	979821302050-2	1	$ 2,022.00	NET	$ 2,022.00
MYP25 CONSUMABLE SE G06	2025	978142851644-1	29	GRATIS		GRATIS
MYP25 TE G06	2025	978142851653-3	1	$ 179.00	NET	$ 179.00
MVWLIT25 SPB GR. K	2025	979821302507-1	2	$ 21.00	NET	$ 42.00
MVWLIT25 SPB GR.1	2025	979821302508-8	2	$ 21.00	NET	$ 42.00
MVWLIT25 SPB GR.2	2025	979821302509-5	2	$ 21.00	NET	$ 42.00
MVWLIT25 SPB GR.3	2025	979821302510-1	2	$ 21.00	NET	$ 42.00
MVWLIT25 SPB GR.4	2025	979821302511-8	2	$ 21.00	NET	$ 42.00
MVWLIT25 SPB GR.5	2025	979821302512-5	2	$ 21.00	NET	$ 42.00
MVWLIT25 STDNT INTRCTV GR. K.1	2025	978142855199-2	3	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR. K.2	2025	978142855200-5	3	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR. K.3	2025	978142855201-2	3	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR. K.4	2025	978142855202-9	3	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR. K.5	2025	978142855203-6	3	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.1.1	2025	978142855204-3	3	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.1.2	2025	978142855205-0	3	GRATIS		GRATIS

SAVVAS LEARNING COMPANY

Savvas Learning Company LLC

000149

15 East Midland Avenue
Suite 502
Paramus, NJ 07652

NOTE: This address does not accept direct payments

ACCT.# 2297285

INVOICE # 4027329197

Internal use only #	: 7029013235
Purchase Order #	: 2526ELAANDERSON
Order Number #	: 1009723671
Invoice Date	: 04/29/2025
Payment Due	: 05/29/2025

BILL - TO

RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869

SHIP - TO

PAUL ANDERSON
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869
ACCT.# 2297285

ORIGINAL INVOICE

MVWLIT25 STDNT INTRCTV GR.1.3	2025	978142855206-7	3	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.1.4	2025	978142855207-4	3	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.1.5	2025	978142855208-1	3	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.2.1	2025	978142855209-8	3	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.2.2	2025	978142855210-4	3	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.3.1	2025	978142855211-1	3	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.3.2	2025	978142855212-8	3	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.4.1	2025	978142855213-5	3	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.4.2	2025	978142855214-2	3	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.5.1	2025	978142855215-9	3	GRATIS		GRATIS
MVWLIT25 STDNT INTRCTV GR.5.2	2025	978142855216-6	3	GRATIS		GRATIS
MVWLIT25 TE PKG GR. K	2025	979821302045-8	2	$ 2,022.00	100%	$ 0.00
MVWLIT25 TE PKG GR.1	2025	979821302046-5	2	$ 2,022.00	100%	$ 0.00
MVWLIT25 TE PKG GR.2	2025	979821302047-2	2	$ 2,022.00	100%	$ 0.00
MVWLIT25 TE PKG GR.3	2025	979821302048-9	2	$ 2,022.00	100%	$ 0.00
MVWLIT25 TE PKG GR.4	2025	979821302049-6	2	$ 2,022.00	100%	$ 0.00
MVWLIT25 TE PKG GR.5	2025	979821302050-2	2	$ 2,022.00	100%	$ 0.00
MVWLIT20 SONGS & POEMS B/B GR.1	2020	978032899140-2	2	$ 103.50	100%	$ 0.00
MVWLIT20 MYFOCUS INTRV TG GR K	2020	978032899390-1	2	$ 356.00	100%	$ 0.00
MVWLIT20 MYFOCUS INTRV PKG GR 1	2020	978013493435-8	2	$ 500.00	100%	$ 0.00
MVWLIT20 MYFOCUS INTRV PKG GR 2	2020	978013493436-5	2	$ 500.00	100%	$ 0.00
MVWLIT20 MYFOCUS INTRV PKG GR 3	2020	978013493437-2	2	$ 500.00	100%	$ 0.00
MVWLIT20 MYFOCUS INTRV PKG GR 4	2020	978013493439-6	2	$ 500.00	100%	$ 0.00
MVWLIT20 MYFOCUS INTRV PKG GR 5	2020	978013493440-2	2	$ 500.00	100%	$ 0.00
MYP25 CONSUMABLE SE G06	2025	978142851644-1	3	GRATIS		GRATIS
MYP25 TE G06	2025	978142851653-3	2	$ 179.00	100%	$ 0.00

We regret that the following items are not available for the reasons listed below. If backordered, an estimated in stock date is shown if available. Thank you for your patience.

MVWLIT20 BOOK CLUB LIB PKG GR.1	2020	9780134920382
MVWLIT20 BOOK CLUB LIB PKG GR.2	2020	9780134920399
MVWLIT20 BOOK CLUB LIB PKG GR.3	2020	9780134920405
MVWLIT20 BOOK CLUB LIB PKG GR.4	2020	9780134920412
MVWLIT20 BOOK CLUB LIB PKG GR.5	2020	9780134920436
MVWLIT20 BOOK CLUB LIB PKG GR.1	2020	

SAVVAS LEARNING COMPANY

Savvas Learning Company LLC

15 East Midland Avenue
Suite 502
Paramus, NJ 07652

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ACCT.# 2297285

INVOICE # 4027329197

Internal use only #	: 7029013235
Purchase Order #	: 2526ELAANDERSON
Order Number #	: 1009723671
Invoice Date	: 04/29/2025
Payment Due	: 05/29/2025

BILL - TO
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869

SHIP - TO
PAUL ANDERSON
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869
ACCT.# 2297285

ORIGINAL INVOICE

		9780134920382
MVWLIT20 BOOK CLUB LIB PKG GR.2	2020	
		9780134920399
MVWLIT20 BOOK CLUB LIB PKG GR.3	2020	
		9780134920405
MVWLIT20 BOOK CLUB LIB PKG GR.4	2020	
		9780134920412
MVWLIT20 BOOK CLUB LIB PKG GR.5	2020	
		9780134920436
MVWLIT25 BB PKG GR. K	2025	
		9798213020588

The following items are scheduled to be delivered. Thank you for your patience.

MVWLIT20 BOOK CLUB LIB PKG GR. K	2020	
		9780134920375
MVWLIT20 BOOK CLUB LIB PKG GR. K	2020	
		9780134920375

PRODUCT CHARGE	$	12,563.00
SHIPPING/HANDLING	$	532.59
TOTAL	$	13,095.59
AMOUNT DUE	**$**	**13,095.59**

SAVVAS LEARNING COMPANY

15 East Midland Avenue
Suite 502
Paramus, NJ 07652

NOTE: This address does not accept direct payments

ACCT.# 2297285

Savvas Learning Company LLC

000149

INVOICE # 4027329197	
Internal use only #	: 7029013235
Purchase Order #	: 2526ELAANDERSON
Order Number #	: 1009723671
Invoice Date	: 04/29/2025
Payment Due	: 05/29/2025

BILL - TO
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869

SHIP - TO
PAUL ANDERSON
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869
ACCT.# 2297285

ORIGINAL INVOICE

Invoice Payment Instructions

To Pay By Credit Card: 844-330-1119

Electronic Payments
Account Name : Savvas Learning Company LLC
Bank : Bank of America
Currency: U.S. Dollar
Account Number : 3752176289
ACH ABA Routing : 111000012
Wire ABA Routing : 026009593
SWIFT Code : BOFAUS3N

Federal ID: 84-3531648

Checks (Bank Lockbox)
Savvas Learning Company LLC
PO Box 409496
Atlanta,GA 30384-9496

Checks received at Savvas locations will be returned.

DUNS: 116977718

Customer Care & Returns
Visit https://support.savvas.com for customer support

Return authorizations must be requested within 30 days of receiving product

U.S.Customer Service: 800-848-9500
International: 800-423-6537 or 210-504-3058

For further information on our terms and conditions please visit https://www.savvas.com/legal/terms-and-conditions

SAVVAS LEARNING COMPANY

Savvas Learning Company LLC

000002

15 East Midland Avenue
Suite 502
Paramus, NJ 07652

NOTE: This address does not accept direct payments

ACCT.# 2297285

INVOICE # 7029011091

Internal use only #	: 7029011091
Purchase Order #	: 2526ELAANDERSON
Order Number #	: 1009723671
Invoice Date	: 04/23/2025
Payment Due	: 05/23/2025

BILL - TO

RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869

SHIP - TO

PAUL ANDERSON
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869
ACCT.# 2297285

ORIGINAL INVOICE

Title/Description	Copyright	ISBN13/Material#	Quantity	Unit price	Discount	Extended Price
MVWLIT25 PR EN CNS + 6YR + 6YR SM GR. K	2025	979821303739-5	29	$ 289.00	NET	$ 8,381.00
SAVVAS NOW LIT 6YR CORE BUNDLE GR. K/5	2023	978142856592-0	29	GRATIS		GRATIS
SUCCESSMAKER READING 6 YEAR PART OF OT	2013	978140262605-0	29	GRATIS		GRATIS
MVWLIT25 NO SNL 6YR DL GR. K	2025	979821304953-4	29	GRATIS		GRATIS
LIT DYSLX SCRNR DCW 6YR GR. K	2025	979821300976-7	29	GRATIS		GRATIS
MVWLIT25 PR EN CNS + 6YR + 6YR SM GR.1	2025	979821303740-1	30	$ 289.00	NET	$ 8,670.00
SAVVAS NOW LIT 6YR CORE BUNDLE GR. K/5	2023	978142856592-0	30	GRATIS		GRATIS
SUCCESSMAKER READING 6 YEAR PART OF OT	2013	978140262605-0	30	GRATIS		GRATIS
MVWLIT25 NO SNL 6YR DL GR.1	2025	979821304954-1	30	GRATIS		GRATIS
LIT DYSLX SCRNR DCW 6YR GR.1	2025	979821300977-4	30	GRATIS		GRATIS
MVWLIT25 PR EN CNS + 6YR + 6YR SM GR.2	2025	979821303741-8	24	$ 289.00	NET	$ 6,936.00
SAVVAS NOW LIT 6YR CORE BUNDLE GR. K/5	2023	978142856592-0	24	GRATIS		GRATIS
SUCCESSMAKER READING 6 YEAR PART OF OT	2013	978140262605-0	24	GRATIS		GRATIS
MVWLIT25 NO SNL 6YR DL GR.2	2025	979821304955-8	24	GRATIS		GRATIS
LIT DYSLX SCRNR DCW 6YR GR.2	2025	979821300978-1	24	GRATIS		GRATIS
MVWLIT25 PR EN CNS + 6YR + 6YR SM GR.3	2025	979821303742-5	25	$ 289.00	NET	$ 7,225.00
SAVVAS NOW LIT 6YR CORE BUNDLE GR. K/5	2023	978142856592-0	25	GRATIS		GRATIS
SUCCESSMAKER READING 6 YEAR PART OF OT	2013	978140262605-0	25	GRATIS		GRATIS
MVWLIT25 NO SNL 6YR DL GR.3	2025	979821304956-5	25	GRATIS		GRATIS
LIT DYSLX SCRNR DCW 6YR GR.3	2025	979821300979-8	25	GRATIS		GRATIS
MVWLIT25 PR EN CNS + 6YR + 6YR SM GR.4	2025	979821303743-2	22	$ 289.00	NET	$ 6,358.00
SAVVAS NOW LIT 6YR CORE BUNDLE GR. K/5	2023	978142856592-0	22	GRATIS		GRATIS
SUCCESSMAKER READING 6 YEAR PART OF OT	2013	978140262605-0	22	GRATIS		GRATIS
MVWLIT25 NO SNL 6YR DL GR.4	2025	979821304957-2	22	GRATIS		GRATIS
MVWLIT25 PR EN CNS + 6YR + 6YR SM GR.5	2025	979821303744-9	30	$ 289.00	NET	$ 8,670.00
SAVVAS NOW LIT 6YR CORE BUNDLE GR. K/5	2023	978142856592-0	30	GRATIS		GRATIS
SUCCESSMAKER READING 6 YEAR PART OF OT	2013	978140262605-0	30	GRATIS		GRATIS
MVWLIT25 NO SNL 6YR DL GR.5	2025	979821304958-9	30	GRATIS		GRATIS
LIT SCRNR DGNSTC ASMT 6YR DL GR. K	2023	978141839362-5	32	$ 30.00	NET	$ 960.00
LIT SCRNR DGNSTC ASMT 6YR DL GR.1	2023	978141839363-2	33	$ 30.00	NET	$ 990.00
LIT SCRNR DGNSTC ASMT 6YR DL GR.2	2023	978141839364-9	27	$ 30.00	NET	$ 810.00
LIT SCRNR DGNSTC ASMT 6YR DL GR.3	2023	978141839365-6	28	$ 30.00	NET	$ 840.00
LIT SCRNR DGNSTC ASMT 6YR DL GR.4	2023	978141839366-3	25	$ 30.00	NET	$ 750.00
LIT SCRNR DGNSTC ASMT 6YR DL GR.5	2023	978141839367-0	33	$ 30.00	NET	$ 990.00
LIT SCRNR DGNSTC ASMT 6YR DL G06	2023	978141839368-7	32	$ 30.00	NET	$ 960.00
MYP25 CONS SE + 6Y SMKR + 6Y LIC G06	2025	979821301680-2	29	$ 220.50	NET	$ 6,394.50
SM READING 6YR PART OF MYPERSP SM BNDL	2013	978140262690-6	29	GRATIS		GRATIS
MVWLIT25 PR EN CNS + 6YR + 6YR SM GR. K	2025	979821303739-5	3	$ 289.00	100%	$ 0.00
SAVVAS NOW LIT 6YR CORE BUNDLE GR. K/5	2023	978142856592-0	3	GRATIS		GRATIS

SAVVAS LEARNING COMPANY

Savvas Learning Company LLC

15 East Midland Avenue
Suite 502
Paramus, NJ 07652

NOTE: This address does not accept direct payments

ACCT.# 2297285

INVOICE # 7029010019

Internal use only #	: 7029010019
Purchase Order #	: 2526ELAANDERSON
Order Number #	: 1009723671
Invoice Date	: 04/22/2025
Payment Due	: 05/22/2025

BILL - TO

RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869

SHIP - TO

PAUL ANDERSON
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869
ACCT.# 2297285

ORIGINAL INVOICE

PRODUCT CHARGE	$	5,400.00
SHIPPING/HANDLING	$	228.92
TOTAL	$	5,628.92
AMOUNT DUE	**$**	**5,628.92**

Invoice Payment Instructions

To Pay By Credit Card: 844-330-1119

Electronic Payments
Account Name : Savvas Learning Company LLC
Bank : Bank of America
Currency: U.S. Dollar
Account Number : 3752176289
ACH ABA Routing : 111000012
Wire ABA Routing : 026009593
SWIFT Code : BOFAUS3N

Federal ID: 84-3531648

Checks (Bank Lockbox)
Savvas Learning Company LLC
PO Box 409496
Atlanta,GA 30384-9496

Checks received at Savvas locations will be returned.

DUNS: 116977718

Customer Care & Returns
Visit https://support.savvas.com for customer support

Return authorizations must be requested within 30 days of receiving product

U.S.Customer Service: 800-848-9500
International: 800-423-6537 or 210-504-3058

For further information on our terms and conditions please visit https://www.savvas.com/legal/terms-and-conditions

SAVVAS LEARNING COMPANY

Savvas Learning Company LLC

15 East Midland Avenue
Suite 502
Paramus, NJ 07652

NOTE: This address does not accept direct payments

ACCT.# 2297285

INVOICE # 7029011091

Internal use only #	: 7029011091
Purchase Order #	: 2526ELAANDERSON
Order Number #	: 1009723671
Invoice Date	: 04/23/2025
Payment Due	: 05/23/2025

BILL - TO
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869

SHIP - TO
PAUL ANDERSON
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869
ACCT.# 2297285

ORIGINAL INVOICE

SUCCESSMAKER READING 6 YEAR PART OF OT	2013	978140262605-0	3	GRATIS		GRATIS
MVWLIT25 NO SNL 6YR DL GR. K	2025	979821304953-4	3	GRATIS		GRATIS
LIT DYSLX SCRNR DCW 6YR GR. K	2025	979821300976-7	3	GRATIS		GRATIS
MVWLIT25 PR EN CNS + 6YR + 6YR SM GR.1	2025	979821303740-1	3	$ 289.00	100%	$ 0.00
SAVVAS NOW LIT 6YR CORE BUNDLE GR. K/5	2023	978142856592-0	3	GRATIS		GRATIS
SUCCESSMAKER READING 6 YEAR PART OF OT	2013	978140262605-0	3	GRATIS		GRATIS
MVWLIT25 NO SNL 6YR DL GR.1	2025	979821304954-1	3	GRATIS		GRATIS
LIT DYSLX SCRNR DCW 6YR GR.1	2025	979821300977-4	3	GRATIS		GRATIS
MVWLIT25 PR EN CNS + 6YR + 6YR SM GR.2	2025	979821303741-8	3	$ 289.00	100%	$ 0.00
SAVVAS NOW LIT 6YR CORE BUNDLE GR. K/5	2023	978142856592-0	3	GRATIS		GRATIS
SUCCESSMAKER READING 6 YEAR PART OF OT	2013	978140262605-0	3	GRATIS		GRATIS
MVWLIT25 NO SNL 6YR DL GR.2	2025	979821304955-8	3	GRATIS		GRATIS
LIT DYSLX SCRNR DCW 6YR GR.2	2025	979821300978-1	3	GRATIS		GRATIS
MVWLIT25 PR EN CNS + 6YR + 6YR SM GR.3	2025	979821303742-5	3	$ 289.00	100%	$ 0.00
SAVVAS NOW LIT 6YR CORE BUNDLE GR. K/5	2023	978142856592-0	3	GRATIS		GRATIS
SUCCESSMAKER READING 6 YEAR PART OF OT	2013	978140262605-0	3	GRATIS		GRATIS
MVWLIT25 NO SNL 6YR DL GR.3	2025	979821304956-5	3	GRATIS		GRATIS
LIT DYSLX SCRNR DCW 6YR GR.3	2025	979821300979-8	3	GRATIS		GRATIS
MVWLIT25 PR EN CNS + 6YR + 6YR SM GR.4	2025	979821303743-2	3	$ 289.00	100%	$ 0.00
SAVVAS NOW LIT 6YR CORE BUNDLE GR. K/5	2023	978142856592-0	3	GRATIS		GRATIS
SUCCESSMAKER READING 6 YEAR PART OF OT	2013	978140262605-0	3	GRATIS		GRATIS
MVWLIT25 NO SNL 6YR DL GR.4	2025	979821304957-2	3	GRATIS		GRATIS
MVWLIT25 PR EN CNS + 6YR + 6YR SM GR.5	2025	979821303744-9	3	$ 289.00	100%	$ 0.00
SAVVAS NOW LIT 6YR CORE BUNDLE GR. K/5	2023	978142856592-0	3	GRATIS		GRATIS
SUCCESSMAKER READING 6 YEAR PART OF OT	2013	978140262605-0	3	GRATIS		GRATIS
MVWLIT25 NO SNL 6YR DL GR.5	2025	979821304958-9	3	GRATIS		GRATIS
MYP25 CONS SE + 6Y SMKR + 6Y LIC G06	2025	979821301680-2	3	$ 220.50	100%	$ 0.00
SM READING 6YR PART OF MYPERSP SM BNDL	2013	978140262690-6	3	GRATIS		GRATIS

We regret that the following items are not available for the reasons listed below. If backordered, an estimated in stock date is shown if available. Thank you for your patience.

MVWLIT20 BOOK CLUB LIB PKG GR. K	2020	9780134920375
MVWLIT20 BOOK CLUB LIB PKG GR.1	2020	9780134920382
MVWLIT20 BOOK CLUB LIB PKG GR.2	2020	9780134920399
MVWLIT20 BOOK CLUB LIB PKG GR.3	2020	9780134920405
MVWLIT20 BOOK CLUB LIB PKG GR.4	2020	

SAVVAS LEARNING COMPANY

15 East Midland Avenue
Suite 502
Paramus, NJ 07652

NOTE: This address does not accept direct payments

ACCT.# 2297285

Savvas Learning Company LLC

000002

INVOICE # 7029011091

Internal use only #	: 7029011091
Purchase Order #	: 2526ELAANDERSON
Order Number #	: 1009723671
Invoice Date	: 04/23/2025
Payment Due	: 05/23/2025

BILL - TO

RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869

SHIP - TO

PAUL ANDERSON
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869
ACCT.# 2297285

ORIGINAL INVOICE

		9780134920412
MVWLIT20 BOOK CLUB LIB PKG GR.5	2020	
		9780134920436
MVWLIT20 BOOK CLUB LIB PKG GR. K	2020	
		9780134920375
MVWLIT20 BOOK CLUB LIB PKG GR.1	2020	
		9780134920382
MVWLIT20 BOOK CLUB LIB PKG GR.2	2020	
		9780134920399
MVWLIT20 BOOK CLUB LIB PKG GR.3	2020	
		9780134920405
MVWLIT20 BOOK CLUB LIB PKG GR.4	2020	
		9780134920412
MVWLIT20 BOOK CLUB LIB PKG GR.5	2020	
		9780134920436
MVWLIT25 BB PKG GR. K	2025	
		9798213020588

The following items are scheduled to be delivered. Thank you for your patience.

MVWLIT25 STDNT INTRCTV GR. K.1	2025	
		9781428551992
MVWLIT25 STDNT INTRCTV GR. K.2	2025	
		9781428552005
MVWLIT25 STDNT INTRCTV GR. K.3	2025	
		9781428552012
MVWLIT25 STDNT INTRCTV GR. K.4	2025	
		9781428552029
MVWLIT25 STDNT INTRCTV GR. K.5	2025	
		9781428552036
MVWLIT25 STDNT INTRCTV GR.1.1	2025	
		9781428552043
MVWLIT25 STDNT INTRCTV GR.1.2	2025	
		9781428552050
MVWLIT25 STDNT INTRCTV GR.1.3	2025	
		9781428552067
MVWLIT25 STDNT INTRCTV GR.1.4	2025	
		9781428552074
MVWLIT25 STDNT INTRCTV GR.1.5	2025	
		9781428552081
MVWLIT25 STDNT INTRCTV GR.2.1	2025	

SAVVAS LEARNING COMPANY

Savvas Learning Company LLC

15 East Midland Avenue
Suite 502
Paramus, NJ 07652

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INVOICE # 7029011091

Internal use only #	: 7029011091
Purchase Order #	: 2526ELAANDERSON
Order Number #	: 1009723671
Invoice Date	: 04/23/2025
Payment Due	: 05/23/2025

BILL - TO
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869

SHIP - TO
PAUL ANDERSON
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869
ACCT.# 2297285

ORIGINAL INVOICE

MVWLIT25 STDNT INTRCTV GR.2.2	2025	9781428552098
MVWLIT25 STDNT INTRCTV GR.3.1	2025	9781428552104
MVWLIT25 STDNT INTRCTV GR.3.2	2025	9781428552111
MVWLIT25 STDNT INTRCTV GR.4.1	2025	9781428552128
MVWLIT25 STDNT INTRCTV GR.4.2	2025	9781428552135
MVWLIT25 STDNT INTRCTV GR.5.1	2025	9781428552142
MVWLIT25 STDNT INTRCTV GR.5.2	2025	9781428552159
MVWLIT25 TE PKG GR. K	2025	9781428552166
MVWLIT25 TE PKG GR.1	2025	9798213020458
MVWLIT25 TE PKG GR.2	2025	9798213020465
MVWLIT25 TE PKG GR.3	2025	9798213020472
MVWLIT25 TE PKG GR.4	2025	9798213020489
MVWLIT25 TE PKG GR.5	2025	9798213020496
MYP25 CONSUMABLE SE G06	2025	9798213020502
MYP25 TE G06	2025	9781428516441
MVWLIT25 SPB GR. K	2025	9781428516533
MVWLIT25 SPB GR.1	2025	9798213025071
MVWLIT25 SPB GR.2	2025	9798213025088
MVWLIT25 SPB GR.3	2025	9798213025095
		9798213025101

SAVVAS LEARNING COMPANY

15 East Midland Avenue
Suite 502
Paramus, NJ 07652

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ACCT.# 2297285

BILL - TO

RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869

Savvas Learning Company LLC

000002

INVOICE # 7029011091

Internal use only #	: 7029011091
Purchase Order #	: 2526ELAANDERSON
Order Number #	: 1009723671
Invoice Date	: 04/23/2025
Payment Due	: 05/23/2025

SHIP - TO

PAUL ANDERSON
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869
ACCT.# 2297285

ORIGINAL INVOICE

MVWLIT25 SPB GR.4	2025	9798213025118
MVWLIT25 SPB GR.5	2025	9798213025125
MVWLIT25 FNDTL SKLS KT GR.2	2025	9798213020618
MVWLIT25 STDNT INTRCTV GR. K.1	2025	9781428551992
MVWLIT25 STDNT INTRCTV GR. K.2	2025	9781428552005
MVWLIT25 STDNT INTRCTV GR. K.3	2025	9781428552012
MVWLIT25 STDNT INTRCTV GR. K.4	2025	9781428552029
MVWLIT25 STDNT INTRCTV GR. K.5	2025	9781428552036
MVWLIT25 STDNT INTRCTV GR.1.1	2025	9781428552043
MVWLIT25 STDNT INTRCTV GR.1.2	2025	9781428552050
MVWLIT25 STDNT INTRCTV GR.1.3	2025	9781428552067
MVWLIT25 STDNT INTRCTV GR.1.4	2025	9781428552074
MVWLIT25 STDNT INTRCTV GR.1.5	2025	9781428552081
MVWLIT25 STDNT INTRCTV GR.2.1	2025	9781428552098
MVWLIT25 STDNT INTRCTV GR.2.2	2025	9781428552104
MVWLIT25 STDNT INTRCTV GR.3.1	2025	9781428552111
MVWLIT25 STDNT INTRCTV GR.3.2	2025	9781428552128
MVWLIT25 STDNT INTRCTV GR.4.1	2025	9781428552135
MVWLIT25 STDNT INTRCTV GR.4.2	2025	9781428552142
MVWLIT25 STDNT INTRCTV GR.5.1	2025	

SAVVAS LEARNING COMPANY

Savvas Learning Company LLC

15 East Midland Avenue
Suite 502
Paramus, NJ 07652

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ACCT.# 2297285

BILL - TO
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869

INVOICE # 7029011091

Internal use only #	: 7029011091
Purchase Order #	: 2526ELAANDERSON
Order Number #	: 1009723671
Invoice Date	: 04/23/2025
Payment Due	: 05/23/2025

SHIP - TO
PAUL ANDERSON
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869
ACCT.# 2297285

ORIGINAL INVOICE

MVWLIT25 STDNT INTRCTV GR.5.2	2025	9781428552159
MVWLIT25 TE PKG GR. K	2025	9781428552166
MVWLIT25 TE PKG GR.1	2025	9798213020458
MVWLIT25 TE PKG GR.2	2025	9798213020465
MVWLIT25 TE PKG GR.3	2025	9798213020472
MVWLIT25 TE PKG GR.4	2025	9798213020489
MVWLIT25 TE PKG GR.5	2025	9798213020496
MVWLIT20 SONGS & POEMS B/B GR.1	2020	9798213020502
MVWLIT25 FNDTL SKLS KT GR. K	2025	9780328991402
MVWLIT25 FNDTL SKLS KT GR.1	2025	9798213020595
MVWLIT20 MYFOCUS INTRV TG GR K	2020	9798213020601
MVWLIT20 MYFOCUS INTRV PKG GR 1	2020	9780328993901
MVWLIT20 MYFOCUS INTRV PKG GR 2	2020	9780134934358
MVWLIT20 MYFOCUS INTRV PKG GR 3	2020	9780134934365
MVWLIT20 MYFOCUS INTRV PKG GR 4	2020	9780134934372
MVWLIT20 MYFOCUS INTRV PKG GR 5	2020	9780134934396
MYP25 CONSUMABLE SE G06	2025	9780134934402
MYP25 TE G06	2025	9781428516441
		9781428516533

SAVVAS LEARNING COMPANY

Savvas Learning Company LLC

000002

15 East Midland Avenue
Suite 502
Paramus, NJ 07652

NOTE: This address does not accept direct payments

ACCT.# 2297285

INVOICE # 7029011091

Internal use only #	**: 7029011091**
Purchase Order #	**: 2526ELAANDERSON**
Order Number #	**: 1009723671**
Invoice Date	**: 04/23/2025**
Payment Due	**: 05/23/2025**

BILL - TO

RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869

SHIP - TO

PAUL ANDERSON
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869
ACCT.# 2297285

ORIGINAL INVOICE

PRODUCT CHARGE	$	58,934.50
SHIPPING/HANDLING	$	2,498.37
TOTAL	$	61,432.87
AMOUNT DUE	**$**	**61,432.87**

Invoice Payment Instructions

To Pay By Credit Card: 844-330-1119

Electronic Payments
Account Name : Savvas Learning Company LLC
Bank : Bank of America
Currency: U.S. Dollar
Account Number : 3752176289
ACH ABA Routing : 111000012
Wire ABA Routing : 026009593
SWIFT Code : BOFAUS3N

Federal ID: 84-3531648

Checks (Bank Lockbox)
Savvas Learning Company LLC
PO Box 409496
Atlanta,GA 30384-9496

Checks received at Savvas locations will be returned.

DUNS: 116977718

Customer Care & Returns
Visit https://support.savvas.com for customer support

Return authorizations must be requested within 30 days of receiving product

U.S.Customer Service: 800-848-9500
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SAVVAS LEARNING COMPANY

Savvas Learning Company LLC

15 East Midland Avenue
Suite 502
Paramus, NJ 07652

NOTE: This address does not accept direct payments

ACCT.# 2297285

INVOICE # 7029010019

Internal use only #	: 7029010019
Purchase Order #	: 2526ELAANDERSON
Order Number #	: 1009723671
Invoice Date	: 04/22/2025
Payment Due	: 05/22/2025

BILL - TO 000002
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869

SHIP - TO

PAUL ANDERSON
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869
ACCT.# 2297285

ORIGINAL INVOICE

Title/Description	Copyright	ISBN13/Material#	Quantity	Unit price	Discount	Extended Price
VIRT MVLIT25 IE 3HR PPD	2025	000012650-5	1	$ 1,550.00	NET	$ 1,550.00
VIRT MYP25 IE 3 HR PPD	2025	000012653-7	1	$ 1,550.00	NET	$ 1,550.00
VIRTUAL SM INITIAL TRAINING 2HR	2020	000012511-7	1	$ 750.00	NET	$ 750.00
VIRTUAL SM IMPL ESSNT 3HRS	2020	000012510-8	1	$ 1,550.00	NET	$ 1,550.00
VIRT MVLIT25 PA PPD	2025	000012653-2	1	$ 750.00	100%	$ 0.00
MYPELA NOVEL ENTITLEMENT G6/12	2022	000012369-1	32	$ 12.00	100%	$ 0.00
VIRT MYP25 PA PPD	2025	000012655-0	1	$ 750.00	100%	$ 0.00

We regret that the following items are not available for the reasons listed below. If backordered, an estimated in stock date is shown if available. Thank you for your patience.

MVWLIT25 PR EN CNS + 6YR + 6YR S	2025	9798213037395
MVWLIT25 STDNT INTRCTV GR. K.1	2025	9781428551992
MVWLIT25 STDNT INTRCTV GR. K.2	2025	9781428552005
MVWLIT25 STDNT INTRCTV GR. K.3	2025	9781428552012
MVWLIT25 STDNT INTRCTV GR. K.4	2025	9781428552029
MVWLIT25 STDNT INTRCTV GR. K.5	2025	9781428552036
SAVVAS NOW LIT 6YR CORE BUNDLE G	2023	9781428565920
SUCCESSMAKER READING 6 YEAR PART	2013	9781402626050
MVWLIT25 NO SNL 6YR DL GR. K	2025	9798213049534
LIT DYSLX SCRNR DCW 6YR GR. K	2025	9798213009767
MVWLIT25 PR EN CNS + 6YR + 6YR S	2025	9798213037401
MVWLIT25 STDNT INTRCTV GR.1.1	2025	9781428552043
MVWLIT25 STDNT INTRCTV GR.1.2	2025	9781428552050
MVWLIT25 STDNT INTRCTV GR.1.3	2025	9781428552067
MVWLIT25 STDNT INTRCTV GR.1.4	2025	9781428552074

SAVVAS LEARNING COMPANY

15 East Midland Avenue
Suite 502
Paramus, NJ 07652

NOTE: This address does not accept direct payments

ACCT.# 2297285

BILL - TO
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869

Savvas Learning Company LLC

000002

INVOICE # 7029010019

Internal use only #	: 7029010019
Purchase Order #	: 2526ELAANDERSON
Order Number #	: 1009723671
Invoice Date	: 04/22/2025
Payment Due	: 05/22/2025

SHIP - TO

PAUL ANDERSON
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869
ACCT.# 2297285

ORIGINAL INVOICE

MVWLIT25 STDNT INTRCTV GR.1.5	2025	9781428552081
SAVVAS NOW LIT 6YR CORE BUNDLE G	2023	9781428565920
SUCCESSMAKER READING 6 YEAR PART	2013	9781402626050
MVWLIT25 NO SNL 6YR DL GR.1	2025	9798213049541
LIT DYSLX SCRNR DCW 6YR GR.1	2025	9798213009774
MVWLIT25 PR EN CNS + 6YR + 6YR S	2025	9798213037418
MVWLIT25 STDNT INTRCTV GR.2.1	2025	9781428552098
MVWLIT25 STDNT INTRCTV GR.2.2	2025	9781428552104
SAVVAS NOW LIT 6YR CORE BUNDLE G	2023	9781428565920
SUCCESSMAKER READING 6 YEAR PART	2013	9781402626050
MVWLIT25 NO SNL 6YR DL GR.2	2025	9798213049558
LIT DYSLX SCRNR DCW 6YR GR.2	2025	9798213009781
MVWLIT25 PR EN CNS + 6YR + 6YR S	2025	9798213037425
MVWLIT25 STDNT INTRCTV GR.3.1	2025	9781428552111
MVWLIT25 STDNT INTRCTV GR.3.2	2025	9781428552128
SAVVAS NOW LIT 6YR CORE BUNDLE G	2023	9781428565920
SUCCESSMAKER READING 6 YEAR PART	2013	9781402626050
MVWLIT25 NO SNL 6YR DL GR.3	2025	9798213049565
LIT DYSLX SCRNR DCW 6YR GR.3	2025	9798213009798
MVWLIT25 PR EN CNS + 6YR + 6YR S	2025	

SAVVAS LEARNING COMPANY

Savvas Learning Company LLC

15 East Midland Avenue
Suite 502
Paramus, NJ 07652

NOTE: This address does not accept direct payments

ACCT.# 2297285

BILL - TO
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869

INVOICE # 7029010019

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ORIGINAL INVOICE

MVWLIT25 STDNT INTRCTV GR.4.1	2025	9798213037432
MVWLIT25 STDNT INTRCTV GR.4.2	2025	9781428552135
SAVVAS NOW LIT 6YR CORE BUNDLE G	2023	9781428552142
SUCCESSMAKER READING 6 YEAR PART	2013	9781428565920
MVWLIT25 NO SNL 6YR DL GR.4	2025	9781402626050
MVWLIT25 PR EN CNS + 6YR + 6YR S	2025	9798213049572
MVWLIT25 STDNT INTRCTV GR.5.1	2025	9798213037449
MVWLIT25 STDNT INTRCTV GR.5.2	2025	9781428552159
SAVVAS NOW LIT 6YR CORE BUNDLE G	2023	9781428552166
SUCCESSMAKER READING 6 YEAR PART	2013	9781428565920
MVWLIT25 NO SNL 6YR DL GR.5	2025	9781402626050
LIT SCRNR DGNSTC ASMT 6YR DL GR	2023	9798213049589
LIT SCRNR DGNSTC ASMT 6YR DL GR	2023	9781418393625
LIT SCRNR DGNSTC ASMT 6YR DL GR	2023	9781418393632
LIT SCRNR DGNSTC ASMT 6YR DL GR	2023	9781418393649
LIT SCRNR DGNSTC ASMT 6YR DL GR	2023	9781418393656
LIT SCRNR DGNSTC ASMT 6YR DL GR	2023	9781418393663
LIT SCRNR DGNSTC ASMT 6YR DL GR	2023	9781418393670
LIT SCRNR DGNSTC ASMT 6YR DL G0	2023	9781418393687
MVWLIT25 TE PKG GR. K	2025	9798213020458

SAVVAS LEARNING COMPANY

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Savvas Learning Company LLC

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INVOICE # 7029010019

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RAVENNA SCHOOL DISTRICT #69
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RAVENNA NE 68869
ACCT.# 2297285

ORIGINAL INVOICE

MVWLIT25 TE PKG GR.1	2025	9798213020465
MVWLIT25 TE PKG GR.2	2025	9798213020472
MVWLIT25 TE PKG GR.3	2025	9798213020489
MVWLIT25 TE PKG GR.4	2025	9798213020496
MVWLIT25 TE PKG GR.5	2025	9798213020502
MYP25 CONS SE + 6Y SMKR + 6Y LIC	2025	9798213016802
MYP25 CONSUMABLE SE G06	2025	9781428516441
SM READING 6YR PART OF MYPERSP S	2013	9781402626906
MYP25 TE G06	2025	9781428516533
MVWLIT25 SPB GR. K	2025	9798213025071
MVWLIT25 SPB GR.1	2025	9798213025088
MVWLIT25 SPB GR.2	2025	9798213025095
MVWLIT25 SPB GR.3	2025	9798213025101
MVWLIT25 SPB GR.4	2025	9798213025118
MVWLIT25 SPB GR.5	2025	9798213025125
MVWLIT25 PR EN CNS + 6YR + 6YR S	2025	9798213037395
MVWLIT25 STDNT INTRCTV GR. K.1	2025	9781428551992
MVWLIT25 STDNT INTRCTV GR. K.2	2025	9781428552005
MVWLIT25 STDNT INTRCTV GR. K.3	2025	9781428552012
MVWLIT25 STDNT INTRCTV GR. K.4	2025	

SAVVAS LEARNING COMPANY

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INVOICE # 7029010019

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ORIGINAL INVOICE

MVWLIT25 STDNT INTRCTV GR. K.5	2025	9781428552029
SAVVAS NOW LIT 6YR CORE BUNDLE G	2023	9781428552036
SUCCESSMAKER READING 6 YEAR PART	2013	9781428565920
MVWLIT25 NO SNL 6YR DL GR. K	2025	9781402626050
LIT DYSLX SCRNR DCW 6YR GR. K	2025	9798213049534
MVWLIT25 PR EN CNS + 6YR + 6YR S	2025	9798213009767
MVWLIT25 STDNT INTRCTV GR.1.1	2025	9798213037401
MVWLIT25 STDNT INTRCTV GR.1.2	2025	9781428552043
MVWLIT25 STDNT INTRCTV GR.1.3	2025	9781428552050
MVWLIT25 STDNT INTRCTV GR.1.4	2025	9781428552067
MVWLIT25 STDNT INTRCTV GR.1.5	2025	9781428552074
SAVVAS NOW LIT 6YR CORE BUNDLE G	2023	9781428552081
SUCCESSMAKER READING 6 YEAR PART	2013	9781428565920
MVWLIT25 NO SNL 6YR DL GR.1	2025	9781402626050
LIT DYSLX SCRNR DCW 6YR GR.1	2025	9798213049541
MVWLIT25 PR EN CNS + 6YR + 6YR S	2025	9798213009774
MVWLIT25 STDNT INTRCTV GR.2.1	2025	9798213037418
MVWLIT25 STDNT INTRCTV GR.2.2	2025	9781428552098
SAVVAS NOW LIT 6YR CORE BUNDLE G	2023	9781428552104
		9781428565920

SAVVAS LEARNING COMPANY

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BILL - TO

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RAVENNA NE 68869

Savvas Learning Company LLC

000002

INVOICE # 7029010019

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Purchase Order #	: 2526ELAANDERSON
Order Number #	: 1009723671
Invoice Date	: 04/22/2025
Payment Due	: 05/22/2025

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RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869
ACCT.# 2297285

ORIGINAL INVOICE

SUCCESSMAKER READING 6 YEAR PART	2013	9781402626050
MVWLIT25 NO SNL 6YR DL GR.2	2025	9798213049558
LIT DYSLX SCRNR DCW 6YR GR.2	2025	9798213009781
MVWLIT25 PR EN CNS + 6YR + 6YR S	2025	9798213037425
MVWLIT25 STDNT INTRCTV GR.3.1	2025	9781428552111
MVWLIT25 STDNT INTRCTV GR.3.2	2025	9781428552128
SAVVAS NOW LIT 6YR CORE BUNDLE G	2023	9781428565920
SUCCESSMAKER READING 6 YEAR PART	2013	9781402626050
MVWLIT25 NO SNL 6YR DL GR.3	2025	9798213049565
LIT DYSLX SCRNR DCW 6YR GR.3	2025	9798213009798
MVWLIT25 PR EN CNS + 6YR + 6YR S	2025	9798213037432
MVWLIT25 STDNT INTRCTV GR.4.1	2025	9781428552135
MVWLIT25 STDNT INTRCTV GR.4.2	2025	9781428552142
SAVVAS NOW LIT 6YR CORE BUNDLE G	2023	9781428565920
SUCCESSMAKER READING 6 YEAR PART	2013	9781402626050
MVWLIT25 NO SNL 6YR DL GR.4	2025	9798213049572
MVWLIT25 PR EN CNS + 6YR + 6YR S	2025	9798213037449
MVWLIT25 STDNT INTRCTV GR.5.1	2025	9781428552159
MVWLIT25 STDNT INTRCTV GR.5.2	2025	9781428552166
SAVVAS NOW LIT 6YR CORE BUNDLE G	2023	

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ORIGINAL INVOICE

SUCCESSMAKER READING 6 YEAR PART	2013	9781428565920
MVWLIT25 NO SNL 6YR DL GR.5	2025	9781402626050
MVWLIT25 TE PKG GR. K	2025	9798213049589
MVWLIT25 TE PKG GR.1	2025	9798213020458
MVWLIT25 TE PKG GR.2	2025	9798213020465
MVWLIT25 TE PKG GR.3	2025	9798213020472
MVWLIT25 TE PKG GR.4	2025	9798213020489
MVWLIT25 TE PKG GR.5	2025	9798213020496
MVWLIT20 SONGS & POEMS B/B GR.1	2020	9798213020502
MVWLIT20 MYFOCUS INTRV TG GR K	2020	9780328991402
MVWLIT20 MYFOCUS INTRV PKG GR 1	2020	9780328993901
MVWLIT20 MYFOCUS INTRV PKG GR 2	2020	9780134934358
MVWLIT20 MYFOCUS INTRV PKG GR 3	2020	9780134934365
MVWLIT20 MYFOCUS INTRV PKG GR 4	2020	9780134934372
MVWLIT20 MYFOCUS INTRV PKG GR 5	2020	9780134934396
MYP25 CONS SE + 6Y SMKR + 6Y LIC	2025	9780134934402
MYP25 CONSUMABLE SE G06	2025	9798213016802
SM READING 6YR PART OF MYPERSP S	2013	9781428516441
MYP25 TE G06	2025	9781402626906
		9781428516533

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BILL - TO

RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869

SHIP - TO

PAUL ANDERSON
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869
ACCT.# 2297285

ORIGINAL INVOICE

MVWLIT20 BOOK CLUB LIB PKG GR. K	2020	9780134920375
MVWLIT20 BOOK CLUB LIB PKG GR.1	2020	9780134920382
MVWLIT20 BOOK CLUB LIB PKG GR.2	2020	9780134920399
MVWLIT20 BOOK CLUB LIB PKG GR.3	2020	9780134920405
MVWLIT20 BOOK CLUB LIB PKG GR.4	2020	9780134920412
MVWLIT20 BOOK CLUB LIB PKG GR.5	2020	9780134920436
MVWLIT25 FNDTL SKLS KT GR.2	2025	9798213020618
MVWLIT20 BOOK CLUB LIB PKG GR. K	2020	9780134920375
MVWLIT20 BOOK CLUB LIB PKG GR.1	2020	9780134920382
MVWLIT20 BOOK CLUB LIB PKG GR.2	2020	9780134920399
MVWLIT20 BOOK CLUB LIB PKG GR.3	2020	9780134920405
MVWLIT20 BOOK CLUB LIB PKG GR.4	2020	9780134920412
MVWLIT20 BOOK CLUB LIB PKG GR.5	2020	9780134920436
MVWLIT25 BB PKG GR. K	2025	9798213020588
MVWLIT25 FNDTL SKLS KT GR. K	2025	9798213020595
MVWLIT25 FNDTL SKLS KT GR.1	2025	9798213020601

Ravenna Public Schools

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

PURCHASE ORDER

Date: 4/23/25
P.O. # 2526-ELA-Anderson
Bill To: PO Box 8400

Tax Exemption No. 05-627933

VENDOR
Savvas Learning Company
15 E. Midland Ave St. 502
Paramus, NL, 07652-2938
Customer Service 1-800-848-9500

SHIP TO
Ravenna Public Schools
Paul Anderson
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
	My View ELA Curriculum - See Attached Quote	1	80,157.38	80,157.38
	Quote Number - Q-153460			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
				0.00
				0.00

SUBTOTAL	$80,157.38
S & H	$0.00
discount	$0.00
TOTAL	**$80,157.38**

Other Comments or Special Instructions

Authorized by

4-22-2025
Date

SAVVAS
LEARNING COMPANY

15 E Midland Ave St 502
Paramus, NJ, 07652-2938

Claudine Kennicutt
Ravenna School District 69
PO Box 8400
Ravenna, NE 68869-8400

Quote Number: Q-133510
Quote Creation Date: 1/21/2025
Quote Expiration Date: 9/30/2025

Ravenna School District 69 myView ELA K-6

Price Quote Summary

Solution	Base Amount	Free Amount	Total
Elementary Separate	$5,400.00	$0.00	$5,400.00
myPerspectives English Language Arts	$6,794.00	$718.00	$6,794.00
myPerspectives Professional Development	$1,550.00	$750.00	$1,550.00
myView Literacy	$55,944.00	$40,175.00	$55,944.00
myView Literacy Professional Development	$2,300.00	$0.00	$2,300.00
Secondary Separate	$900.00	$0.00	$900.00
SuccessMaker	$2,300.00	$0.00	$2,300.00
Solution Subtotal:	**$75,188.00**	**$41,643.00**	**$75,188.00**

Shipping and Handling:	**$5,520.79**
Total:	**$80,708.79**

SAVVAS
LEARNING COMPANY

15 E Midland Ave St 502
Paramus, NJ, 07652-2938

Price Quote Detail

Elementary Separate

Elementary Separate - Grade K

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9781418393625	LITERACY SCREENER AND DIAGNOSTIC ASSESSMENT DIGITAL 6-YEAR LICENSE GRADEK	$30.00	0	30	$0.00	$900.00
	Elementary Separate - Grade K - Subtotal:				**$0.00**	**$900.00**

Elementary Separate - Grade 1

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9781418393632	LITERACY SCREENER AND DIAGNOSTIC ASSESSMENT DIGITAL 6-YEAR LICENSE GRADE1	$30.00	0	30	$0.00	$900.00
	Elementary Separate - Grade 1 - Subtotal:				**$0.00**	**$900.00**

Elementary Separate - Grade 2

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9781418393649	LITERACY SCREENER AND DIAGNOSTIC ASSESSMENT DIGITAL 6-YEAR LICENSE GRADE2	$30.00	0	30	$0.00	$900.00
	Elementary Separate - Grade 2 - Subtotal:				**$0.00**	**$900.00**

Elementary Separate - Grade 3

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9781418393656	LITERACY SCREENER AND DIAGNOSTIC ASSESSMENT DIGITAL 6-YEAR LICENSE GRADE3	$30.00	0	30	$0.00	$900.00
	Elementary Separate - Grade 3 - Subtotal:				**$0.00**	**$900.00**

Elementary Separate - Grade 4

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9781418393663	LITERACY SCREENER AND DIAGNOSTIC ASSESSMENT DIGITAL 6-YEAR LICENSE GRADE4	$30.00	0	30	$0.00	$900.00
	Elementary Separate - Grade 4 - Subtotal:				**$0.00**	**$900.00**

Elementary Separate - Grade 5

SAVVAS
LEARNING COMPANY

15 E Midland Ave St 502
Paramus, NJ, 07652-2938

myView Literacy

myView Literacy © 2025 - Grade K

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213025071	MVWLIT25 SKILLS PRACTICE BOOK GRADE K	$21.00	0	2	$0.00	$42.00
9798213038354	MYVIEW LITERACY 2025 PREMIUM STANDARD 6-YEAR CONSUMABLE WITH 6-YEAR DIGITAL + 6-YEAR SUCCESSMAKER GRADE K	$242.00	0	30	$0.00	$7,260.00
9780328993901	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION TEACHING GUIDE LEVEL A	$356.00	2	0	$712.00	$0.00
9798213020458	MYVIEW LITERACY 2025 TEACHER EDITION PACKAGE GRADE K	$2,022.00	2	1	$4,044.00	$2,022.00
9798213020588	MYVIEW LITERACY 2025 BIG BOOK PACKAGE GRADE K	$1,298.00	2	0	$2,596.00	$0.00
9798213020595	MYVIEW LITERACY 2025 FOUNDATIONAL SKILLS KIT GRADE K	$1,462.00	2	0	$2,924.00	$0.00
	myView Literacy © 2025 - Grade K - Subtotal:				**$10,276.00**	**$9,324.00**

myView Literacy © 2025 - Grade 1

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213025088	MVWLIT25 SKILLS PRACTICE BOOK GRADE 1	$21.00	0	2	$0.00	$42.00
9798213038361	MYVIEW LITERACY 2025 PREMIUM STANDARD 6-YEAR CONSUMABLE WITH 6-YEAR DIGITAL + 6-YEAR SUCCESSMAKER GRADE 1	$242.00	0	30	$0.00	$7,260.00
9798213020601	MYVIEW LITERACY 2025 FOUNDATIONAL SKILLS KIT GRADE 1	$1,332.50	2	0	$2,665.00	$0.00
9798213020465	MYVIEW LITERACY 2025 TEACHER EDITION PACKAGE GRADE 1	$2,022.00	2	1	$4,044.00	$2,022.00
9780328991402	MYVIEW LITERACY 2020 SONGS & POEMS BIG BOOK GRADE 1	$103.50	2	0	$207.00	$0.00
9780134934358	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE LEVEL B	$500.00	2	0	$1,000.00	$0.00
	myView Literacy © 2025 - Grade 1 - Subtotal:				**$7,916.00**	**$9,324.00**

myView Literacy © 2025 - Grade 2

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213038378	MYVIEW LITERACY 2025 PREMIUM STANDARD 6-YEAR CONSUMABLE WITH 6-YEAR DIGITAL + 6-YEAR SUCCESSMAKER GRADE 2	$242.00	0	30	$0.00	$7,260.00

SAVVAS
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Paramus, NJ, 07652-2938

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9781418393670	LITERACY SCREENER AND DIAGNOSTIC ASSESSMENT DIGITAL 6-YEAR LICENSE GRADE5	$30.00	0	30	$0.00	$900.00
	Elementary Separate - Grade 5 - Subtotal:				**$0.00**	**$900.00**

myPerspectives English Language Arts

myPerspective English Language Arts ©2022 - Novels

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
0000123691	MYPERSPECTIVES NOVEL ENTITLEMENT	$12.00	30	0	$360.00	$0.00
	myPerspective English Language Arts ©2022 - Novels - Subtotal:				**$360.00**	**$0.00**

Grade 6 - Consumable + SuccessMaker

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213016802	MYPERSPECTIVES 2025 CONSUMABLE STUDENT EDITION + 6-YEAR SUCCESSMAKER + 6-YEAR LICENSE GRADE 6	$220.50	0	30	$0.00	$6,615.00
	Grade 6 - Consumable + SuccessMaker - Subtotal:				**$0.00**	**$6,615.00**

Grade 6 - SE/TE

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9781428516533	MYPERSPECTIVES 2025 TEACHER EDITION GRADE 6	$179.00	2	1	$358.00	$179.00
	Grade 6 - SE/TE - Subtotal:				**$358.00**	**$179.00**

myPerspectives Professional Development

myPerspectives Professional Development - myPerspectives ©2025 Professional Learning Offerings

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
0000126537	VIRTUAL MYPERSPECTIVES @2025 IMPLEMENTATION ESSENTIALS (3 HRS) PREPAID	$1,550.00	0	1	$0.00	$1,550.00
0000126550	VIRTUAL MYPERSPECTIVES @2025 PROGRAM ACTIVATION PREPAID	$750.00	1	0	$750.00	$0.00
	myPerspectives Professional Development - myPerspectives ©2025 Professional Learning Offerings - Subtotal:				**$750.00**	**$1,550.00**

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ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213025095	MVWLIT25 SKILLS PRACTICE BOOK GRADE 2	$21.00	0	2	$0.00	$42.00
9798213020618	MYVIEW LITERACY 2025 FOUNDATIONAL SKILLS KIT GRADE 2	$903.50	2	0	$1,807.00	$0.00
9780134934365	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE LEVEL C	$500.00	2	0	$1,000.00	$0.00
9798213020472	MYVIEW LITERACY 2025 TEACHER EDITION PACKAGE GRADE 2	$2,022.00	2	1	$4,044.00	$2,022.00
	myView Literacy © 2025 - Grade 2 - Subtotal:				**$6,851.00**	**$9,324.00**

myView Literacy © 2025 - Grade 3

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213038385	MYVIEW LITERACY 2025 PREMIUM STANDARD 6-YEAR CONSUMABLE WITH 6-YEAR DIGITAL + 6-YEAR SUCCESSMAKER GRADE 3	$242.00	0	30	$0.00	$7,260.00
9798213025101	MVWLIT25 SKILLS PRACTICE BOOK GRADE 3	$21.00	0	2	$0.00	$42.00
9798213020489	MYVIEW LITERACY 2025 TEACHER EDITION PACKAGE GRADE 3	$2,022.00	2	1	$4,044.00	$2,022.00
9780134934372	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE LEVEL D	$500.00	2	0	$1,000.00	$0.00
	myView Literacy © 2025 - Grade 3 - Subtotal:				**$5,044.00**	**$9,324.00**

myView Literacy © 2025 - Grade 4

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213025118	MVWLIT25 SKILLS PRACTICE BOOK GRADE 4	$21.00	0	2	$0.00	$42.00
9798213038392	MYVIEW LITERACY 2025 PREMIUM STANDARD 6-YEAR CONSUMABLE WITH 6-YEAR DIGITAL + 6-YEAR SUCCESSMAKER GRADE 4	$242.00	0	30	$0.00	$7,260.00
9798213020496	MYVIEW LITERACY 2025 TEACHER EDITION PACKAGE GRADE 4	$2,022.00	2	1	$4,044.00	$2,022.00
9780134934396	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE LEVEL E	$500.00	2	0	$1,000.00	$0.00
	myView Literacy © 2025 - Grade 4 - Subtotal:				**$5,044.00**	**$9,324.00**

myView Literacy © 2025 - Grade 5

SAVVAS
LEARNING COMPANY

15 E Midland Ave St 502
Paramus, NJ, 07652-2938

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9798213038408	MYVIEW LITERACY 2025 PREMIUM STANDARD 6-YEAR CONSUMABLE WITH 6-YEAR DIGITAL + 6-YEAR SUCCESSMAKER GRADE 5	$242.00	0	30	$0.00	$7,260.00
9798213025125	MVWLIT25 SKILLS PRACTICE BOOK GRADE 5	$21.00	0	2	$0.00	$42.00
9798213020502	MYVIEW LITERACY 2025 TEACHER EDITION PACKAGE GRADE 5	$2,022.00	2	1	$4,044.00	$2,022.00
9780134934402	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE LEVEL F	$500.00	2	0	$1,000.00	$0.00
	myView Literacy © 2025 - Grade 5 - Subtotal:				**$5,044.00**	**$9,324.00**

myView Literacy Professional Development

myView Literacy Professional Development - myView Literacy ©2025 Professional Learning Offerings

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
0000126505	VIRTUAL MYVIEW LITERACY 2025 IMPLEMENTATION ESSENTIALS (3 HRS) PREPAID	$1,550.00	0	1	$0.00	$1,550.00
0000126532	VIRTUAL MYVIEW LITERACY 2025 PROGRAM ACTIVATION PREPAID	$750.00	0	1	$0.00	$750.00
	myView Literacy Professional Development - myView Literacy ©2025 Professional Learning Offerings - Subtotal:				**$0.00**	**$2,300.00**

Secondary Separate

Secondary Separate - Grade 6

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9781418393687	LITERACY SCREENER AND DIAGNOSTIC ASSESSMENT DIGITAL 6-YEAR LICENSE GRADE6	$30.00	0	30	$0.00	$900.00
	Secondary Separate - Grade 6 - Subtotal:				**$0.00**	**$900.00**

SuccessMaker

SuccessMaker - SuccessMaker Professional Learning

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
0000125108	VIRTUAL SUCCESSMAKER IMPLEMENTATION ESSENTIAL 3-HOURS	$1,550.00	0	1	$0.00	$1,550.00
0000125117	VIRTUAL SUCCESSMAKER INITIAL TRAINING 2-HOUR	$750.00	0	1	$0.00	$750.00
	SuccessMaker - SuccessMaker Professional Learning - Subtotal:				**$0.00**	**$2,300.00**

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Paramus, NJ, 07652-2938

Solution Subtotal:	**$41,643.00**	**$75,188.00**
Shipping and Handling:		**$5,520.79**
Total:		**$80,708.79**

Optional Products

ISBN	DESCRIPTION	Price	Total Quantity	Base Amount	Total Charged
9798213402315	MVLIT25 LANGUAGE AWARENESS HANDBOOK GRADE 1	$118.50	2	$237.00	$237.00
9798213020632	MYVIEW LITERACY 2025 BUILDING KNOWLEDGE LIBRARY COLLECTION GRADE 1	$1,641.00	2	$3,282.00	$3,282.00
9798213446067	MYVIEW LITERACY 2025 SKILLS PRACTICE BOOK 6-YEAR SUBSCRIPTION GRADE 1	$85.50	30	$2,565.00	$2,565.00
9798213402322	MVLIT25 LANGUAGE AWARENESS HANDBOOK GRADE 2	$118.50	2	$237.00	$237.00
9798213020649	MYVIEW LITERACY 2025 BUILDING KNOWLEDGE LIBRARY COLLECTION GRADE 2	$1,363.00	2	$2,726.00	$2,726.00
9798213446074	MYVIEW LITERACY 2025 SKILLS PRACTICE BOOK 6-YEAR SUBSCRIPTION GRADE 2	$85.50	30	$2,565.00	$2,565.00
9798213402339	MVLIT25 LANGUAGE AWARENESS HANDBOOK GRADE 3	$118.50	2	$237.00	$237.00
9798213020656	MYVIEW LITERACY 2025 BUILDING KNOWLEDGE LIBRARY COLLECTION GRADE 3	$1,335.00	2	$2,670.00	$2,670.00
9798213446081	MYVIEW LITERACY 2025 SKILLS PRACTICE BOOK 6-YEAR SUBSCRIPTION GRADE 3	$85.50	30	$2,565.00	$2,565.00
9798213402346	MVLIT25 LANGUAGE AWARENESS HANDBOOK GRADE 4	$118.50	2	$237.00	$237.00
9798213020663	MYVIEW LITERACY 2025 BUILDING KNOWLEDGE LIBRARY COLLECTION GRADE 4	$1,418.50	2	$2,837.00	$2,837.00
9798213446098	MYVIEW LITERACY 2025 SKILLS PRACTICE BOOK 6-YEAR SUBSCRIPTION GRADE 4	$85.50	30	$2,565.00	$2,565.00
9798213402353	MVLIT25 LANGUAGE AWARENESS HANDBOOK GRADE 5	$118.50	2	$237.00	$237.00
9798213020670	MYVIEW LITERACY 2025 BUILDING KNOWLEDGE LIBRARY COLLECTION GRADE 5	$1,418.50	2	$2,837.00	$2,837.00
9798213446104	MYVIEW LITERACY 2025 SKILLS PRACTICE BOOK 6-YEAR SUBSCRIPTION GRADE 5	$85.50	30	$2,565.00	$2,565.00
9798213402308	MVLIT25 LANGUAGE AWARENESS HANDBOOK GRADE K	$118.50	2	$237.00	$237.00
9798213020625	MYVIEW LITERACY 2025 BUILDING KNOWLEDGE LIBRARY COLLECTION GRADE K	$1,335.00	2	$2,670.00	$2,670.00
9798213446050	MYVIEW LITERACY 2025 SKILLS PRACTICE BOOK 6-YEAR SUBSCRIPTION GRADE K	$85.50	30	$2,565.00	$2,565.00

SAVVAS
LEARNING COMPANY

15 E Midland Ave St 502
Paramus, NJ, 07652-2938

Savvas Learning Company LLC Terms and Conditions

To place your order please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. You may send the order documents using an electronic form or by mail. Please submit your PO and price quote via one of the following methods:

Online:
https://support.savvas.com/support/s/customerserviceus
Mail: PO Box 6820, Chandler, AZ 85246

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or my Savvas Orders. For questions regarding your order please call Customer Service: 1-800-848-9500.

Price quote: This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard payment terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format.

Shipping & handling charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will appear on the customer proposal and invoice as a S&H charge.

Taxes: All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

Platforms: Savvas, and any third party for which Savvas serves as the sales agent or distributor, reserve the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

Damaged & Defective Products: If a print product, or the print component of a blended (print & digital) product, is received in damaged or defective condition, Savvas will issue a credit or replacement at no charge to the customer if the customer promptly (no later than 120 days) returns the damaged or defective product. Customers must report missing product immediately upon receipt.

Return Policy: Returns (other than damaged or defective products) are subject to the following conditions: (a) materials must be returned to Savvas at the customer's expense in new, unused condition, suitable for resale by Savvas (note that any barcoding, stickering, stamping or similar marking on any print materials renders them unsuitable for resale); (b) materials must be returned within six (6) months from the date of purchase; (c) the customer must obtain a Return Materials Authorization ("RMA") from Savvas prior to returning the materials, and must ship the materials back to Savvas within thirty days of receiving the RMA; (d) all materials sold in a set or package must be returned complete as originally sold; and (e) any materials provided by Savvas to the customer on a no-charge basis in consideration of the customer's purchase must be returned in proportion to the purchased materials that are being returned for a credit. A restocking fee of 3% may be applied to credits over $1,000. Savvas' return policy does not apply to science lab kits or trade publication novels, which are sold on a non-returnable basis.

Consumable Worktexts: Subsequent year consumable worktexts will ship each year on the anniversary of the original order date for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to shipment date. (the anniversary of the original order date unless changed). Changes can be made on the Subscription Worktext Site: https://worktext-subscriptions.savvas.com

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phone: 1-800-848-9500

Professional Services: Professional Services: All paid services must be delivered within twelve (12) months of the order date of those services. Any unused services expire at the end of such twelve (12) month period, unless otherwise specified in contract terms. Any cancellation made with less than 72 hours' notice will result in a cancellation fee equal to the full price of the event. MySavvasTraining is included with purchase of products (
https://mysavvastraining.com).

Savvas Learning Company
5530 W. 74th St., Door 14
Indianapolis, IN 46268

Packing List

Page: 1

RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869
000002297285

ATTN TO: PAUL ANDERSON
RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869

Invoice Number.: 4027329881
Date.....: 04/28/25
Order Type.....: REV
Ship to Customer #: 000002297285
Purchase Order #: 2526ELAANDERSON

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ISBN	DESCRIPTION	GRD	ISBN 13	QUANTITY ORDERED	QUANTITY SHIPPED	QUANTITY B/O	UNIT PRICE	DISC.	RETAIL PRICE	EXT. PRICE	EXCLUSION CLASS
821302061H	MVWLIT25 FNDTL SKLS KT GR.2	02	9798213020618	2	2			NET			
821302059F	MVWLIT25 FNDTL SKLS KT GR. K	KN	9798213020595	2	2			NET			
821302060K	MVWLIT25 FNDTL SKLS KT GR.1	01	9798213020601	2	2			NET			

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Phone: 800-848-9500
Fax: 877-260-2530
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Indianapolis, IN 46268

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KEY: 4027329881

Shipped Via:
Bill of Lading/PRO:
Special Shipping InstrPAUL ANDERSON 308-452-3249 pau

Freight Carrier: FEG
Freight Terms: PREPAID
Units: 6

Date: 04/29/25
Time: 08:22:58

# of Cartons: 6
Total Weight: 141.88
Shipper Ref #: H367525679

GM

Savvas Learning Company
5530 W. 74th St., Door 14
Indianapolis, IN 46268

Packing List

Page: 1

RAVENNA SCHOOL DISTRICT #69
PO BOX 8400
41750 CARTHAGE
RAVENNA NE 68869
000002297285

ATTN TO: PAUL ANDERSON
RAVENNA SCHOOL DISTRICT 69
PO BOX 8400
41750 CARTHAGE ROAD
RAVENNA NE 68869

Invoice Number.: 4027331322
Date.....: 04/28/25
Order Type.....: DSK
Ship to Customer #: 000002297285
Purchase Order #: SOSUATKILU01042

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821302049J	MVWLIT25 TE PKG GR.4	04	9798213020496	1	1			NET			
1428516530	MYP25 TE G06	06	9781428516533	1	1			NET			
821302045F	MVWLIT25 TE PKG GR. K	KN	9798213020458	1	1			NET			
821302046D	MVWLIT25 TE PKG GR.1	01	9798213020465	1	1			NET			
821302048L	MVWLIT25 TE PKG GR.3	03	9798213020489	1	1			NET			
821302047B	MVWLIT25 TE PKG GR.2	02	9798213020472	1	1			NET			
821302050B	MVWLIT25 TE PKG GR.5	05	9798213020502	1	1			NET			

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Shipped Via: STD
Bill of Lading/PRO:
Special Shipping Instructions:

Freight Carrier: FEG
Freight Terms: PREPAID
Total Units: 7

Date: 04/29/25
Time: 14:28:28

# of Cartons: 7
Total Weight: 139.94
Shipper Ref #: 4027331322

GM

Wilkins Architecture Design Planning LLC

2204 University Drive Suite 130
Kearney, NE 68845
Tel: 308-237-5787 Fax: 308-236-6929
wadp@wilkinsadp.com
www.wilkinsadp.com

INVOICE

INVOICE DATE: 6/26/2025
INVOICE NO: 6791
BILLING THROUGH: 6/26/2025

Dr. Ken Schroeder
Ravenna Public Schools
41750 Carthage Rd
Ravenna, NE 68869

2527 Ravenna Public Schools - Addition & Renovation

Managed By: Jacob M Sertich

DESCRIPTION	CONTRACT AMOUNT	% COMPLETE	BILLED TO DATE	PREVIOUSLY BILLED	CURRENT AMOUNT
2527 Ravenna Public Schools - Addition & Renovation	$540,519.20	32.50	$175,668.74	$108,103.84	$67,564.90
TOTAL	**$540,519.20**		**$175,668.74**	**$108,103.84**	**$67,564.90**

EXPENSES

DATE	DESCRIPTION	AMOUNT
6/2/2025	828 - ETI LODGING	$449.34
6/2/2025	830 - ETI MEALS	$63.88
6/2/2025	831 - ETI FUEL	$40.15
6/10/2025	829 - MILEAGE	$73.33
6/25/2025	831 - ETI CAR RENTAL	$132.94
6/25/2025	832 - ETI PRINTING	$15.04
	TOTAL EXPENSES	**$774.68**
	SUBTOTAL	**$68,339.58**
	AMOUNT DUE THIS INVOICE	**$68,339.58**

This invoice is due on 7/26/2025

Special Building Fund

Bond Project

ACCOUNT SUMMARY

TO DATE	PAID TO DATE	BALANCE DUE
,887.47	$108,547.89	$68,339.58

We appreciate your business

OK to Pay
K Schroeder
7-1-2025

Core Standard Invoice Copyright

Jerry's Sheet Metal Heating & Cooling, Inc.

Grand Island, NE 68802
PO Box 484

Invoice

Date	Invoice #
6/18/2025	120042

Bill To
Ravenna Schools 41750 Carthage Rd Ravenna, NE 68869

2425-919

Item	Description	Amount
New Units	Install new 2 ton mini-split system in concession stand As per quote	7,100.00
	Total	$7,100.00

Ravenna Public Schools

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

PURCHASE ORDER

Date: 6-18-25
P.O. # 2425-919
Bill To: PO Box 8400

Tax Exemption No. 05-627933

VENDOR
Jerry's Sheet Metal Heating and Cooling

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
	install new minisplit system in concession stand	1	7,100.00	7,100.00
				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
				0.00

SUBTOTAL	$7,100.00
S & H	$0.00
discount	$0.00
TOTAL	**$7,100.00**

Other Comments or Special Instructions

Authorized by _____ Date _____

Town & Country Bank

June 6, 2025

Dr. Ken Schroeder
Ravenna Public Schools
PO Box 8040
Ravenna, NE 68869

Dear Dr. Schroeder,

Thank you for the opportunity to help the School District invest their bond proceeds until they are needed for construction disbursement payments. Because this is a unique occurrence and the funds are well above your normal deposit activity we are approaching it as an extra opportunity. This allows us to offer you rate options that are not normally available for funds which need to stay somewhat liquid.

We have reviewed your schedule of disbursements and have two options for you to consider for investing these funds until you will be needing them.

The first option is essentially a variable rate option – we would deposit the bond funds which will not be needed over the next month into a one month CD priced at 0.10% less than our shortest stated special on our rate sheet. When the CD matures, an amount needed for upcoming disbursements would be deposited into your building fund money market account and the remainder of the funds would then be reinvested into another one month CD priced as described above. Currently our short term CD has a 4.04% rate / 4.10% APY, which would give you a CD rate of 3.94% and an APY of 4.0% for the first month.

The second option is a fixed rate option – we would immediately deposit amounts needed for the entire project. The funds to be used for the first several months of the construction term would be placed into individual monthly certificates of deposit priced at 0.35% less than our shortest stated special on our rate sheet. Similarly, the funds to be used beyond that date would be placed into individual monthly certificates of deposit priced at 0.35% less than our longest stated special on our rate sheet. For example, we currently have a 7 month CD special priced at 4.04%/4.10% APY, and a 13 month special priced at 3.70%/3.75% APY. We would establish a CD with the funds expected to be disbursed for each of the first seven months at 3.69%/3.75% APY, and similarly we would establish a CD with the funds expected to be disbursed for each of months eight through thirteen at 3.35%/3.40% APY.

Note that the fed funds future market is currently indicating that the Fed may reduce interest rates four times over the course of the next 12 to 18 months, which would drive variable rate

investment options down over that period of time. Whether that happens and how fast it happens is anyone's guess. With the two options above, you can either choose to accept the yields that the market allows us to pay over the period or you can choose to know how much you will earn by choosing a fixed rate option. Also note that keeping your funds under our roof gives you three assurances that your funds are safe – 1-the Bank's strong equity position and five star safety and soundness record, 2-the FDIC's implied guarantee which historically has greatly exceeded their $250,000 stated guarantee, and 3-the securities that the Bank pledges to collateralize your deposits in excess of $250,000.

I appreciate this opportunity to put your bond funds to work during your construction period. Please let me know what questions you might have.

Sincerely,

James Friesen
President

Ravenna Public Schools

School deposit proposal 6.5.2025

Assumed Fed Funds futures, 6/3/2025 forecast:

- roughly predicting:	Fed funds rates?	Ravenna funds	Ravenna disbursements	What-if - based on 6/5/2025 rate sheet Short term Bank offer	Long Term Bank offer
6/1/2025	4.325				
7/1/2025	4.325	$ 7,445,934		3.75	3.4
8/1/2025	4.325	7,411,927	34,007	3.75	3.4
9/1/2025	4.325	7,197,333	214,594	3.75	3.4
10/1/2025	4.075	7,067,168	130,165	3.75	3.4
11/1/2025	4.075	6,843,515	223,653	3.75	3.4
12/1/2025	4.075	6,210,793	632,722	3.75	3.4
1/1/2026	3.825	5,641,176	569,617	3.75	3.4
2/1/2026	3.825	4,970,095	671,081	3.75	3.4
3/1/2026	3.825	4,306,492	663,603	3.75	3.4
4/1/2026	3.575	3,435,710	870,782	3.75	3.4
5/1/2026	3.575	2,788,175	647,535	3.75	3.4
6/1/2026	3.575	2,158,362	629,813	3.75	3.4
7/1/2026	3.325	1,517,317	641,045	3.75	3.4
8/1/2026	3.325	1,013,171	504,146	3.75	3.4
9/1/2026	3.325	-	1,013,171	3.75	3.4
10/1/2026	3.325	-		3.75	3.4

Fixed option					Variable option	
Short term deposits offer 1	interest paid	Long term Deposits offer 2	interest paid	total interest paid	What-if - based on 6/5/2025 rate sheet Variable at 10 bps below CD special	
2,475,839	7,737	4,970,095	14,082	$ 21,819	3.94	$ 24,447.48
2,441,832	7,631	4,970,095	14,082	21,713	3.94	24,336
2,227,238	6,960	4,970,095	14,082	21,042	3.94	23,631
2,097,073	6,553	4,970,095	14,082	20,635	3.7	21,790
1,873,420	5,854	4,970,095	14,082	19,936	3.7	21,101
1,240,698	3,877	4,970,095	14,082	17,959	3.7	19,150
671,081	2,097	4,970,095	14,082	16,179	3.45	16,218
-	-	4,970,095	14,082	14,082	3.45	14,289
		4,306,492	12,202	12,202	3.45	12,381
		3,435,710	9,735	9,735	3.2	9,162
		2,788,175	7,900	7,900	3.2	7,435
		2,158,362	6,115	6,115	3.2	5,756
		1,517,317	4,299	4,299	2.95	3,730
		1,013,171	2,871	2,871	2.95	2,491
		-	-	-	2.95	-
		-	-	-	2.95	-
				$ 196,487		$ 205,918



About The Fund

NLAF is a separate legal and administrative entity organized and existing pursuant to the Nebraska Interlocal Cooperation Act and other Nebraska laws.

Investment options and services

The Fund's portfolio consists solely of investments permitted Nebraska law. NLAF also offers additional services authorized by the NLAF Board of Trustees and provided by PFM Asset Management[1] (PFMAM), the Fund's administrator. Details about NLAF's investment options:

Investment Options	
	NLAF
Investment Period	1 Day Minimum
Balance Requirements	$1.00 Minimum
Additional Deposits	No Minimum
Withdrawals	Unlimited
Statements	Provided Monthly
Transactional Charges & Fees	None
Accounts	Unlimited
Interest Earnings	Calculated Daily, Paid Monthly
Credit Rating	AAAm by S&P Global[2]

Additional Products

The following products and services are authorized by the NLAF Board of Trustees. These services are provided by PFMAM and are separate from the Fund. They are available to investors under a separate agreement with the investment advisor:

Fixed-Income Investment Program

This program enables NLAF investors to individually invest in government securities, certificates of deposit (CDs), and other fixed income investments permitted by Nebraska law. Details:

- Investors select from CDs of varying maturities issued by a variety of financial institutions
- The CDs available through this program are usually issued in denominations up to the maximum amount insured by the FDIC

- CDs held in this program are not part of the Fund. Within the limits and to the extent of insurance provided by the FDIC, CDs in this program may be separately insured by the FDIC from any CDs which may be held by the Fund
- To simplify recordkeeping requirements for investors, all CD principal and interest is credited at maturity when received by the Custodian to an investor's Fund account
- Because interest is credited as described, investors will not have use of the interest earned on the CD, including the opportunity for reinvestment of interest earned, until maturity

Individually Managed Portfolios

In addition to the Fund, NLAF offers investors the option to have an individual portfolio managed to meet specific investment objectives. Individually managed portfolios are linked to the investor's NLAF account so that maturities and coupon payments are invested at all times.

Individually managed investment portfolios, which are not a part of the Fund, are available under a separate agreement with the investment advisor.

An individually managed portfolio provides a government unit with:

- The resources of PFMAM, a firm with more than 40 years of experience serving the public sector
- Investments tailored to meet the agency's liquidity needs or specific draw schedule
- Professional portfolio management focused on enhancing earnings and managing risk
- Investment purchases determined by the agency's investment policy or bond documents
- Competitive shopping for every security to seek the most favorable price and execution
- Third-party custody of all assets
- Investment management and custody services at a reasonable cost

Bond Account Management (BAM) Program

With the BAM Program, PFMAM provides an investor with some or all of the following:

- Creation of a customized investment strategy and portfolio for proceeds of tax-exempt and taxable financings
- Disbursements for the bond financed project
- Arbitrage rebate services for proceeds of tax-exempt borrowings
- Investment policy review and development, cash flow modeling, and cash management services

Services for the BAM Program are arranged directly with PFMAM and determined after a review of various factors.

For more detail on the above programs, contact a Fund Representative.

1 *PFM Asset Management is a division of U.S. Bancorp Asset Management Inc., NLAF's investment advisor and administrator, that services public sector clients.*

2 ***S&P Global AAAm Rating:*** *S&P evaluates a number of factors, including credit quality, market price, exposure, and management. Please visit SPGlobal.com/Ratings for more information and ratings methodology.*

This information is for institutional investor use only, not for further distribution to retail investors, and does not represent an offer to sell or a solicitation of an offer to buy or sell any fund or other security. Investors should consider the Fund's investment objectives, risks, charges and expenses before investing in the Fund. This and other information about the Fund is available in the Fund's current Information Statement, which should be read carefully before investing. A copy of the Fund's Information Statement may be obtained by calling 1-877-667-3523 or is available on the Fund's website at www.nlafpool.org. While the Fund seeks to maintain a stable net asset value of $1.00 per share, it is possible to lose money investing in the Fund. An investment in local government investment pools, such as the Fund, are not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Investments in a local government investment pool are subject to liquidity risk, which may impact the pool's ability to sell investments in a timely fashion or at near face value in order to fulfill a participant's redemption request. Such investments are also subject to market risk, issuer risk, and default risk. Participants may lose money by investing in a local government investment pool, such as the Fund. Shares of the Fund are distributed by U.S. Bancorp Investments, Inc., member FINRA (www.finra.org) and SIPC (www.sipc.org). PFM Asset Management is a division of U.S. Bancorp Asset Management, Inc., which serves as administrator and investment adviser to the Fund. U.S. Bancorp Asset

Management, Inc. is a direct subsidiary of U.S. Bank N.A. and an indirect subsidiary of U.S. Bancorp. U.S. Bancorp Investments, Inc. is a subsidiary of U.S. Bancorp and affiliate of U.S. Bank N.A.

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Regular Board of Education Meeting

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

Monday, June 9, 2025 8:00 PM

Kelly Bock:	Present
Misti Fiddelke:	Present
Micah Miigerl:	Absent
Ryan Osten:	Absent
Dawn Standage:	Present
Mike Voelker:	Present

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

2. Excuse Absent Board Members
Motion to excuse absent board members, Ryan Osten & Micah Miigerl, passed with a motion by Mike Voelker and a second by Dawn Standage.

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 Mike Voelker and a second by Kelly Bock.

7. Financial Report

8. Consent Agenda
Motion to approve the consent agenda passed with a motion by Mike Voelker and a second by Kelly Bock.

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 4th Edition of *The Ravenna News*

8.4. Discuss, consider, and take all action necessary to declaring items as surplus for immediate sale or disposal

9. Blue Jay Celebration of Success - None this month

10. Artist of the Month - None this month

11. Request to Address the Board and Correspondence

12. Public Hearing to Receive Input on Proposed Ravenna Public School Board Policy 5015

13. Public Hearing to Receive Input on Proposed Ravenna Public School Board Policy 5018

14. Public Hearing to Receive Input on Proposed Ravenna Public School Board Policy 6025

15. Information and Action Items

15.1. Discuss, consider, and take all action necessary to re-opening the 2025-26 negotiations process with the REA for the purpose of revising the extra duty schedule for the positions of high school head girls wrestling, high school assistant girls wrestling, one-act head director, and one-act assistant directors
Motion to rescind the previously approved version of the "2025-26 Negotiated Agreement" between the Ravenna Public School Board and the Ravenna Education Association (REA) and to approve and adopted the current version of the agreement as presented passed with a motion by Dawn Standage and a second by Mike Voelker.

15.2. Discuss, consider, and take all action necessary to high school Spanish curriculum purchase from the Depreciation Fund
Motion to approve the purchase of the secondary Spanish Curriculum in an amount to not exceed $8,000 from the Depreciation Fund passed with a motion by Mike Voelker and a second by Kelly Bock.

15.3. Discuss, consider, and take all action necessary to installation of an air conditioning system in the concession stand
Motion to approve the bid from Jerry's Sheet Metal for an air conditioning system in the concession stand passed with a motion by Kelly Bock and a second by Mike Voelker.

15.4. Discuss, consider, and take all action necessary the installation of a fence around the perimeter of the elementary playground
Motion to approve the purchase and installation of a fence around the perimeter of the elementary playground in an amount not to exceed $35,000 passed with a motion by Mike Voelker and a second by Kelly Bock.

15.5. Discuss, consider, and take all action necessary to the 2025 Ravenna Board of Education Policy Update
Motion to adopt Policy 5018 on first reading and to waive second reading, to remove and rescind Policy 5034, and to approve first reading of all other policies contained in the 2025 Policy

Update as presented passed with a motion by Mike Voelker and a second by Kelly Bock.

15.6. Discuss, consider, and take all action necessary to all policies included in the required annual review of policies: 3040, 4031, 5001, 5018, 5045, 5054, & 5057
Motion to approve policies 3040, 4031, 5001, 5018, 5045, 5054, & 5057 as presented and with the proposed revisions to policies 3040, 5001, & 5054 passed with a motion by Dawn Standage and a second by Kelly Bock.

15.7. Discuss, consider, and take all action necessary to the required biennial review of policy 3004.1
Motion to approve policy 3004.1 as presented passed with a motion by Mike Voelker and a second by Kelly Bock.

15.8. Discuss, consider, and take all action necessary to the required triennial review of policy 5052
Motion to approve policy 5052 as presented passed with a motion by Kelly Bock and a second by Mike Voelker.

16. Discussion Items

16.1. Discuss, consider, and take all action necessary to breakfast and lunch meal prices for the 2025-26 school year
Motion to increase meal prices for the 2025-26 school year as presented, with a 5 cent increase in breakfast prices and a 10 cent increase in lunch prices, passed with a motion by Dawn Standage and a second by Mike Voelker.

17. Elementary Principal's Report

18. Secondary Principal's Report

19. Superintendent's Report

20. Board Report

21. Positive Comments

22. Adjournment
Motion to adjourn at 8:55 PM passed with a motion by Mike Voelker and a second by Dawn Standage.

Working Meeting for Bond Building Project

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

Tuesday, June 10, 2025 5:30 PM

Kelly Bock:	Absent
Misti Fiddelke:	Present
Micah Miigerl:	Absent
Ryan Osten:	Present
Dawn Standage:	Present
Mike Voelker:	Present

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

2. Excuse Absent Board Members
Motion to excuse board members, Micah Miigerl and Kelly Bock, passed with a motion by Ryan Osten and a second by Mike Voelker.

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 Ryan Osten and a second by Mike Voelker.

7. Consent Agenda
Motion to approve the consent agenda passed with a motion by Mike Voelker and a second by Ryan Osten.

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

7.2. Notice of Meeting Publication: The notice for this board meeting was published in the June 4th Edition of *The Ravenna News*

8. Request to Address the Board and Correspondence

9. Information and Action Items

9.1. Discuss, consider, and take all action necessary to the final building project design plans for the Ravenna Public Schools Bond Building Project

10. Superintendent's Report

11. Board Report

12. Positive Comments

13. Adjournment

Meeting was adjourned at 7:15 PM.

Budget Workshop

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

Monday, July 7, 2025 6:30 PM

Kelly Bock:	Present
Misti Fiddelke:	Present
Micah Miigerl:	Present
Ryan Osten:	Present
Dawn Standage:	Present
Mike Voelker:	Present

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
Motion to approve the agenda passed with a motion by Mike Voelker and a second by Ryan Osten.

7. Consent Agenda
Motion to approve the consent agenda passed with a motion by Ryan Osten and a second by Micah Miigerl.

7.1. Notice of Meeting Publication: The notice for this board meeting was published in the July 2nd Edition of *The Ravenna News*

8. Request to Address the Board and Correspondence

9. Information and Action Items

9.1. Discuss, consider, and take all action necessary to the 2025-26 Ravenna Public Schools Budget Workshop

10. Superintendent's Report

11. Board Report

12. Positive Comments

13. Adjournment
Motion to adjourn at 9:58 PM passed with a motion by Micah Miigerl and a second by Mike Voelker.

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, NE*
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: May 28, 2025

Re: Annual Policy Updates

It's time for the 2025 KSB School Law policy updates. Below, we discuss the policy changes, the changes to our standard forms, and some issues raised by certain laws that do not necessarily require a policy change but present new obligations or things to keep in mind as you enter the 2025-26 school year. We have broken these down into 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

Please keep in mind that most approved bills go into effect three months after the legislature adjourns. This year the Unicameral is currently scheduled to adjourn sine die on June 9, so the effective date of most bills will be September 9, 2025. However, if a bill has a specific effective date or an emergency clause, it goes into effect on the stated date or when passed and approved according to law. That also means there could be some new bills approved after the release of these updates which will require us to supplement the updates. There are also a handful of bills that passed in previous sessions but go into effect for the upcoming 2025-26 school year.

To assist subscribers in implementing these policy changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Monday,**

June 2, 2025, 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 will also record the webinar and post it in the KSB School Law portal in the Policy Updates section. Please contact us if you have any additional questions about the policy updates or portal.

Policy Changes

REVISION OF POLICY 1002: CREATION, AMENDMENT AND DISTRIBUTION OF POLICIES

As the list of required policies, reviews, reapprovals, and hearings grows, we eliminated the list from this policy so it did not need to change so often. Instead, we will continue to update and provide subscribers with the Annual Notices, Hearings, Reviews, and Trainings document that is released with the policy updates each year. There is no requirement to list these obligations inside of a policy.

This change is required, unless you want to continue maintaining the list of requirements in this policy.

REVISION OF POLICY 2006: COMPLAINT PROCEDURE

We made just a couple of tweaks to this policy to remove references to the Biden Administration Title IX rules, which are no longer in effect.

This change is required.

REVISION OF POLICY 3003: BIDDING FOR CONSTRUCTION, REMODELING, REPAIR, or SITE IMPROVEMENT

School districts are generally prohibited from engaging "in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by" a licensed Nebraska architect or professional engineer. However, the law provides an exception to this requirement when the "contemplated expenditures for the complete project" are below a certain dollar amount. In July 2024, the Nebraska Board of Engineers and

Architects increased this exemption from $119,000 to $144,000. Our recommended changes to Policy 3003 reflect this higher dollar amount for the projects that are exempt from the mandate to engage a licensed Nebraska architect or professional engineer.

This change is required.

REVISION OF POLICY 3004.1: FISCAL MANAGEMENT FOR PURCHASING AND PROCUREMENT USING FEDERAL FUNDS

During our regular review of policies, we noticed a citation was partially removed from Section G Allowability of Costs. This citation has been corrected.

This change is required.

REVISION OF POLICY 3023: RECORD MANAGEMENT AND RETENTION

During some federal fund audits, the auditors recommended adding a provision to this policy to address the retention of federal award records. We have added such a provision to the policy.

This change is required.

REVISION OF POLICY 3026: HANDBOOKS

We have updated this policy to reflect how changes to the handbooks operate. We've included the one sentence that was in policy 5034, and 5034 has now been eliminated. We made a few other tweaks that hopefully will clarify the handbook updating process, especially as new legal interpretations and guidance seem to be coming out daily.

Administration is permitted to make changes without board approval unless it is required by law or conflicts with a policy. Administration is also permitted to make changes (whether or not requiring board approval) and provide notice to affected individuals by just sharing the amendment and not resharing the full handbook, unless required by law. For example, if you add a new student conduct rule to the handbooks and intend for that to be used for discipline, under the Student Discipline Act the "board" would have to

approve that rule, and both students and parents must be provided notice prior to it being implemented. However, you wouldn't have to reprint or reshare the entire handbook. You could just provide the amended section or provision.

This change is required.

REVISION OF POLICY 3036: PURCHASING (CREDIT) CARD PROGRAM

This policy change eliminates an inappropriate reference to a nonexistent reimbursement.

This change is required.

REVISION OF POLICY 3043: DESIGN-BUILD CONTRACTS

One of the legal requirements for school districts using the design-build project delivery system for school construction projects is for the school district to hire a performance-criteria developer (PCD), a licensed Nebraska architect or professional engineer. For projects with a cost of $896,000 or below, the timeframe and procedures for selecting and hiring the PCD can be shortened and simplified. The proposed revisions to this policy reflect that alternative. While updating this policy, we have also included changes in the organization of the policy and reformatting.

This change is required.

REVISION OF POLICY 3047: DATA BREACH RESPONSE

We have amended this policy in light of the PowerSchool data breach this past year. The amendment provides that the district's data directory will include a list of approved vendors and contractors to ensure that information exists in a consolidated format. Additionally, as part of the incident response plan, this policy change encourages contacting an insurance provider as part of a school district's response.

Note that the first section of this policy requires you (or your tech coordinator) to keep an updated list of computing devices, software, vendors with access to personally identifiable information and staff members'

usernames and passwords for any district software. The PowerSchool data breach is also a good reminder to be sure that this information is updated and that you know where to find it in the event of a breach.

This change is highly recommended.

REVISION OF POLICY 3057: TITLE IX

Death, taxes, and Title IX policy updates. These are the constants in life.

As many of you are aware, the Biden administration issued regulations in 2024 that necessitated updates to this policy. The updates also allowed for more streamlined investigations but expanded definitions of sex discrimination. However, a federal court vacated the 2024 updates in their entirety. The new White House has stated its belief that the regulations from 2020 are still in effect.

As a result of these changes, KSB is once again recommending a policy change.

Option 1 is a significantly pared-down version of the 2020 policy, which maintains the required substance in a simplified version. We have also improved this policy based on our five years of experience addressing Title IX complaints under the framework instituted by the previous Trump administration. We believe this policy would satisfy any requirements required by a Trump-led Office of Civil Rights.

Option 2 is a more aggressive option. This version is based on a close reading of the court decision that struck down the 2024 regulations, part of which rested on a rationale that vacating the 2024 rule would "'cause a return to the status quo' that existed for more than 50 years prior to its effective date." KSB believes the basis for this recent decision suggests that the 2020 regulations contain similar flaws. Thus, this policy focuses on the clear mandate laid out in federal statute and court decisions that require public school districts to respond to allegations of sexual harassment in their education programs and activities promptly and in a way that is not deliberately indifferent. This option is no less rigorous in requiring schools to be responsive, but it is less detailed and proscriptive in the granular procedures dictating *how* schools respond. This option allows for maximum flexibility in investigations, in exchange for undertaking some risk that the

procedures that the school district employees may not strictly comply with a hyper-technical reading of the 2020 regulations.

We will have additional Title IX guidance and forms available on the portal based on the option your board elects to assist your Title IX team comply with your board's choice.

One of these policies is required. Please note that your handbooks must include the version of this policy that your board selects (and our handbook redlines will have a prompt for adding the policy option your board chose as you update them).

REVISION OF POLICY 4051: STAFF AND DISTRICT SOCIAL MEDIA USE

The last time we reviewed this policy, X was called Twitter. In light of the changes in the social media landscape and recent court cases addressing official government accounts, it's time for some updates.

We have proposed a host of relatively small and simple tweaks, but they are important. For example, we have added more detail, differentiating between personal and school-owned accounts. We've clarified staff use of social media for instructional purposes. We address "tagging," where the school accounts are tagged or mentioned in outside posts to increase traffic to the post.

We have also updated the relevant rules for deleting comments, blocking posts and users, and banning outside users on school-owned accounts. It's important to note that this policy has always prohibited school-owned accounts from having comments "on" unless approved by the superintendent. When you enable comments, you take the bitter with the sweet. If you have not been following that part of the policy, now is a good time to review your practices and expectations for staff administering these accounts. If your practices differ from the policy, you should either change those or work with us to change the policy. There has been a lot of recent court action on the First Amendment rights of users interacting with individual school official accounts, like board members, and school-owned accounts operated by school employees.

These changes are required.

REVISION OF POLICY 4057: SUPERINTENDENT EVALUATION

We have amended this policy to eliminate the provision that required the superintendent evaluation to occur at a board meeting. You may still evaluate the superintendent at a board meeting if you wish, but now you may also conduct the evaluation with the board president and superintendent, with a committee of the board and superintendent, or any other way you deem appropriate.

Note that if your board decides to conduct the evaluation outside of a board meeting, you should review your superintendent contract, as well.

This change is highly recommended.

REVISION OF POLICY 4059: BEHAVIORAL AND MENTAL HEALTH TRAINING

We have revised this policy to remove the requirement that the training be at least one hour. Now, the length of the training is "a reasonable amount as determined by the school board." We have also added the statutory list of topics that may be covered in the training.

This change is required.

REVISION OF POLICY 5001: COMPULSORY ATTENDANCE AND EXCESSIVE ABSENTEEISM - TRADITIONAL APPROACH

This policy has been revised to provide clearer procedures for the Attendance Officer to follow in responding to excessive absenteeism. The policy previously referred to external procedures that were inconsistently developed and adopted.

This change is required.

REVISION OF POLICY 5015: PROTECTION OF PUPIL RIGHTS AND POLICY 5018: PARENT INVOLVEMENT IN EDUCATION PRACTICES

During the 2024 session, the Unicameral amended sections 79-530 through 79-533 through LB 71 to give parents, guardians, and educational decisionmakers greater access to information about and involvement in educational practices. Those changes are reflected in this policy. Additionally, the current Unicameral again amended section 79-532 through LB 428 to add various requirements related to surveys administered by the school. These changes include allowing parents to obtain copies of the surveys through various methods as well as the ability to exempt their children from participating in the surveys.

This policy must be adopted by July 1, 2025. The policy must be developed with parental input from parents, guardians, and educational decisionmakers. It must be the subject of a public hearing before the school board before adoption by the board. As previously required, the policy must be reviewed annually and either altered and adopted as altered or reaffirmed by the board following a public hearing. Any public hearing must include a reasonable opportunity for public comments.

The school district must make the policy accessible on the school district's website by August 1, 2025. The policy must be accessible by a "prominently displayed" link on the website. If the policy is altered, the new version of the policy shall be made accessible within a reasonable time thereafter.

Finally, the school district must continue to comply with the PPRA survey requirements. This means schools must comply with Policy 5015 (federal law requirements) and Policy 5018 (state law requirements) when administering surveys.

This change is required.

REVISION OF POLICY 5016: STUDENT RECORDS

The introductory paragraph of this policy clarifies that "student records" generally do not include transitory communications such as emails, text messages, handwritten notes between school and home, and similar items. These types of communications are not typically maintained by the district.

Following that introduction, the policy presents three different options for the board to consider regarding what types of records the district will officially "maintain." Recently, we have seen a noticeable increase in requests from parents asking for complete copies of their children's student records. At the same time, the rise in digital communication has complicated decisions about whether emails and text messages should be included in those records.

To address this, we have added a consistent reminder in each of the three options regarding what it means for the district to "maintain" a record. This serves as a clarification for both parents and school officials that, regardless of which option the board selects, the general rule excluding most emails and texts from the definition of "student records" still applies.

This change is highly recommended.

REVISION OF POLICY 5031: STUDENT APPEARANCE

Section 79-2,158 requires each school district to 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 the State Department of Education. We've revised our policy to be consistent with the Department's model policy (don't shoot the messengers), though hopefully a bit more concise.

This change is required.

ELIMINATION OF POLICY 5034: HANDBOOKS NOW "INTENTIONALLY LEFT BLANK"

The policy has been combined into policy 3026 and is now eliminated.

This change is required.

REVIEW OF POLICY 6025: STUDENT CELL PHONE AND OTHER ELECTRONIC DEVICES

LB 140 requires schools to have policies prohibiting the use of cell phones and other electronic devices while at school or attending a "school instructional function." Of course, that term is not defined. We assume they are talking about field trips and other off-site curricular activities, not extracurricular activities.

However, the bill also allows boards and administrators to permit use of cell phones when "determined appropriate." So you "shall" have a ban but may deem any use appropriate. Consequently, we have not proposed any changes to policy 6025, because all of those options remain lawful.

As a result, we believe some schools will keep their current policy in place heading into 25-26. Here's the issue. LB 140 says, "The development of the policy shall include stakeholder participation to ensure that such policies are responsive to the unique needs and desires of students, parents, and educators in each community." It's unclear what that means if you already have a policy in place that was approved at a public meeting. The law does not require the formation of a committee or that you prospectively seek input now. It ties that input to the "development" of a policy, not any future amendment.

Here's our opinion on your options. If you solicited stakeholder feedback when developing your policy initially, or if staff, students, and parents provided input voluntarily at that time, we believe it would be lawful to simply move forward without seeking additional feedback or even reapproving the policy you have in place. For example, we know some schools conducted a stakeholder survey or invited stakeholders to board meetings if they had input when creating the policy. We believe that is sufficient to meet the requirements of LB 140.

If you did *not* receive stakeholder feedback initially, you have two choices. First, you could intentionally reach out for feedback in some way now, such as via survey, ad hoc working group, or to specific individuals whose input you think would be helpful. After obtaining that feedback, you could then reapprove the policy as it exists or with any amendments you see fit. We're happy to help with those. Second, you could take the slightly more aggressive approach that, because the policy was approved at a duly noticed

public board meeting with the policy on the agenda, stakeholders had an opportunity for feedback at that time. In our view, this is as much a political question as a legal one.

The bill also has 5 listed exceptions that schools must make to any restrictions on cell phone and device use. They are not required to be in the policy. Some of the exceptions we already include in our 4 policy options, such as use by a student when deemed necessary because of a disability accommodation, like a student with diabetes who uses a phone to monitor their levels.

One particular exception that could prove tricky permits students to use cell phones regardless of the strength of the school's ban in cases of "emergencies and perceived threats of danger." Of course, those terms are not defined, nor is it clear who decides what constitutes an emergency or threat. We have elected not to bring attention to this exception for fear that every student and parent will argue that the exception applies to them. You may see other policies throughout the state that list all of these exceptions, so we wanted to let you know it does exist and explain our rationale for not suggesting changes to our current policy options.

No changes required, but you must consider whether you met the requirement to obtain stakeholder input when your policy was developed.

REVISION OF POLICY 6031: EMERGENCY EXCLUSION

The policy had a discrepancy in the hearing request section. We aligned those timelines, which are already shortened to comply with the expedited hearing obligations under the emergency exclusion statute.

This change is required.

REVISION OF POLICY 6034: CONCUSSION AWARENESS

The policy requires updating to remove specific references to guidances and training that have since been updated. Review the approved trainings from DHHS and the NDE Brain Injury Support page for all updated materials.

This change is required.

NEW POLICY 6044: PARTICIPATION AND ASSIGNMENT OF ATHLETIC TEAMS

LB 89 establishes the Stand with Women Act. Originally, the bill would have required schools to designate locker rooms, bathrooms, and athletic teams based on sex as male, female, or coed. As the bill progressed, it was amended to include only requirements for designating athletic teams and limiting participation in athletics based on sex. The law defines sex in terms of reproductive organs and functions. The law also requires every school to have a policy implementing the new requirements.

There are a few other items to note. While the bill eliminated explicit provisions for bathrooms and locker rooms, it does require the policy to address the "conduct of visitors and the public." We are not sure what that means, because there is no explanation in the bill. We assume that is a nod of deference to existing policies and practices as it relates to things like restrooms that patrons and visitors can use when on school grounds. For that reason, we have simply said all visitors and members of the public shall comply with existing policies and law.

This policy is required *if LB 89 becomes law*.

NEW POLICY 6045: BEHAVIORAL INTERVENTION

Section 79-262.01 requires school districts to develop and adopt a policy consistent with or comparable to the model policy developed by the State Department of Education. We went with "comparable to" and tried to draft a policy that won't be too onerous compared to common and best practices we've seen prevalent across the state.

This policy is required.

Form Changes

Public Participation Rules for Public Comment

We've updated these rules slightly in light of some recent court decisions regarding public comment at school board meetings. However, the changes are not major. Recently, the Nebraska Attorney General's office representatives have shared informally that they believe public comment at board meetings can be limited to items on the board's agenda. We do have some concerns about that informal guidance in light of published decisions that say the opposite, but if your board is interested in exploring that limitation, give one of us a call to talk through that option.

Application for Employment

We reviewed LB 144 and determined that no changes to the employment application form are required. LB 144 revised the definition of spouse of a veteran and added language regarding the preference eligibility for the spouse of a service member. As such, we recommend reviewing the statutory standard and definition if you receive an application indicating veteran preference.

Title IX

For schools selection Option 1 for their Title IX policy, we will have updated forms and refresher training available this summer. In the meantime, if you receive a Title IX complaint prior to the start of next school year, give us a call to talk through your response options regardless of the policy you chose.

Other Issues To Consider

LB 306

Apparently, this bill has 9 lives. On May 21, it appeared dead. On May 22, it was revived. We will continue to monitor it along with any amendments. When AM1440 was discussed on May 21, only the LB 550 (religious instruction) section seemed to implicate a policy change. Even then, it said a school "may" adopt a policy. We simply don't yet know if this bill and any others amended into it will pass, or if the wording will remain the same. The

sections on funding 3 weeks of FMLA leave and restrictions on superintendent employment, for example, would not require policy changes but would require schools to consider their responses to those new provisions.

LB 390: Parent Right to Access School Library Materials

LB 390 (approved by the Governor on April 14, 2025) requires each school board of a public school district to adopt a policy relating to access by a parent, guardian, or educational decisionmaker to certain school library information. The new policy will provide parents, guardians, and educational decisionmakers the right to access a catalog of all books in the school district's library and the right to receive certain notifications when their student checks out a library book.

The deadline for adopting this policy is "for implementation at the beginning of the 2026-27 school year." We will provide you our recommended policy that complies with LB 390 with our 2026 annual updates.

LB 457: ANAPHYLAXIS POLICIES

LB 457 directs the Department of Health and Human Services, in consultation with the State Department of Education, to develop model anaphylaxis policies available for use in school districts and licensed child care programs setting forth guidelines and procedures to be followed for the prevention of anaphylaxis and during a medical emergency resulting from anaphylaxis.

On or before July 1, 2026, each school district must adopt a written policy to address incidents of anaphylaxis involving students at school. A school board may use the model policy mentioned above as a guide. The policy must not conflict with or hinder the implementation of an individualized anaphylaxis plan of a student and must be consistent with section 79-224 relating to self-management by a student.

Next year, we will review the policy developed by NDHHS and NDE and determine if we will revise Policy 5053 - Self-Management of Diabetes or Asthma/Anaphylaxis.

FAIR Leave Act (Modifying FMLA)

Under the FMLA, if both spouses work for the same employer, they are required to split the (up to) 12 weeks FMLA leave for things like bonding time with a newborn or adopted child or to care for a family member with a serious health condition. The "FAIR Leave Act" introduced in the House would eliminate this restriction. For example, if you employ two teachers who have a newborn, both would be permitted to take up to 12 weeks for bonding time. This bill is separate from what's happening with paid leave in the Unicameral. We will monitor the bill and provide updates, including an updated policy, if it advances.

Children's Online Privacy Protection Rule (COPPA) 2.0

The Federal Trade Commission's 2025 proposed amendments to the Children's Online Privacy Protection Rule (COPPA), AKA "COPPA 2.0," aim to modernize protections for children under 13 based on the changes in the tech world which have occurred since the last amendments to COPPA in 2013. The amendments take effect June 23, 2025. To note, while these amendments do not directly apply to schools, they may impact how schools interact with EdTech companies who provide classroom technologies, resources, and apps.

In the 2024 Notice of Proposed Rulemaking, the FTC proposed codifying a school authorization exception to parental consent and also new definitions of "school" and "school-authorized education purpose." However, in the Final Rule, the FTC chose not to finalize these EdTech-specific amendments which would impact schools. With the possibility of amendments to FERPA in the future, the Commission decided to wait to change any language regarding EdTech and schools within COPPA 2.0. For our schools, this means that the existing interpretation, where schools may consent on behalf of parents for the use of EdTech tools, so long as the information is used exclusively for educational purposes and not for commercial gain, remains in effect. Schools will also see enhanced notices from EdTech companies regarding how data is collected and utilized by these companies. We encourage you to review the notices received.

Because schools utilize technology and software that record a child's voice (e.g., speech to text), one of the new exceptions to parental consent requirements found in COPPA 2.0 is helpful. It allows operators to collect audio files containing a child's voice and no other personal information solely to respond to a child's specific request, provided the file is not used for any other purpose, is not disclosed, and is deleted immediately. Other finalized

revisions include reinforced data minimization standards, which limit the use of persistent identifiers and restrict data collection. The definition of "personal information" has been expanded to include biometric identifiers such as facial recognition data, voiceprints, and fingerprints. Once the law is finalized, we will blog about any specific guidance the FTC may release regarding EdTech and parental consent. If you would like light reading materials to lull you to sleep, the proposed commentary and rule is available here.

KSB Superintendent Evaluation Platform

We are also pleased to announce that the KSB Superintendent Evaluation Platform is now live and available for use. This platform was designed specifically to align with Nebraska law and best practices, offering boards a streamlined, legally sound, and customizable way to conduct superintendent evaluations. Subscribers will be able to access the platform through the KSB portal. We have a summary of the platform's features and a short video about it available here. If you have questions about getting started or would like more information, please don't hesitate to reach out.

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 of us with questions about the updates or other policies. Our group e-mail address is ksb@ksbschoollaw.com.

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SHARI RUSSELL, Paralegal

M E M O R A N D U M

TO: KSB Policy Subscribers

FROM: KSB School Law

DATE: June 24, 2025

RE: Supplemental Policy Updates for 2025

As promised, below are explanations for the second round of policy updates for the 2025 update cycle. We've also posted a short recording of our explanations under the 2025 Policy Update Supplement tab. If after you watch the video you have any questions, please let us know!

Policy Changes

REVISION OF POLICY 2008: MEETINGS

LB 521 added additional flexibility for public meeting notices and was signed by the governor after our initial round of policy updates. The section of the bill that amended the Open Meetings Act is subject to an emergency clause and is operative as of May 30, 2025. For once, that's good news.

In short, there is now greater flexibility for publishing notices of meetings at times when publication in the newspaper is not possible or in the case of refusal, neglect, or inability of the newspaper to publish the notice. The explicit requirement that these types of notices also be published to a "statewide website" is now phrased as "if available."

Additionally, if the newspaper refuses, neglects, or is unable to publish your notice, you may provide notice of your meeting by posting the notice on *your* website, "requesting" that the newspaper submit it to the statewide website, and posting a physical copy of the notice in a "conspicuous public place" in the school district. Under this exception, the only interaction with the newspaper is "requesting" they put the notice onto the statewide website. If they don't, you can still meet.

While publication in the physical print newspaper is still the default rule whenever possible, these exceptions will certainly help public bodies that need to meet outside of the normal print schedules or the newspaper refuses, neglects, or is unable to publish notice in print.

This change is required.

REVISION OF POLICY 5002: ADMISSION OF STUDENTS

We simplified this policy. Rather than listing some of the legal bases for a student to enroll, we simply say a student may enroll if required to be enrolled or permitted to be enrolled when it is optional for the district.

This change is required.

REVISION OF POLICY 5003: ADMISSION OF PART TIME STUDENTS

LB 306 added a new enrollment requirement to section 79-215. Section 79-215 has always been Nebraska's general enrollment statute that governs enrollment in a variety of usual and unique contexts: residence, out-of-state, wards, foster students, etc. The new section added by LB 306 is *intended* to allow some non-public school students to part-time enroll in a public school district that is NOT the student's resident district for purposes of participating in extracurricular activities.

Resident students have always been permitted to part-time enroll, and a few years back, the Unicameral also permitted exempt school students to participate in extracurriculars as long as they were enrolled in at least 5 credit hours. However, that was limited to resident exempt school students, with no mention of private school students or non-resident exempt school students. For example, if I was a homeschool student in York, I could participate in extracurriculars as long as I was enrolled in 5 credit hours from York Public Schools (and was otherwise eligible). However, I could not "part-time option" into McCool Junction to participate in extracurriculars

there, for any reason. You all remember that change…. LB 306 attempts to address that by giving some non-public school students opportunities to participate at non-resident public schools.

Enrollment Choices. The first policy change area to highlight is the Eligibility and Application section. Within it are the new requirements from LB 306 that allow a private, denominational, parochial, or exempt school student to enroll in a different public school that is not the student's resident public school on a part-time basis to participate in extracurriculars. There are 2 new circumstances where this could happen.

First, if a non-public school student's resident school district does not offer the sport or activity the student wants to participate in, they can enroll in the "closest" school district that offers that sport or activity. If Timmy attends a smaller school with no swim team, Timmy can part-time enroll in the next closest school district that has a swim team. That may be a neighboring school or several districts over.

Second, even if a student's resident school district offers everything they may want to do, they can enroll in a different public school to participate, so long as the school building they would attend at the new school district is closer to the student's residence than the attendance center is or would be at the resident school district. If Sally is a homeschool student and lives at the southern edge of the Milford district, Sally can enroll in Crete on a part-time basis to participate in extracurriculars even if Milford offers all the activities Sally wants. If Sally lives next door to the school she would be attending in Milford, Sally can't attend a neighboring district because no school building would be closer to her residence.

You will see a handful of other tweaks to terminology throughout the policy until you get to the next major change in the Extracurricular Sports and Activities section. This is where it gets wonky.

Extracurricular Participation. The Unicameral amended section 79-215 to be very broad and deferential to the preferences of non-public school students, whether attending a private or exempt school. However, they did not make the same broad changes to the part-time enrollment statute, section 79-2,136. Sections 2 and 3 of that statute cover part-time students participating in extracurriculars, but they only require the school's policy to permit participation to exempt school students. They did not add in "private, denominational, or parochial" students to the list of non-public school students a public school must allow to part-time enroll AND to participate in extracurriculars.

While the enrollment statute applies to part-time private and exempt school students alike, the specific extracurricular participation statute only applies to exempt school students. Whatever the Unicameral intended (intentional or omission), this presents some options and choices for each district. Therefore, we have divided the extracurricular eligibility criteria into separate sections for private school and exempt school students.

Private School Students. The first paragraph addresses students attending private, denominational, and parochial schools, and it has two options. While students from accredited private schools may now be permitted to enroll on a part-time basis, technically, you can say they cannot participate in extracurricular activities. Regardless of what the Unicameral intended--and there are arguments on both sides--it is what they wrote.

If you prefer that students from a local private school not participate at your school, even if they enroll on a part-time basis, you'd go with Option 1. If you want to allow those students to part-time enroll and participate, go with Option 2.

If you go with Option 2, LB 306 differentiates between extracurriculars that are "regulated by an athletics or activities association in which the school is a member" and those that are not regulated by any such governing body. We all think about the NSAA, but there could be other activities you sponsor that are regulated by another organization (e-sports, cheer, dance, etc.).

For any "regulated" activities, the student must enroll in a minimum of 5 credit hours from your school each semester they want to participate. For non-regulated activities, like clubs, the statutes have no minimum or maximum enrollment requirements. This leaves you with 2 choices. Choice A says a student can participate in non-regulated extracurriculars *even without enrolling in classes*. We know this will not be everyone's preference, but some schools may want more flexibility and numbers in those programs. Choice B allows you to set a minimum number of hours students must enroll in to participate in non-regulated extracurriculars. That could be 5 credit hours, to parallel regulated extracurriculars, or it could be more, even up to a requirement for half- or even full-time enrollment to participate in non-regulated extracurriculars. The higher the number, the more you risk a challenge to the "spirit" of the law, but it says what it says. For example, you could say that a student who wants to participate in NSAA-regulated activities must enroll in 5 credit hours, but to be in the chess club, you must enroll in somewhere between 0 and 20 hours.

Exempt School Students. Students who attend a school that "elects not to meet accreditation or approval status under 79-1601" must be allowed to participate in all extracurriculars offered by the district. These are typically homeschool students, but not always. The main difference now is that the law allows exempt school students to participate at their resident school or a different public school that fits the new enrollment choices described above.

Within this subset of students, the same Choice A and Choice B exist for those non-regulated extracurricular activities you offer. For regulated extracurriculars, the student must be enrolled in at least 5 credit hours.

Other Areas to Note. Our policy continues to emphasize that the ability to enroll and participate is still subject to all school, NSAA, and other applicable rules. For example, assume you have a rule that prohibits students from participating during the second semester if they have an incomplete in a course from the first semester. You can enforce that same rule against an exempt school student who attends 1 class in order to play football and then stops showing up in November and December. That is a concern we've heard frequently, especially when transportation obligations are on the family in most cases. Similarly, if you use an up/down list, those same criteria can apply to a part-time student for the class(es) they take. We think this presents a good opportunity to review your current local eligibility rules and decide if they are working for you and will work under the new laws. Generally, you have to apply the same set of rules to full-time students and part-time students you enroll.

Finally, we state plainly that if you want to participate in our school district extracurriculars, you cannot participate in extracurriculars at another school district. If you enact this rule, it would prohibit an exempt school student from playing junior high football in Ansley and running junior high track that same year in Broken Bow. Note that these are *your* school rules. The NSAA rules on things like domicile, transfer, and eligibility would still apply to varsity contest eligibility.

This change is required.

ALTERNATIVE **POLICY 5031: STUDENT APPEARANCE**

Let us be clear. We already sent out an updated dress code policy in May with our 2025 policy updates. As you know—and as we have discussed—the new law requires the school board to adopt a dress code policy that is "consistent with" NDE's model policy. The policy update that we already sent out meets that obligation; the content in NDE's model policy is reflected in

that version. If you have already adopted our revised policy 5031 and discussed your plan for 25-26 and beyond with your board, you can keep it in place.

Shortly after we sent out our original version of the updated dress code policy, we also heard from many of you that your boards are more inclined to maintain a dress code that is similar to what you have used in the past. These folks were interested in a policy option that followed the explicit provisions stated in the statutes, but maybe didn't include each and every provision, word-for-word, from NDE's model policy. That is why we have prepared this updated policy ALTERNATIVE.

We heard you, we promise. This revised version is not because of any mistake or necessary change. Instead, this version may help defend you in court or in a Rule 10 review because it owns the fact that the statute and model policy have differences (i.e., NDE included provisions in its model policy that were not required by the statute). If you adopt this version, it will provide defenses that your dress code does not discriminate against students based on race, religion, sex, disability, or national origin; and that you don't prohibit students from wearing religious attire, natural and protective hairstyles, or tribal regalia. But if you are simply applying a dress code provision that doesn't trigger those types of requirements, this policy version streamlines the process that you are required to follow when asking students to change their appearance.

This change is optional.

Form Changes

Part-Time Enrollment Form

We've updated the part-time enrollment form/application to align with the changes from LB 306 discussed above. Now, the form should have enough information for you to assess enrollment and extracurricular eligibility in line with the policy choices you select. This form does not need to be approved by the board, but you should use it or something like it to gather information needed to implement your policy based on the LB 306 changes.

Other Issues To Consider

Services to Students "Aging Out" of Special Education

NDE Rule 51 provides that a student remains eligible for IDEA services through the school year in which the student turns 21 years old. In other states, parents and students have challenged similar age cutoffs when the state provides "adult education" to non-special education students past the state cutoff for special education services. That issue has now reached Nebraska. The logic is simple: if the state offers adult education to non-disabled individuals but cuts off services to individuals with disabilities sooner, it amounts to discrimination.

An NDE hearing officer recently found in favor of a family on this exact issue in a Rule 55 due process proceeding. The hearing officer noted that the provision of Rule 51 that cuts off services to special education students at the end of the school year when they turn 21 is unlawful. Instead the hearing officer held that special education students are entitled to services through the day before they turn 22. If a student has a late August birthday, that may only be a few more days of services; but if a student has an early May birthday, that could be another school year of services.

NDE has not indicated that they plan to change Rule 51. If you are currently or will be serving any students between age 21 and 22 who will likely age out without obtaining a diploma or equivalent, you should get some legal advice on what services you may owe.

KSB Superintendent Evaluation Platform

We've had a lot of great questions about the new KSB Superintendent Evaluation Platform, which is now fully live and available for use. Built to reflect Nebraska law and best practices, the platform gives boards a simple, legally sound, and customizable way to conduct superintendent evaluations right from the KSB portal. We've also embedded short videos that satisfy the Rule 10 obligation to provide training to any evaluators who evaluate certificated staff.

If your board would like to see how it works, we're happy to set up a demo account so you can explore the features before diving in. You can also check out a short video and summary of the platform here.

The Nebraska Department of Education has already approved the platform as a compliant evaluation tool. However, each board still needs to formally adopt it and submit the required documentation to NDE, as required by Rule

10. That window is approaching quickly—boards planning to use the platform for evaluations this fall (October or November) should begin that process soon to stay on track.

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 of us with questions about the updates or other policies. Our group e-mail address is ksb@ksbschoollaw.com.

Nebraska Council of School Administrators

NCSA Final Legislative Report

109th Legislature, First Session

Convened, January 8, 2025
Adjournment sine die, June 2, 2025

Prepared by
Dr. Michael Dulaney
NCSA Executive Director
June 5, 2025

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I. Legislation Passed and Signed into Law or Became Law without Signature

Bill	***Sponsor***	***Committee***	***Priority***	***Subject***	***Pg.***
LB 48	McKinney	Health	McKinney	Establish a Family Resource and Juvenile Assessment Center Pilot Program	3
LB 84	Rountree	Health	None	Adopt the School Psychologist Interstate Licensure Compact	5
LB 89	Kauth	Government	Kauth	Adopt the Stand With Women Act	6
LB 123	Sanders	Government	None	Change provisions relating to withholding money due to noncompliance with budget limits and annual audits for political subdivisions	8
LB 126	Holdcroft	Government	None	Change provisions relating to redemption of bonds of political subdivisions	8
LB 140	Sanders	Education	None	Require school policies relating to use of electronic communication devices by students	9
LB 143	Rountree	Education	None	Change provisions relating to student enrollment	10
LB 150	Bosn	Judiciary	Judiciary Com.	Omnibus Criminal Code measure	10
LB 192	Quick	Health	Cavanaugh, J.	Eliminate a sunset date under the Supplemental Nutrition Assistance Program	11

Bill	*Sponsor*	*Committee*	*Priority*	*Subject*	*Pg.*
LB 197	Storm	Business and Labor	None	Change provisions relating to disqualification for benefits, claim determinations, and claim redeterminations under the Employment Security Law	12
LB 241	Hallstrom	Banking	None	Provide immunity from liability for cybersecurity events	12
LB 245	Dekay	Agriculture	Agriculture	Change provisions of the Nebraska Pure Food Act and the Weights and Measures Act	13
LB 261	Spkr Arch	Appropriations	None	Appropriate funds for the expenses of Nebraska State Government for the biennium ending June 30, 2027	14
LB 264	Spkr Arch	Appropriations	None	Provide, change, and eliminate transfers from the Cash Reserve Fund and various other funds and change, terminate, and eliminate various programs	15
LB 295	Retirement Com.	Retirement	Retirement Com.	Change provisions relating to the County, Judges, State Patrol, School Employees, Class V Plans, and the Public Employees Retirement Board	16
LB 296	Arch	Education	None	Require NDE to create a centralized education records system and employ registrars relating to students under the jurisdiction of the juvenile court and change provisions relating to graduation requirements	18
LB 297	Ibach	Business and Labor	None	Change provisions relating to the combined tax rate under the Employment Security Law	20
LB 298	Arch	Executive Board	Arch	Provide for the Division of Legislative Oversight, the Legislative Oversight Committee and change provisions relating to the Public Counsel	21
LB 303	Hughes	Education	Hughes	Create the School Financing Review Commission	23
LB 306	Education Com.	Education	Education Com.	Change provisions relating to admission to elementary and secondary schools, the Nebraska Career Scholarship Act, and the Door to College Scholarship Act, and require a database of financial information regarding school districts and reporting regarding funding from foreign adversarial sources	26
LB 346	Arch	Government	Speaker	Provide for termination of boards, commissions, committees, councils, funds, groups, panels, and task forces and change and eliminate funds and powers and duties of departments and agencies	28
LB 376	Health Com.	Health	Health Com.	Change and eliminate programs and services administered by the Department of Health and Human Services and eliminate various reporting requirements	29
LB 383	Storer	Judiciary	Storer	Adopt the Parental Rights in Social Media Act	30
LB 390	Murman	Education	None	Require each school board to adopt a policy relating to access by a parent, guardian, or educational decisionmaker to certain school library information	31

Bill	*Sponsor*	*Committee*	*Priority*	*Subject*	*Pg.*
LB 391	Murman	Revenue	Speaker	Adopt the Give to Enable Scholarship Act and provide for certain income tax adjustments	32
LB 428	Murman	Education	None	Change provisions relating to school policies on the involvement of parents, guardians, and educational decisionmakers in schools	33
LB 457	Bostar	Banking	None	Require anaphylaxis policies for school districts	34
LB 521	Sanders	Government	Government Com.	Change and eliminate provisions relating to the Election Act and change notice requirements under the Open Meetings Act	36
LB 645	Ballard	Retirement	Retirement Com.	Change provisions relating to the School Retirement Fund	37
LB 647	Revenue Com.	Revenue	Revenue Com.	Omnibus revenue measure that includes changes relating to budget limitations, property tax request authority, the Property Tax Request Act, and the Nebraska educational savings plan trust	38
LB 650	von Gillern	Revenue	Revenue Com.	Adopt the Community Development Assistance Act and change provisions relating to land banks, property tax exemptions, motor vehicle tax provisions, and certain tax credits	39
LR 19CA	Dover	Executive Board	Dover	Constitutional amendment to change legislative term limits to three consecutive terms	40

LB 48

Sponsor	*Committee*	*Priority*	*Subject*
McKinney	Health	McKinney	Establish a Family Resource and Juvenile Assessment Center Pilot Program

Approved by Governor: June 4, 2025
Passed on Final Reading: 27-21-1 on May 30, 2025
Effective Date: September 1, 2025

DHHS would be required to establish a Family Resource and Juvenile Assessment Center Pilot Program for a period of five years in Omaha, which must operate 24 hours a day, seven days a week. The pilot program would be developed in partnership with local grassroots organizations, community stakeholders, and advisors representing youth and families impacted by the juvenile justice system.

As amended, the bill allows for two centers to receive up to $500,000 annually from the Medicaid Managed Care Excess Profit Fund. DHHS would require one staff person to oversee the program. The bill limits administrative expenses to $100,000 annually, which is sufficient to cover the additional staff person.

A "Family Resource and Juvenile Assessment Center" is defined as a facility designed to provide support, assessment, and intervention services for youth and families involved in, or at risk of, entering the juvenile justice system. The goal of the centers is to offer comprehensive, community-

based solutions that address underlying issues contributing to juvenile delinquency, including family dynamics, mental health, substance abuse, and educational challenges.

Each family resource and juvenile assessment center must:

(1) have a youth advisory council and parent advisory board composed of community members to provide ongoing feedback to ensure services remain relevant, effective, and responsive,

(2) host regular outreach events, workshops, and open houses in partnership with schools, faith-based groups, and community organizations, to create a bridge for preventive engagement with at-risk youth and their families, and

(3) employ individuals with established community ties and lived experience to guide youth and families through available services, act as mentors, and assist with follow-up to ensure sustained engagement.

The pilot program must:

(1) Provide comprehensive support resources to prevent youth from entering or escalating within the juvenile justice system;

(2) Minimize individual and community harm by addressing issues before they lead to greater involvement with social services, family services, and adult criminal justice systems; and

(3) Foster community trust and engagement by integrating culturally relevant services delivered by, and for, the communities served.

To receive designation as a center, an applicant must meet the following criteria:

(1) Offer a range of core services, including parenting support, youth counseling, economic success initiatives, early childhood programs, conflict resolution, mental health services, and substance abuse prevention;

(2) employ professionals trained in family support principles, cultural competency, trauma-informed care, and the strengthening families framework;

(3) develop partnerships with local grassroots organizations to provide culturally relevant services, outreach, and trust-building within the community;

(4) demonstrate a clear, effective organizational framework that supports service delivery, continuous quality improvement, and sustainable operations; and

(5) implement data collection processes to assess service impact and outcomes for youth and families, ensuring program adjustments based on feedback.

Each center must provide assessments and services free of charge to families and maintain active membership in the National Assessment Center Association.

Each center must integrate culturally relevant and trauma-informed services, including:

(a) tutoring,
(b) mentoring from community leaders, including those with lived experience in the justice system,
(c) conflict resolution and anger management training,
(d) mental health and wellness services provided by culturally sensitive professionals,
(e) social skills and job-readiness training,
(f) financial literacy programs,
(g) youth and family counseling,
(h) cognitive behavioral therapy,
(i) drug and substance abuse prevention and intervention, and
(j) food and clothing assistance and resource navigation.

LB 84

Sponsor	*Committee*	*Priority*	*Subject*
Rountree	Health	None	Adopt the School Psychologist Interstate Licensure Compact

Approved by Governor: April 14, 2025
Passed on Final Reading: 46-0-3 on April 10, 2025
Effective Date: September 3, 2025

LB 84 is the model legislation promoted by the National Center for Interstate Compacts for the School Psychologist Interstate Licensure Compact. Once seven states enact the ICSP model legislation, the compact member states can begin the process of making the Compact operational. Only West Virginia and Colorado had adopted the Compact prior to Nebraska under LB 84.

The purpose of this Compact is to facilitate the interstate practice of School Psychology in educational or school settings, and, in so doing, to improve the availability of School Psychological Services to the public. The Compact is intended to establish a pathway to allow School Psychologists to obtain equivalent licenses to provide School Psychological Services in any Member State. In this way, this Compact would enable the member states to ensure that safe and effective School Psychological Services are available and delivered by appropriately qualified professionals in their educational settings.

The objectives of the Compact are to:

A. Enable School Psychologists who qualify for receipt of an Equivalent License to practice in other Member States without first satisfying burdensome and duplicative requirements;

B. Promote the mobility of School Psychologists between and among the Member States in order to address workforce shortages and to ensure that safe and reliable School Psychological Services are available in each Member State;

C. Enhance the public accessibility of School Psychological Services by increasing the availability of qualified, licensed School Psychologists through the establishment of an efficient and streamlined pathway for Licensees to practice in other Member States;

D. Preserve and respect the authority of each Member State to protect the health and safety of its residents by ensuring that only qualified, licensed professionals are authorized to provide School Psychological Services within that State;

E. Require School Psychologists practicing within a Member State to comply with the Scope of Practice laws present in the State where the School Psychological Services are being provided;

F. Promote cooperation between the Member States in regulating the practice of School Psychology within those States; and

G. Facilitate the relocation of military members and their spouses who are licensed to provide School Psychological Services.

Under LB 84, "School Psychological Services" means academic, mental, and behavioral health services, including assessment, prevention, consultation and collaboration, intervention, and evaluation provided by a School Psychologist in a school, as outlined in applicable professional standards as determined by Commission Rule.

"School Psychologist" means an individual who has met the requirements to obtain a Home State License that legally conveys the professional title of School Psychologist or its equivalent as determined by the Rules of the Commission.

LB 89

Sponsor	*Committee*	*Priority*	*Subject*
Kauth	Government	Kauth	Adopt the Stand With Women Act

Approved by Governor: June 4, 2025
Passed on Final Reading: 33-16 on May 28, 2025
Effective Date: September 3, 2025

LB 89 creates the Stand With Women Act. As amended, LB 89 does not include provisions related to school restrooms and locker rooms, nor does the measure pertain to state agencies as it did originally. The measure applies to public and private K-12 schools and postsecondary institutions.

As it relates to K-12 education, LB 89 would essentially mirror those policies already adopted by NSAA and published in the NSAA Constitution and Bylaws.

Interscholastic Athletic Teams

LB 89 provides that a team or sport must be expressly designated as one of the following based on sex:

(a) Males, men, or boys;
(b) Females, women, or girls; or
(c) Coed or mixed.

A team or sport designated for females, women, or girls may not be open to a male student.

A team or sport designated for males, men, or boys may not be open to a female student unless there is no female team offered or available for such sport for the female student.

Documentation

In order to participate in an interscholastic athletic team or sport, a student must provide to such school confirmation of the student's sex on a document signed by a doctor or signed under the authority of a doctor.

Coed or Mixed

The measure would not restrict the eligibility of any student to participate in any interscholastic athletic teams or sports designated as coed or mixed.

Policy Requirement

The governing body of each public and private school must adopt a policy implementing the Stand With Women Act. The policy must include provisions regarding the conduct of visitors and the public.

Legal Protections

The measure provides that an individual born with a diagnosis of a disorder or difference in sex development would have the relevant legal protections and accommodations afforded under the federal ADA of 1990, as amended.

Severability Clause

LB 89 includes the severability clause so that if any section or any part of any section is declared invalid or unconstitutional, the declaration would not affect the validity or constitutionality of the remaining portions.

Definitions

(a) "Boy" means an adolescent human male;

(b) "Female" means an individual who naturally has, had, will have, or would have, but for a congenital anomaly or intentional or unintentional disruption, the reproductive system that at some point produces, transports, and utilizes eggs for fertilization. Female includes a woman and a girl;

(c) "Girl" means an adolescent human female;

(d) "Male" means an individual who naturally has, had, will have, or would have, but for a congenital anomaly or intentional or unintentional disruption, the reproductive system that at some point produces, transports, and utilizes sperm for fertilization. Male includes a man and a boy;

(e) "Man" means an adult human male; and

(f) "Woman" means an adult human female.

LB 123

Sponsor	*Committee*	*Priority*	*Subject*
Sanders	Government	None	Change provisions relating to withholding money due to noncompliance with budget limits and annual audits for political subdivisions

Approved by Governor: March 25, 2025
Passed on Final Reading: 45-0-4 on March 20, 2025
Effective Date: September 3, 2025

LB 123 relates to noncompliance with budget limitations and duties of the Auditor of Public Accounts and State Treasurer.

Under LB 123, political subdivisions that are non-compliant would "continue to forfeit state aid until the governmental unit reaches compliance…" All state aid that is forfeited would remain forfeited and be redistributed in the non-compliant governmental unit's county or, if there is no eligible recipient, be returned to the Highway Allocation Fund. If the governmental unit remains non-compliant within 12 months after the original delinquency order is given, that governmental unit would be ineligible for future distributions of state aid.

Upon becoming compliant, the governmental unit would be eligible for future distributions of state aid.

LB 126

Sponsor	*Committee*	*Priority*	*Subject*
Holdcroft	Government	None	Change provisions relating to redemption of bonds of political subdivisions

Approved by Governor: February 25, 2025
Passed on Final Reading: 48-0-1 on February 21, 2025
Effective Date: September 3, 2025

LB 126 proposes changes to a single section of statute relating to bonding by political subdivisions. The current statute provides that such bonds must be redeemable "at any time on or after five years from the date of issuance." LB 126 provides an exception to that rule for county bonds "sold to an underwriting firm pursuant to a competitive sale."

The measure would also modify the standard procedure for calling and prepayments. Currently, where there is no specified special procedure, the governing body is required to issue a resolution to that effect. LB 126 would make that authority permissive instead of compulsory, and would also provide authority for either resolutions or ordinances for this purpose.

LB 140	*Sponsor*	*Committee*	*Priority*	*Subject*
	Sanders	Education	None	Require school policies relating to use of electronic communication devices by students

Approved by Governor: May 20, 2025
Passed on Final Reading: 48-1-0 with E-clause on May 14, 2025
Effective Date: May 21, 2025

LB 140 was introduced at the request of the Governor.

School District Policy

LB 140 requires that, prior to the 2025-26 school year, each school board of a public school district must adopt a policy that establishes rules and standards concerning the use of "electronic communication devices" by students while on school property or attending a school instructional function.

The development of the policy must include stakeholder participation to ensure that such policies are responsive to the unique needs and desires of students, parents, and educators in each community. The policy:

(a) Must prohibit the use of an electronic communication device by students while on school property or attending a school instructional function; and

(b) May include student discipline and enforcement mechanisms that limit access to electronic communication devices by students only if the school board adopts the policy as part of the rules and standards adopted in accordance with the requirements of the Nebraska Student Discipline Act (§ 79-262).

A policy adopted may not prohibit a student from using an electronic communication device while on school property or attending a school instructional function under any of the following circumstances:

(a) When required by a student's IEP developed under the Special Education Act and any rules and regulations adopted or promulgated pursuant to the act or a plan developed under section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794;

(b) When authorized by the school district for educational purposes during instructional time;

(c) In the case of an emergency or perceived threat of danger;

(d) When necessary to monitor or manage a student's health care; or

(e) When determined appropriate by the school board or otherwise allowed by an appropriate school employee.

Prohibited Actions

Nothing in LB 140 may be interpreted to authorize monitoring, collecting, or otherwise accessing any information on an electronic communication device not owned by or provided for academic use by the school district.

Definitions

"Electronic communication device" is defined as any device that transmits by electronic means any writing, sound, visual image, or data of any nature to another electronic communication device. Electronic communication device includes a cell phone.

"Cell phone" is defined as a mobile or cellular telephone.

LB 143

Sponsor	*Committee*	*Priority*	*Subject*
Rountree	Education	None	Change provisions relating to student enrollment

Approved by Governor: April 7, 2025
Passed on Final Reading: 47-0-2 on April 2, 2025
Effective Date: September 3, 2025

Under existing law (§ 79-215), in order to carry out the provisions of the Interstate Compact on Educational Opportunity for Military Children, a school board must permit children of military families to enroll "preliminarily" in a school district if a parent presents evidence of military orders that the military family will be stationed in this state during the current or following school year.

LB 143 provides that the preliminary enrollment and any advanced enrollment policies related to a child of a military family must also apply if the child has an individualized family service plan, has an IEP, or receives special education.

LB 150

Sponsor	*Committee*	*Priority*	*Subject*
Bosn	Judiciary	Judiciary Com.	Omnibus Criminal Code measure

Approved by Governor: June 4, 2025
Passed on Final Reading: 43-5-1 with E clause on May 30, 2025
Effective Date: June 5, 2025; Section 26 becomes operative September 3, 2025

LB 150 was advanced from committee as a lengthy omnibus criminal justice measure, which contained technical and substantive revisions to a series of criminal laws and added new sections of law.

As passed and signed into law, LB 150 included modified provisions from LB 329 (von Gillern) relating to sexual abuse by a school employee. In his statement of intent, Senator von Gillern explains that his bill, "[E]xpands the criminal offense of sexual abuse by a school employee to include individuals of at least nineteen years of age who work in a school environment without being employed directly by such school."

Accordingly, section 26 modifies section 28-316.01 in the Criminal Code regarding the following definitions:

- "School" means a public, private, denominational, or parochial school approved or accredited by the State Department of Education;
- "School contract worker" means a person nineteen years of age or older who, as part of such person's employment, is assigned to work at a school and works in proximity to students of such school, but who is not employed by such school;
- "School employee" means a person nineteen years of age or older who is employed by a school; and
- "School worker" means a school contract worker or a school employee.

LB 192

Sponsor	*Committee*	*Priority*	*Subject*
Quick	Health	Cavanaugh, J.	Eliminate a sunset date under the Supplemental Nutrition Assistance Program

Approved by Governor: June 2, 2025
Passed on Final Reading: 41-8 on May 28, 2025
Effective Date: September 3, 2025

LB 192 changes provisions for the Supplemental Nutrition Assistance Program (SNAP). The measure extends the SNAP gross income eligibility threshold of 165% of the federal poverty level (FPL) indefinitely. Currently, the gross income threshold is set to revert to 130% FPL on October 1, 2025. The net income eligibility threshold is 100% FPL. Gross is the total amount before deductions, while net is the amount after deductions. Only qualifying individuals whose income after deductions is under 100% FPL receive SNAP benefits. DHHS estimates over 4,000 families who would otherwise fail to qualify for SNAP benefits due to their gross income may remain on SNAP under the provisions of the measure.

SNAP benefits, aid received by individuals and spent on qualifying purchases at SNAP retailers, are 100% federally funded. SNAP administrative costs are split 50/50 between the state and federal partner, Food and Nutrition Services, a subagency of the U.S. Department of Agriculture (USDA). DHHS indicates potential administrative savings, a decreased need for staff, which would be initiated through the budget process if the current sunset is realized.

LB 197	*Sponsor*	*Committee*	*Priority*	*Subject*
	Storm	Business and Labor	None	Change provisions relating to disqualification for benefits, claim determinations, and claim redeterminations under the Employment Security Law

Approved by Governor: March 11, 2025
Passed on Final Reading: 47-0-2 on March 6, 2025
Effective Date: September 3, 2025

The Employment Security Law was created to protect the rights of employers and employees. The law was designed to define employment and what constituted unfair labor practices. The law also defines who is eligible for unemployment insurance benefits and what those benefits entail.

LB 197 allows the Nebraska Department of Labor to adjudicate claims for unemployment insurance benefits through other means than by a claim adjudicator. LB 197 also allows the Nebraska Department of Labor to reconsider a determination of benefits if an audit conducted as part of the benefit accuracy measurement program finds an error in the original determination of benefits.

LB 241	*Sponsor*	*Committee*	*Priority*	*Subject*
	Hallstrom	Banking	None	Provide immunity from liability for cybersecurity events

Approved by Governor: March 17, 2025
Passed on Final Reading: 36-10-3 on March 13, 2025
Effective Date: September 3, 2025

LB 241 seeks to establish liability protections for private entities in the event of a cybersecurity breach. Specifically, it aims to limit liability for private entities facing class action lawsuits stemming from cybersecurity events unless the breach was caused by willful, wanton, or gross negligence.

Definitions

(a) "Cybersecurity event" means an event resulting in unauthorized access to, or disruption or misuse of, an information system or nonpublic information stored on an information system;

(b) "Information system" means:

(1) A discrete set of electronic information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of electronic nonpublic information; or

(2) A specialized system, including an industrial or process control system, a telephone switching and private branch exchange system, and an environmental control system;

(c) "Nonpublic information" means information that is not publicly available and concerns a person that, because of a name, number, personal mark, or other identifier, can be used to identify such person, in combination with the following:

(1) A social security number;

(2) A driver's license number or state identification card number;

(3) A financial account number or credit or debit card number;

(4) A security code, access code, or password that would permit access to such person's financial accounts; or

(5) Any biometric record;

(d) "Private entity" means a corporation, religious or charitable organization, association, partnership, limited liability company, limited liability partnership, or other private business entity, whether organized for-profit or not-for-profit; and

(e) "Publicly available information" means information that is lawfully made available through federal, state, or local government records or information that a private entity has a reasonable basis to believe is lawfully made available to the general public.

LB 245	*Sponsor*	*Committee*	*Priority*	*Subject*
	Dekay	Agriculture	Agriculture	Change provisions of the Nebraska Pure Food Act and the Weights and Measures Act

Approved by Governor: April 29, 2025
Passed on Final Reading: 38-7-4 with E clause on April 25, 2025
Effective Date: April 30, 2025

LB 245 amends the Nebraska Pure Food Act to incorporate the 2022 recommendations of the Food Code, a publication of the federal Food and Drug Administration, which sets forth model regulations for sanitation, storage, preparation, serving, and presentation of foods to mitigate risks of foodborne illness from foods sold or served by commercial food establishments. Previously, Nebraska incorporated the 2017 edition of the Food Code. LB 245 also revises the schedule of license and inspection fees with the intent to fully cash fund the Department of Agriculture's licensure and inspection program under the Act.

Section 8 of LB 245 amends section 81-2,270 of the Nebraska Pure Food Act as it relates to food establishments, food processing plants, permits, and fees. Currently, this section of law exempts (i) educational institutions, (ii) health care facilities, (iii) nursing homes, and (iv) governmental organizations operating any type of food establishment, other than mobile food units or pushcarts, from the fee requirements. LB 245 maintains this fee exemption.

However, the measure prescribes that if any entity noted above utilizes an outside food service provider, the outside food service provider must pay any applicable fees regardless of whether the entity noted above is listed as the owner on the permit.

LB 261

Sponsor	*Committee*	*Priority*	*Subject*
Spkr Arch	Appropriations	None	Appropriate funds for the expenses of Nebraska State Government for the biennium ending June 30, 2027, and appropriate Federal Funds allocated to the State of Nebraska pursuant to the federal American Rescue Plan Act of 2021

Becomes Law without Signature: May 21, 2025
Passed on Final Reading: 37-11-1 with E-clause on May 15, 2025
Effective Date: May 22, 2025

LB 261 represents the mainline budget bill as initially submitted by the Governor and modified by the Appropriations Committee and further amended on the floor of the Legislature. The total biennium budget from July 2025 to June 2027 is $11.1 billion.

Notes: The Education Future Fund was appropriated $242 million on or after July 1, 2026.

Aid to community colleges includes $111,054,477 for each FY2025-26 and FY2026-27 and, by virtue of LB 173 (Prokop), the dual enrollment appropriation was increased to $8,062,234 for each FY2025-26 and FY2026-27.

	FY2025-26	FY2026-27
TEEOSA	$1,036,453,304	$1,024,467,449
Foundation Aid [1]	$112,977,519	$113,571,200
Special Education Reimbursement [2]	$527,115,254	$545,564,287
Textbook Loan Program	$1,465,500	$1,465,500
ESU Core Service	$9,632,419	$9,632,419
ESU Technology Infrastructure	$3,170,927	$3,170,927
ESU Distance Education	$281,654	$281,654
ESU regional coaches/job-embedded training	$1,851,467	$1,851,467
School Breakfast Program	$617,898	$617,898
School Lunch Program	$392,032	$392,032
Summer Food Service	$90,000	$90,000
Adult Basic Education Programs	$214,664	$214,664
Aid for High School Equivalency Programs	$750,000	$750,000
Early Childhood Education Projects	$3,619,357	$3,619,357
Early Childhood Education Grant Program [3]	$7,500,000	$7,500,000
Scholarships for Early Childhood Education Providers	$100,000	$100,000
Nurturing Healthy Behaviors program	$400,000	$400,000
Learning Community Aid	$470,000	$470,000
Learners with High Ability	$2,342,962	$2,342,962

	FY2025-26	FY2026-27
Career and Technical Education [4]	$4,809,040	$4,809,040
Nebraska Teacher Apprenticeship Program	$1,000,000	$1,000,000
Extraordinary Increase in SPED Expenditures Act	$2,500,000	$2,500,000
Nebraska Teacher Recruitment and Retention Act	$5,000,000	$5,000,000
Student Loan Forgiveness	$5,000,000	$5,000,000
Statewide Assessment and Reporting	$7,149,939	$7,149,939

[1] To provide 24% to public school districts under TEEOSA.

[2] Total from General Funds and Cash Funds.

[3] The Legislature provided intent language that a maximum of 5% of General Funds appropriated each fiscal year for the Early Childhood Education Grant Program for at-risk children from birth to age three may be used for evaluation and technical assistance.

[4] To be distributed between secondary and postsecondary schools according to the formula used for federal Perkins funds as such formula existed on January 1, 2025. Each school district will receive no less than $7,500 for each fiscal year.

LB 264

Sponsor	*Committee*	*Priority*	*Subject*
Spkr Arch	Appropriations	None	Provide, change, and eliminate transfers from the Cash Reserve Fund and various other funds and change, terminate, and eliminate various statutory programs

Becomes Law without Signature: May 21, 2025
Passed on Final Reading: 35-13-1 with E-clause on May 15, 2025
Effective Date: May 22, 2025

LB 264 provides for fund transfers, changes provisions governing the administration and the use of funds, and repeals previous expansions to aid and incentive programs.

On May 7th, during Select File debate, Senator Hughes offered an amendment (AM1298) to LB 264, which was adopted on a 34-0 vote after a lengthy debate. The amendment modifies sections 79-1142 and 79-1145 of the Special Education Act (sections 167-168 of LB 264).

The amendment corrects the intent with regard to the 80% special education cost reimbursement established under LB 583 (2023).

As described by Bryce Wilson (NDE):

> The language in AM1298 to LB 264 is to make a technical correction to the language originally included in LB 583 (2023) that increased the special education reimbursement to 80%. The original language in LB 583 created an issue as the amount originally submitted in the final financial reports includes some unallowable expenditures that can't be reimbursed which resulted in an audit finding for NDE, and the original language could cause maintenance of fiscal support issues with the federal government in future years. This

proposed language change would require the full amount appropriated to be paid out but would change the language of the appropriation to be 80% of the original submission of expenditures on the final financial report minus the (eighty percent) three-year average of unallowable expenditures or what is required to meet maintenance of fiscal support whichever is greater.

This change should allow us to clear an audit finding and provide reimbursement to schools of approximately 80% of the school-age special education expenditures submitted on the AFR as was originally intended in LB 583.

Education Future Fund

Section 153 of LB 264 amends section 72-232.02 to direct investment earnings from the Board of Educational Lands and Funds cash fund to the Education Future Fund beginning July 1, 2025. In fact, a number of sections within LB 264 provide for transfer of funds to the Education Future Fund going forward. This may be a sign that the Legislature anticipates funding issues for the Education Future Fund in the coming years.

LB 295	*Sponsor*	*Committee*	*Priority*	*Subject*
	Retirement Committee	Retirement	Retirement Committee	Change provisions relating to the County, Judges, State Patrol, School Employees, Class V Plans, and the Public Employees Retirement Board

Approved by Governor: April 30, 2025
Passed on Final Reading: 46-0-3 with E-clause on April 25, 2025
Effective Date: May 1, 2025

LB 295 makes technical and substantive changes to all five state-sponsored retirement plans (School Employees, Judges, State Patrol, State Employees, and County), but it also includes provisions related to the Class V (OPS) Plan.

As it relates to the School Employees Plan, the following changes are proposed.

Application Deadline

LB 295 extends the retirement application deadline under the School Employees Retirement Act from 120 days prior to the effective date of the member's initial benefit to 270 days prior to the effective date of the member's initial benefit.

Definition of Compensation

Currently, “compensation” is defined as gross wages or salaries payable to the member for personal services performed during the plan year and includes:

(i) overtime pay,

(ii) member retirement contributions,
(iii) retroactive salary payments paid pursuant to court order, arbitration, or litigation and grievance settlements, and
(iv) amounts contributed by the member to plans under sections 125, 403(b), and 457 of the IRS Code or any other section of the code which defers or excludes such amounts from income.

LB 295 would add a fifth item, which is leave of absence pay.

Regular Employee

The current definition of "regular employee" is an employee hired by a public school or under contract in a regular full-time or part-time position who works a full-time or part-time schedule on an ongoing basis for 20 or more hours per week. An employee hired to provide service for less than 20 hours per week but who provides service for an average of 20 or more per week in each calendar month of any three calendar months of a plan year must, beginning with the next full payroll period, commence contributions and would be deemed a regular employee for all future employment with the same employer.

LB 295 specifies that the 20-hour-per-week threshold would be calculated by dividing the total number of hours of service provided for the same employer in a calendar month by the total number of calendar days in the month and multiplying such number by seven.

Repayment of Benefit

Currently, if the Public Employees Retirement Board (PERB) determines that termination of employment has not occurred and a retirement benefit has been paid to a member of the Plan, the member must repay the benefit to the retirement system.

LB 295 stipulates that the PERB may determine that all or any portion of such benefit was the result of an inadvertent benefit overpayment and repayment of the benefit would create a significant hardship.

Lawfully Present Employees

Currently, no school employee would be authorized to participate in the Plan unless the employee is a U.S. citizen or is lawfully present in the U.S.

The law requires the employing public school and the school employee to maintain at least one of the documents listed below, which must be unexpired. LB 295 provides that the document is still valid if it has an expiration date that has been extended by the U.S. Department of Homeland Security or the U.S. Citizenship and Immigration Services.

Currently, the permitted documents, include:

(a) A state-issued driver's license;
(b) A state-issued identification card;
(c) A certified copy of a birth certificate or delayed birth certificate issued in any state, territory, or possession of the U.S.;

(d) A Consular Report of Birth Abroad issued by the U.S. Department of State;
(e) A U.S. passport;
(f) A foreign passport with a U.S. visa;
(g) A U.S. Certificate of Naturalization;
(h) A U.S. Certificate of Citizenship;
(i) A tribal certificate of Native American blood or similar document;
(j) A U.S. Citizenship and Immigration Services Employment Authorization Document, Form I-766;
(k) A U.S. Citizenship and Immigration Services Permanent Resident Card, Form I-551; or
(l) Any other document issued by the U.S. Department of Homeland Security or the U.S. Citizenship and Immigration Services granting employment authorization in the U.S. and approved by the retirement board.

LB 295 would add an additional permitted document type: A state-issued motor vehicle learner's permit.

LB 296

Sponsor	*Committee*	*Priority*	*Subject*
Arch	Education	None	Require NDE to create a centralized education records system and employ registrars relating to students under the jurisdiction of the juvenile court and change provisions relating to graduation requirements

Approved by Governor: March 11, 2025
Passed on Final Reading: 48-0-1 on March 6, 2025
Effective Date: September 3, 2025

Background: LB 705 (2023) required NDE, DHHS, the Office of Probation Administration, and the State Court Administrator to enter into a memorandum of understanding for the sharing of data relevant to students who are under the jurisdiction of the juvenile court. The purpose of the sharing of data is to provide systems-wide coordination to improve educational opportunities and outcomes and to facilitate service coordination for such students.

The memorandum would include the intent for NDE to contract with an outside consultant with expertise in the education of court-involved students to assist in the development of the policies and procedures.

In accordance with this directive, NDE contracted with Bellwether, which is a national nonprofit organization.

The "Bellwether Report," entitled, "Data Sharing for Youth Under the Jurisdiction of the Juvenile Court," was issued in September 2024. The executive summary of the report states that:

> In Nebraska, students under the jurisdiction of the juvenile court are educated in diverse settings such as public schools, interim-program schools, special purpose schools, and non-public schools. Historically, these students have underperformed academically compared to their non-juvenile-court-involved peers and are disproportionately students of color, students with disabilities, and students from low-income families.

> A key condition for positive educational outcomes for youth under the jurisdiction of the juvenile court is the efficient transfer of education records between placements. Currently, Nebraska faces significant challenges in this area, as identified through extensive interviews, focus groups, and stakeholder meetings. The obstacles to effective data sharing include delays, mistrust, lack of system integration, reliance on low-tech solutions, privacy concerns, and inadequate knowledge. These inefficiencies contribute to negative outcomes for youth, causing them to miss crucial instructional time or be subjected to redundant coursework. This often results in disengagement, frustration, and drop-out.
>
> To address these issues, Bellwether, in collaboration with a team of state leaders, has developed a comprehensive set of recommendations that propose establishing a centralized records service under the Nebraska Department of Education (NDE). This system aims to centralize education data collection and distribution using highly trained registrars to ensure data accuracy, resolve discrepancies, and create comprehensive student records. This centralized service would streamline the data-sharing process and ensure compliance with privacy regulations. Beyond the centralization of records, the recommendations also advocate for improvements in governance design to enhance efficiency, consistency, and accountability. Additionally, the introduction of a statewide basic high school diploma aims to increase graduation rates for youth under the jurisdiction of the juvenile court.
>
> If enacted comprehensively, these reforms will make Nebraska a national model for education data sharing that will positively impact the educational experiences and outcomes of youth under the jurisdiction of the juvenile court, providing them with a more cohesive educational experience.

LB 296 would implement the suggestions contained within the Bellwether Report along with the original directives contained within LB 705 (2023).

Centralized Education Records System

By July 1, 2026, NDE must maintain a centralized education records system for students under the jurisdiction of a juvenile court. The system must allow for the immediate transfer of education records as appropriate. Each approved or accredited school must share education records with the department for inclusion in the centralized education records system *immediately upon request* for any student under the jurisdiction of a juvenile court.

The Commissioner of Education is directed to employ registrars who would be responsible for ensuring the education records of students under the jurisdiction of a juvenile court are maintained in an accurate and timely manner in the centralized education records system.

Registrars would also analyze the education records of high school students under the jurisdiction of a juvenile court to determine if additional credit hours should be awarded by the Commissioner of Education for academic work that has been completed by the students.

The Commissioner of Education must, either upon request or in response to an analysis conducted by a registrar, award credit hours pursuant to rules adopted by the State Board to any high school student who is or was under the jurisdiction of a juvenile court and has evidence of the completion of academic work that would generally be required for the credit hours. Any credit hours awarded by the commissioner must be recognized by any approved or accredited school and must count toward meeting any graduation requirements related to the subject area of the credit hours.

The cost of the centralized education records system and registrars would be paid from the State Department of Education Improvement Grant Fund.

Diploma

Current law (§ 79-729) requires that each high school student must complete a minimum of 200 high school credit hours prior to graduation. At least 80% of the minimum credit hours must be core curriculum courses prescribed by the State Board.

LB 296 provides that, beginning with the 2026-27 school year, for a student who meets the above requirement and who was at any point during high school under the jurisdiction of a juvenile court and residing in an out-of-home placement under such jurisdiction:

(i) A public high school must, upon request, allow such student to graduate with a high school diploma from such school without any additional requirements if the student was enrolled at any point in such high school; or

(ii) If such student does not graduate from an approved or accredited high school, the Commissioner of Education must, upon request, award a state high school diploma.

The bill provides that no student, parent, or guardian may make any request that would result in a student receiving more than one high school diploma.

LB 297	*Sponsor*	*Committee*	*Priority*	*Subject*
	Ibach	Business and Labor	None	Change provisions relating to the combined tax rate under the Employment Security Law

Approved by Governor: March 25, 2025
Passed on Final Reading: 45-0-4 with E clause on March 20, 2025
Effective Date: March 26, 2025

Background: LB 297 was brought by Senator Ibach on behalf of the Department of Labor with the goal of reducing Nebraska's unemployment combined tax. This tax is paid by employers, and funds the payment of unemployment benefits. Most of the combined tax collected goes directly to the Unemployment Insurance Trust Fund (UI). The UI Trust Fund can only be used for the payment of unemployment benefits, and Nebraska has one of the healthiest UI trust funds in the country.

The current balance of the UI trust fund far exceeds the amount necessary to fund the payments of benefits during a recession, or even a pandemic. The current balance of the trust fund is approximately $544 million, whereas the Nebraska Department of Labor paid out approximately $95 million in UI benefits in 2024.

LB 297 adjusts the combined tax rate calculation used to set tax rates for unemployment insurance taxes to immediately lower the 2025 tax rate, and reduce the calculation for planned collection of

the UI combined tax for future years, with the goal of reducing the overall UI Trust Fund balance to a more reasonable reserve.

Additionally, LB 297 grants the Commissioner of Labor the authority to make informed decisions to lower the UI tax rate for employers. LB 297 lessens the tax burden on employers while still maintaining a sufficient unemployment trust fund balance to pay unemployment benefits.

Summary of Changes: In tax year 2025 only, the category twelve rate will be 0.48. Also, the Commissioner of Labor may adjust the yield factor to a lower scheduled yield factor if the state's reserve ratio is .7% or greater rather than the current 1% or greater.

LB 298	*Sponsor*	*Committee*	*Priority*	*Subject*
	Arch	Executive Board	Arch	Provide for the Division of Legislative Oversight, the Legislative Oversight Committee and change provisions relating to the Public Counsel

Approved by Governor: June 4, 2025
Passed on Final Reading: 46-2-1 with the E clause on May 30, 2025
Effective Date: June 5, 2025

LB 298 is a lengthy measure that addresses legislative oversight. The legislation creates the Division of Legislative Oversight within the Legislative Council as well as the Legislative Oversight Committee, a special committee that replaces the current Performance Audit Committee, to oversee the new division.

The director of the new division will be appointed by the Legislature and require a two-thirds vote for appointment and for removal. The director will serve a 6-year term. The director would then appoint an Inspector General for a 5-year term.

The current offices of the Legislative Audit Office, the Office of Inspector General of Nebraska Child Welfare, and the Office of Inspector General of the Nebraska Correctional System would be moved to the Division of Legislative Oversight.

Division of Legislative Oversight

The Division of Legislative Oversight is created within the Legislative Council. The division would be responsible for conducting assessments, investigations, audits, inspections, and other reviews of Nebraska state government to ensure the Legislature is able to carry out its responsibilities to secure needed information to legislate and appropriate.

Division Director

The Director of Legislative Oversight would:

(a) Develop key performance indicators, with the approval of the Legislative Oversight Committee, for both short-term and long-term legislative oversight of state agencies and programs;

(b) Make recommendations to the Legislative Oversight Committee and the Executive Board of the Legislative Council regarding the duties, responsibilities, and activities of the division and division staff;

(c) Ensure that all assessments, investigations, audits, inspections, and other reviews are conducted by the division without regard to special or partisan interest and in accordance with relevant standards or guidelines; and

(d) Carry out the director's duties under the Legislative Performance Audit Act, the Office of Inspector General of Nebraska Child Welfare Act, and the Office of Inspector General of the Nebraska Correctional System Act.

Legislative Oversight Committee

The Legislative Oversight Committee is created as a special legislative committee to exercise the authority and perform the duties provided for in the:

(a) Legislative Performance Audit Act,
(b) the Office of Inspector General of Nebraska Child Welfare Act, and
(c) the Office of Inspector General of the Nebraska Correctional System Act.

The committee would be composed of nine members of the Legislature, including:

(a) Speaker of the Legislature,
(b) chairperson of the Executive Board,
(c) chairperson of the Appropriations Committee,
(d) chairperson of the Judiciary Committee,
(e) chairperson of the Health and Human Services Committee, and
(f) four other members of the Legislature chosen by the Executive Board.

The chairperson and vice-chairperson of the Legislative Oversight Committee would be elected by a majority vote of the committee.

For purposes of tax incentive performance audits, the committee must also include as nonvoting members the chairperson of the Revenue Committee or his/her designee and one other member of the Revenue Committee, as selected by the Revenue Committee.

The Legislative Oversight Committee would oversee all aspects of the Division of Legislative Oversight without regard to special or partisan interests and in accordance with relevant standards and guidelines.

Legislative Audit Office

The Legislative Audit Office is created within the Division of Legislative Oversight. The office would conduct performance audits. The Legislative Auditor would be appointed by the Director

of Legislative Oversight with approval from the chairperson of the Executive Board and the chairperson of the Legislative Oversight Committee.

The Legislative Auditor must employ the staff as deems necessary to carry out the duties of the office within the amount available by appropriation through the Division of Legislative Oversight for the Legislative Audit Office.

LB 303	*Sponsor*	*Committee*	*Priority*	*Subject*
	Hughes	Education	Hughes	Create the School Financing Review Commission

Approved by Governor: June 4, 2025
Passed on Final Reading: 48-0-1 with E clause on May 30, 2025
Effective Date: June 5, 2025

LB 303 was originally introduced at the request of the Governor and provided for comprehensive school finance modifications. It also called for the creation of a "School Finance Reform Commission."

As passed and signed into law, the measure no longer incorporated modifications to the existing school finance system. However, it did call for the creation of the "School Financing Review Commission."

Composition of Commission

The commission would consist of 18 members, including:

(a) The Commissioner of Education or designee;

(b) The Property Tax Administrator or designee;

(c) One representative of the Governor appointed by the Governor;

(d) Three members of the Legislature, who will be nonvoting members of the commission, including (1) the Chairperson of the Education Committee or designee, (2) the Chairperson of the Revenue Committee or designee, and (3) one member appointed by the Executive Board in January of each odd-numbered year for a two-year term, except that the initial member will be appointed within 30 days after the effective date of LB 303 and will serve until a successor is appointed in January 2027. No more than two members may be affiliated with the same political party;

(e) One member who is a representative of postsecondary education with expertise in school finance;

(f) Four members who are superintendents or school board members representing a Class I, II, or III school district. At least one member is appointed representing each class of school district. No more than two members may represent the same class of school district, no

more than three members may be superintendents, and no more than three members may be school board members;

(g) One member that is a representative of a Class IV school district and one member that is a representative of a Class V school district. One member appointed must be a school board member of the school district being represented and the other member must be a school administrator in the other school district being represented; and

(h) Five members appointed from the state at large, which must include (i) at least one individual having experience in business, (ii) at least one individual having experience in farming, (iii) at least one individual teaching as a certified teacher in a public school, and (iv) two other individuals. These members may be retired.

The members outlined in (a) through (c) would serve as ex officio members of the commission.

The members outlined in (e) through (h) would be appointed by the Governor within 30 days after the effective date of the legislation. Initial appointees would serve terms as described below. Thereafter, members would serve terms of three years, and any vacancy would be filled by the Governor for the remainder of the vacated term. For purposes of determining term length and expiration of terms, the initial terms for members would begin 30 days after the effective date of the legislation.

The Governor must, upon appointment, designate the initial term for the members appointed except the initial terms for members described in (e) through (h) would be as follows:

(1) The member appointed under (e), one member described in (g), and one member described in (h) would serve a three-year term;

(2) Two members described in (f), one member described in (g), and one member described in (h) would serve an initial term of two years; and

(3) Two members described in (f) and three members described in (h) would serve an initial term of one year.

If at any point a member no longer meets the qualification for such member's position on the commission, the member must vacate membership on the commission. Any vacancy in the commission would be filled in the same manner and same qualification as the original appointment.

Purpose of Commission

The purpose of the School Financing Review Commission is to study and provide advisory recommendations relating to school funding in Nebraska. The commission must:

(a) Evaluate the school funding formula for education under the Tax Equity and Educational Opportunities Support Act (TEEOSA) and make recommendations for adjustments or changes to such formula that may be necessary to help prevent the increase of property taxes;

(b) Regularly review the resources side of the formula under TEEOSA;

(c) Regularly review the needs side of the formula under TEEOSA;

(d) Analyze options for how to minimize the negative impact on schools during times when the state may be unable to fully fund the formula under TEEOSA;

(e) Analyze the impact of funding for education on student achievement and outcomes, focusing on, but not limited to:

- Access to early childhood education;
- student attendance;
- literacy;
- graduation rate;
- college-going rate; and
- postsecondary workforce participation.

(f) Analyze the impact of funding for education on issues and resources impacting students with relatively high needs, including:

- students who live in areas of high concentrations of poverty,
- students with an individualized education program, and
- students with limited English proficiency.

The commission, to the extent it is practical, must compare findings to similar policies from other states.

Report

By December 1, 2025, and by November 1 of each year thereafter, the commission must prepare and deliver to the Clerk of the Legislature an annual report with its observations and recommendations.

Other Provisions Related to the Commission

- The Commissioner of Education or designee would serve as the chairperson of the commission, and the commission must elect a vice-chairperson from among its members.
- The commission would meet at least four times a year and at least once per calendar quarter.
- NDE may provide staff to assist the commission as needed and requested by the chairperson of the commission in accordance with guidelines developed by the commission. The commission may also obtain assistance from NDE, the Department of Revenue, and the Legislative Fiscal Office in acquiring the data needed to carry out its duties.
- The commission would be housed within NDE.

Spending Lid Exception

Prior to passage, Senator Ballard successfully amended LB 303 to include a change to an existing spending lid exception (§ 79-1028.01). The current lid exception, relating to employer contributions for the School Employees Retirement Plan, provides that a school district may exceed its budget authority by a specific dollar amount for expenditures to pay for employer contributions above 7.35%. The current employer rate is 9.88%. On July 1, 2025, the employer rate will be 8.08%.

The Ballard amendment creates a new subsection to this lid exception providing that, for school fiscal years 2025-26 and 2026-27, the lid exception would permit the amount of expenditures for school fiscal year 2024-25 to be carried over and included in the budget authority for school fiscal years 2025-26 and 2026-27.

LB 306	*Sponsor*	*Committee*	*Priority*	*Subject*
	Education Com.	Education	Education Com.	Change provisions relating to admission to elementary and secondary schools, and require a database of financial information regarding school districts and reporting regarding funding from foreign adversarial sources

Approved by Governor: June 4, 2025
Passed on Final Reading: 41-8 with E clause on June 2, 2025
Effective Date: June 5, 2025

Participation in Extracurricular Activities
(Sections 1 and 2 of LB 306)

Background: The provisions in sections 1 and 2 derive from LB 497 (Murman), which was never advanced from committee but was nevertheless successfully merged into LB 306. LB 497 was supported by the Nebraska Christian Home Educators Association and the Lincoln Home School Orchestras, among others.

LB 306 amends section 79-215 to provide that a school board must admit a student upon request without charge for part-time enrollment for purposes of participating in extracurricular activities if:

(a) the student is also enrolled in a private school or in a home school and

(b) either –

(i) the school district where the student or the student's parent resides does not offer the extracurricular activity in which the student desires to participate and the school district that the student is requesting to attend is the closest school district to the residence of the student or the student's parent that offers such extracurricular activity or

(ii) the school district where the student or the student's parent resides does offer the extracurricular activity in which the student desires to participate but the school district the student is requesting to attend includes the closest school to the residence of the student or the student's parent that offers such extracurricular activity.

Policy Update: LB 306 also amends section 79-2,136 relating to part-time enrollment and extracurricular activities.

LB 306 provides that school board policies and procedures must require any student desiring to participate in extracurricular activities *regulated by an athletics or activities association* (i.e., NSAA), to which the school is a member, to be enrolled five credit hours offered by the school district in any semester *in order to participate in such extracurricular activities, but may not prohibit a student from enrolling in more than five credit hours*.

The measure further stipulates that both the compulsory attendance law (§ 79-201) and laws relating to habitual truancy would apply to such students.

Effective: Sections 1 and 2 become effective September 3, 2025

Database of Financial Information
(Section 11 of LB 306)

Background: As amended prior to passage, LB 306 includes the modified provisions of LB 625 (Dover) relating to the creation of a database of financial information. LB 625 was advanced to General File by a 7-1 vote, but no one other than Senator Dover testified on the bill.

Website Database: LB 306 requires the Department of Administrative Services (DAS) to develop, maintain, and make available for public inspection on its website a database of financial information from all school districts in the state. The required information must include, at a minimum, revenue sources, expenditures, and a balance sheet that contains all assets and liabilities for each school district from the most recent audit reports filed with the Commissioner of Education.

The budget administrator of the budget division of DAS is required to designate an implementation date for the database, but must be no later than January 1, 2026.

Required Information: School districts are required to provide to DAS such information from the school district's most recent audit report filed with the Commissioner of Education as is necessary to develop and maintain the database.

School districts must provide updated information to DAS on an annual basis, and DAS must update the database no later than 30 days after receiving any such information.

School districts are also required to provide historical financial information beginning with calendar year 2005 to DAS. Such information must be collected and added to the database if available as soon as practicable.

The data requirement does not include disclosure of information that is considered confidential under state or federal law or is not a public record.

Effective: Section 11 becomes effective September 3, 2025

Scholarship Qualifications
(Sections 7-9 of LB 306)

One of the more controversial amendments ultimately adopted to LB 306 prior to passage was championed by Senator Hallstrom and opposed by Senator Murman.

LB 306 provides that the minimum test score qualification for a scholarship under the Nebraska Career Scholarship Act is met either from a composite score on a standard college admission test or the equivalent score on the SAT.

Effective: Sections 7-9 become effective September 3, 2025

LB 346	*Sponsor*	*Committee*	*Priority*	*Subject*
	Arch	Government	Speaker	Provide for termination of boards, commissions, committees, councils, funds, groups, panels, and task forces and change and eliminate funds and powers and duties of departments and agencies

Approved by Governor: May 30, 2025
Passed on Final Reading: 49-0 on May 28, 2025
Effective Date: September 3, 2025

Background

In 2000, the Legislature created the Early Childhood Interagency Coordinating Council to advise and assist the collaborating agencies in carrying out the provisions of the:

- Early Intervention Act,
- Quality Child Care Act,
- Early Childhood Training Center,
- Early Childhood Education Grant Program,
- Before-and-after-school or prekindergarten services, and
- other early childhood care and education initiatives under state supervision.

Operational Efficiencies

LB 346 was brought at the request of the governor and proposes combining or outright repealing several boards and commissions. The proposal is intended to find operational efficiencies and to reduce the complexity of the Nebraska government.

Within LB 346, section 23 modified provisions related to the Early Childhood Interagency Coordinating Council. The legislation limits the council to 16 members beginning July 1, 2026, all of whom would be appointed by the Governor. The council had previously included over 30 members and there was no limit on the number of members prior to LB 346.

Upon introduction of LB 346, First Five Nebraska and other interested groups, argued that the measure would have inadvertently made Nebraska noncompliant with federal requirements by making changes to the membership composition of the Early Childhood Interagency Coordinating Council. As noted by First Five Nebraska, the council was created in order to:

> [A]ssist state agencies in complying with the Individuals with Disabilities Education Act (IDEA) and the Head Start for School Readiness Act. It is unique from most other states in that it consolidates two federally required state advisory councils into one.
>
> First Five Nebraska worked closely with the Governor's office to maintain membership compliance pursuant to federal law, while still realizing efficiencies by reducing the number of statutorily required membership from over 30 to 16 members. These changes helped to ensure that the state's yearly allocation of $3.3 million for IDEA Part C funds and $80 million for Head Start funds were preserved.

LB 376	*Sponsor*	*Committee*	*Priority*	*Subject*
	Health Committee	Health Committee	Health Committee	Change and eliminate programs and services administered by DHHS and eliminate various reporting requirements

Approved by Governor: June 4, 2025
Passed on Final Reading: 47-1-1 on May 30, 2025
Effective Date: September 3, 2025

LB 376 modifies statutes pertaining to reports required by DHHS. Several sections within this legislation are noteworthy for public education.

Screening

Current law, section 71-4741, requires DHHS to determine which birthing facilities are administering hearing screening tests to newborns and infants on a voluntary basis and the number of newborns and infants screened. The department is required to submit electronically an annual report to the Legislature stating the number of:

(a) Birthing facilities administering voluntary hearing screening tests during birth admission;

(b) Newborns screened as compared to the total number of newborns born in such facilities;

(c) Newborns who passed a hearing screening test during birth admission if administered;

(d) Newborns who did not pass a hearing screening test during birth admission if administered; and

(e) Newborns recommended for follow-up care.

This reporting requirement is eliminated under LB 376.

What remains in this statute is the requirement that DHHS, in consultation with NDE, along with birthing facilities, and other providers, develop approved screening methods and protocols for statewide hearing screening tests of substantially all newborns and infants.

DHHS Office Space

Another section of LB 376 sunsets the requirement that counties maintain DHHS office space at no charge to the state as of June 30, 2028.

This estimated future cost to the state is somewhere between $2.5 million and $4 million. The added cost would not be realized until FY2029.

LB 383

Sponsor	*Committee*	*Priority*	*Subject*
Storer	Judiciary	Storer	Adopt the Parental Rights in Social Media Act

Approved by Governor: May 20, 2025
Passed on Final Reading: 46-3-0 on May 14, 2025
Effective Date: July 1, 2026 for Sections 26-30

LB 383 creates the Parental Rights in Social Media Act (sections 26-30). The measure prohibits a social media company from permitting a minor to become an account holder. A social media platform must use a reasonable age verification method to verify the age of an individual seeking to become an account holder on the company's social media platform.

A social media company or third-party vendor conducting the verification may not retain any identifying information of an individual after verification is complete.

Exception

A social media company may allow a minor to become an account holder if the parent of the minor provides express parental consent authorizing the minor to become an account holder. A social media company or third-party vendor must verify the express parental consent, which must include:

(a) Age verification of the parent through a reasonable age verification method; and

(b) An oath, affirmation, or form signed by the parent and returned to the social media company or third-party vendor by common carrier, facsimile, or electronic scan stating that the consenting adult is the minor user's parent and authorizes such minor to become an account holder.

Once age and parental consent, if applicable, are verified, the social media company may permit the minor to become an account holder. Reverification of an account holder is not required unless parental consent is revoked by a parent.

Revocation

A social media company must develop a method for a parent to revoke consent for a minor to be an account holder. If consent is revoked, a social media company must remove the account of the parent's minor and prohibit the minor from becoming an account holder until additional express parental consent is provided.

Supervision

A social media company must provide a parent of a minor account holder with methods for the parent to supervise the minor's account. The methods must include options for the parent to:

(a) View all posts the minor account holder makes under the social media platform account;

(b) View all responses and messages sent to or by the minor account holder in the social media platform account;

(c) Control the minor's privacy and account settings; and

(d) Monitor and limit the amount of time the minor account holder spends using the social media platform.

Enforcement

The Nebraska Attorney General is required to enforce the Parental Rights in Social Media Act and may impose a penalty of up to $2,500 per violation.

LB 390	*Sponsor*	*Committee*	*Priority*	*Subject*
	Murman	Education	None	Require each school board to adopt a policy relating to access by a parent, guardian, or educational decisionmaker to certain school library information

Approved by Governor: April 14, 2025
Passed on Final Reading: 34-14-1 on April 10, 2025
Effective Date: September 3, 2025

Policy Requirement

LB 390 requires that each school board of a public school district adopt a policy for implementation at the beginning of the 2026-27 school year, relating to the rights of a parent, guardian, or educational decisionmaker to access school library materials.

The policy must:

(a) Require the creation of a catalog of all books in the school district's library, categorized by school building, which must be accessible for viewing by a parent, guardian, or educational decisionmaker of a student attending such school district; and

(b) Provide the opportunity for a parent, guardian, or educational decisionmaker of a student to be notified when the student of such parent, guardian, or educational decisionmaker checks out a book from the school library by means of a website or application notification or by opting in to email notifications. The notification must include:

(1) The title of the book checked out by the student;

(2) The name of the author of the book checked out by the student; and

(3) The date the book checked out by the student is due to be returned to the school library.

This would only apply to a school library that is located on school district property and will not apply to any other public library regardless if the library contracts with a school district for use by students.

"Educational decisionmaker" is defined as a person designated or ordered by a court to make educational decisions on behalf of a child (§ 79-530).

LB 391

Sponsor	*Committee*	*Priority*	*Subject*
Murman	Revenue	Speaker	Adopt the Give to Enable Scholarship Act and provide for certain income tax adjustments

Approved by Governor: June 4, 2025
Passed on Final Reading: 45-3-1 on May 30, 2025
Effective Date: September 3, 2025

LB 391 creates the Give to Enable Support Act and the Give to Enable Support Cash Fund.

The fund would be administered by the State Treasurer, who would accept contributions from any private individual or private entity and credit all contributions to the Give to Enable Support Cash Fund. No General Funds would be transferred to this Fund.

The Program would begin on January 1, 2026. The purpose of the program is to promote access to accounts by establishing accounts using distributions from the Give to Enable Support Cash Fund. The accounts may then be used to pay the qualified disability expenses of qualified individuals.

In order to participate in the Program, a qualified individual would submit an application to the State Treasurer. The State Treasurer would accept applications from January 1 to June 1 of each year beginning in 2026. The application must include:

(a) Information necessary to certify the applicant's status as a qualified individual;

(b) The applicant's personal information necessary to establish an account; and

(c) Any other information required by the State Treasurer.

A "qualified individual" is defined as an individual with a disability as defined in IRS Code 529A who does not have an account at the time he/she is approved to become a participant in the Program.

If the State Treasurer determines that the applicant qualifies to have an account established under the Program, the State Treasurer would notify the applicant of the approval. The State Treasurer may approve as many applications as funding for the program allows for each calendar year.

A qualified and approved individual would have an account established for the individual. The account would be established by April 1 of the year following the year the application is approved and would be funded with no less than the minimum amount required to open an account or such greater amount as determined by the State Treasurer.

LB 428	*Sponsor*	*Committee*	*Priority*	*Subject*
	Murman	Education	None	Change provisions relating to school policies on the involvement of parents, guardians, and educational decisionmakers in schools

Approved by Governor:	April 29, 2025
Passed on Final Reading:	41-5-3 on April 25, 2025
Effective Date:	September 3, 2025

LB 428 amends the Parental Involvement Act (§ 79-532). This Act has been the subject of significant controversy in the Legislature for the past several years.

The current Parental Involvement Act requires school districts to adopt a policy, which includes a number of provisions. LB 428 proposes additional requirements for the policy relating to surveys.

School Policy Modification

School district policy is required to be modified to provide a requirement that:

IF the school administers

(a) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature OR

(b) a nonanonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use,

THEN the school district must, at least 15 days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive the survey.

The notice must be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice must:

- describe the nature and types of questions included in the survey,
- the purposes and age-appropriateness of the survey,
- how information collected by the survey will be used,
- who will have access to such information,
- the steps that will be taken to protect student privacy, and
- whether and how any findings or results of such survey will be disclosed.

Parents, guardians, and educational decisionmakers have the right to:

(a) Request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student,

(b) review the survey in person at the school, and

(c) exempt their child from participating in the survey.

Unless required by federal or state law or regulation, school personnel administering any such survey may not disclose personally identifiable information of a child.

No survey requesting sexual information of a student may be administered to any student in kindergarten through grade six.

Limitation

The bill states that nothing in the provisions of the measure may be construed to require disclosure of information in violation of:

(a) the federal Family Educational Rights and Privacy Act of 1974, as amended, 20 U.S.C. 1232g, or any federal regulations and applicable guidelines adopted in accordance with such act, as such act, regulations, and guidelines existed on January 1, 2024;

(b) the federal Protection of Pupil Rights Amendment of 1978, 20 U.S.C. 1232h, as such section existed on January 1, 2025;

(c) the federal Children's Online Privacy Protection Act of 1998, 15 U.S.C. 6501 et seq., as such act existed on January 1, 2025; and

(d) the federal Children's Internet Protection Act, 47 C.F.R. 54.520, as such regulation existed on January 1, 2025.

LB 457	*Sponsor*	*Committee*	*Priority*	*Subject*
	Bostar	Banking	None	Require anaphylaxis policies for school districts

Approved by Governor: April 14, 2025
Passed on Final Reading: 47-1-1 on April 10, 2025
Effective Date: September 3, 2025

LB 457 requires DHHS, in consultation with NDE, to develop model anaphylaxis policies available for use in school districts and licensed child care programs setting forth guidelines and procedures to be followed for the prevention of anaphylaxis and during a medical emergency resulting from anaphylaxis.

The policies may be developed with input from representatives of (i) allergy medicine, (ii) pediatric physicians, (iii) school nurses and other health care providers with expertise in treating children with anaphylaxis, (iv) parents of children with severe allergies, (v) school administrators, (vi) teachers, (vii) school food service directors, and (viii) other appropriate entities.

The policies must include:

(a) A procedure and treatment plan, including emergency protocols and responsibilities for staff members of licensed child care programs, school nurses, and other appropriate school personnel, for responding to anaphylaxis;

(b) A procedure and appropriate guidelines for the development and implementation of an individualized health care plan for children with a food or other allergy that could result in anaphylaxis;

(c) A communication plan for the intake and dissemination of information provided by the state regarding children with a food or other allergy that could result in anaphylaxis, including a discussion of methods, treatments, and therapies to reduce the risk of allergic reactions, including anaphylaxis;

(d) Strategies for the reduction of the risk of exposure to anaphylactic causative agents, including food and other allergens; and

(e) A communication plan for discussion with children who have developed adequate verbal communication and comprehension skills and with the parents, guardians, and educational decisionmakers of all children attending the school district or licensed child care program about foods that are safe and unsafe and about strategies to avoid exposure to unsafe food.

The policies must be reexamined and updated as needed at least once every three years to be consistent with best practices relating to anaphylaxis prevention, treatment, and emergency response methods.

A model policy developed or updated must be made available on the applicable department's website (presumably both the DHHS and NDE websites).

Required Policy

LB 457 provides that, by July 1, 2026, each school district must adopt a written policy to address incidents of anaphylaxis involving students at school. A school board may use the model policy in school districts as a guide. The policy may not conflict with or hinder the implementation of an individualized anaphylaxis plan of a student and must be consistent with existing law (§ 79-224) relating to self-management by a student.

A school district must publish the policy in any school district handbook, manual, or similar publication that sets forth the comprehensive rules, procedures, and standards of conduct for students at school.

A school district with a policy to address incidents of anaphylaxis involving students at school that is in effect prior to the effective date of the bill may remain in effect and must satisfy the requirements noted above.

LB 521	*Sponsor*	*Committee*	*Priority*	*Subject*
	Sanders	Government	Government	Change and eliminate provisions relating to the Election Act and change notice requirements under the Open Meetings Act

Approved by Governor: May 30, 2025
Passed on Final Reading: 49-0 with E clause on May 28, 2025
Effective Date: May 31, 2025

LB 521 was originally meant to carry various changes to the Election Act. As the measure emerged from committee, it also included changes to the Open Meetings Act (section 82 of LB 521).

Current provisions of the Open Meetings Act (§ 84-1411) provide that in case of refusal, neglect, or inability of the newspaper to publish the notice, the public body must:

(a) post such notice on its website, if available,
(b) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and
(c) post such notice in a conspicuous public place in such public body's jurisdiction.

LB 521 stipulates that the public body must "request the newspaper" submit a post on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers.

The bill also requires that the public body maintain a written record of the request to the newspaper.

LB 521 provides that, in addition to a method of notice required by the Act, such notice may also be provided by any other appropriate method designated by the public body or the advisory committee.

Each public body is required to record the methods and dates of such notice in its minutes.

The bill requires that the notice must contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda (which must be kept continually current) must be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items must be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda may not be altered later than: (i) 24 hours before the scheduled commencement of the meeting or

(ii) 48 hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body must have the right to modify the agenda to include items of an emergency nature only at the public meeting.

LB 645	*Sponsor*	*Committee*	*Priority*	*Subject*
	Ballard	Retirement	Retirement Committee	Change provisions relating to the School Retirement Fund

Approved by Governor: May 6, 2025
Passed on Final Reading: 45-2-2 with E-clause on April 30, 2025
Effective Date: May 7, 2025

LB 645 was introduced on behalf of the Governor to reduce the state's liability for the School Employees Retirement Plan. The savings to the state are intended to help fill the existing budget shortfall. The measure is projected to reduce the state's funding responsibility by over $83 million in the next biennium.

The current contribution rates are based on employee compensation as follows:

- Employee rate: 9.78%
- Employer rate: 9.88% (101% of the employee rate)
- State rate: 2%

These rates have been in place since 2013.

Under LB 645, the rates would be determined by the current funding ratio on the actuarial value of assets in the School Retirement Fund.

Beginning on July 1, 2025, and each July 1st thereafter, the new system would be based on the most recent previous year as reported in the annual actuarial valuation report, which is released in November of each year. The current funding ratio is 99.91%, which was established by the state's actuary in November 2024.

If the funded ratio is less than 96%

- Employee rate: 9.75%
- Employer rate: 9.85% (101% of the employee rate)
- State rate: 2%

If the funded ratio is 96% or greater and less than 98%

- Employee rate: 8.75%
- Employer rate: 8.84% (101% of the employee rate)
- State rate: .7%

If the funded ratio is 98% or greater and less than 100%

- Employee rate: 8%
- Employer rate: 8.08% (101% of the employee rate)
- State rate: .7%

If the funded ratio is 100% or greater

- Employee rate: 7.25%
- Employer rate: 7.32% (101% of the employee rate)
- State rate: no contribution required

LB 647	*Sponsor*	*Committee*	*Priority*	*Subject*
	Revenue Com.	Revenue	Revenue Com.	Omnibus revenue measure that includes changes relating to budget limitations, property tax request authority, the Property Tax Request Act, and the Nebraska educational savings plan trust

Approved by Governor: May 30, 2025
Passed on Final Reading: 35-13-1 with E clause on May 30, 2025
Effective Date: Various

LB 647 was introduced as a Revenue Committee shell bill. It was advanced from committee as an omnibus revenue-related measure, which included provisions from LB 131 (529 Plans), LB 709 (adoption expenses), and LB 566 (purchase of property in blighted areas).

529 Plans

The most controversial of these provisions related to expanding the bounds of the Nebraska Educational Savings Trust (NEST). NEST is currently a 529 college savings plan providing a tax-advantaged account for education expenses. Its name stems from Section 529 of the IRS tax code, which gives these plans special tax breaks to encourage saving for education.

The NEST-related provisions of LB 647 derive from LB 131 (Sorrentino), which proposes to expand the current NEST to be available to all eligible educational institutions (public and private), to include elementary and secondary schools, as well as postsecondary institutions. The bill removes elementary and secondary education payments from the nonqualified withdrawal list.

Beginning January 1, 2029, expenses for (private school) tuition in connection with enrollment or attendance at an elementary or secondary school would be permitted up to $10,000 per beneficiary per taxable year.

Contributions to 529 accounts grow tax-deferred, and withdrawals are exempt from state and federal taxes as long as they are used for a beneficiary's qualified education expenses, including tuition, room and board at an eligible postsecondary educational institution.

Individuals may claim a state income tax deduction equal to contributions they make to an account, up to $5,000 for those married filing separately and $10,000 for other filers.

Adoption Expenses

The provisions of LB 709 (Bostar) were included in LB 647. LB 709 would create a refundable state income tax credit equal to 10% of the federal adoption expenses tax credit allowed to a taxpayer in the same taxable year. This portion of LB 647 (sections 7-9) will become operative September 3, 2025.

Purchase of Property in Blighted Areas

The provisions of LB 566 (Quick) were included in LB 647. LB 566 amends existing law permitting individuals to claim a nonrefundable $5,000 income tax credit if they purchase a primary residence located in an area that has been declared extremely blighted. The credit is scheduled to sunset on January 1, 2026. LB 566 would extend the sunset to January 1, 2032.

Recreational Trail Easements

LB 647 includes the provisions of LB 628 (Dover) to establish the Recreational Trail Easement Property Tax Exemption Act. The Act provides that a taxpayer who encumbers their property with a perpetual recreational trail easement may apply for a property tax exemption for the portion of the property that has been encumbered with the easement. This portion of LB 647 (sections 1-6) becomes operative on January 1, 2026.

The Legislative Fiscal Office reports that property tax exemptions would occur when property owners qualify and utilize easements and are estimated to decrease a political subdivision's property tax base. "A change in the taxable base for schools due to the exemption of property could have an impact on state aid under TEEOSA, but any such amount is indeterminate."

LB 650	*Sponsor*	*Committee*	*Priority*	*Subject*
	von Gillern	Revenue	Revenue Committee	Adopt the Community Development Assistance Act and change provisions relating to land banks, property tax exemptions, motor vehicle tax provisions, and certain tax credits

Approved by Governor: May 6, 2025
Passed on Final Reading: 40-7-2 with E-clause on April 30, 2025
Effective Date: May 7, 2025

LB 650 was introduced at the request of the Governor.

The legislation is an omnibus revenue-related measure containing a variety of provisions. As it relates to public education, the most notable provision of LB 650 is a change in motor vehicle tax revenue.

These provisions derive from LB 547 (Rountree), which intended to expand the exemption for disabled veterans from the state motor vehicle tax.

The bill amends current definitions of a disabled veteran and a blind veteran as found in section 77-202.23, to align with the more expansive federal definition found in 5 U.S.C. 2108, as the section existed on January 1, 2025. Accordingly, a disabled veteran would mean:

(a) An individual who has served on active duty in the armed forces, been separated therefrom under honorable conditions, and has established the present existence of a service-connected disability; or

(b) An individual who is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.

This provision of LB 650 becomes operative on January 1, 2026.

The Nebraska DMV has estimated the total reduction in motor vehicle tax to be $28.8 million (a loss of $10.8 million in 2025-26 and $18 million in 2026-27 in revenue for the DMV and local governments). The revenue loss would be a result of an increase in the number of disabled veterans and blind veterans eligible for the motor vehicle tax exemption. The DMV approximates 40,000 of the 43,465 veterans (as estimated by the U.S. Dept. of Veterans Affairs) would utilize the motor vehicle tax exemption. The average motor vehicle tax savings per veteran is estimated to be $450.

For public schools, the loss in revenue from the motor vehicle tax is estimated to be $6,350,400 in 2025-26 and $10,584,000 in 2026-27.

Estimated Motor Vehicle Revenue Losses	FY2025-26 (6 months, beginning January 1, 2026)	FY2026-27 (full 12 months of the yearly revenue)
DMV Vehicle Title Registration Modernization Fund (1%)	($108,000)	($180,000)
Motor Vehicle Tax – Commission to County (1%)	($108,000)	($180,000)
Motor Vehicle Tax – Cities and Counties (40% of remainder)	($4,233,600)	($7,056,000)
Motor Vehicle Tax – Schools (60% of remainder)	($6,350,400)	($10,584,000)
Motor Vehicle Tax Impact under LB 650	($10,800,000)	($18,000,000)

LR 19CA

Sponsor	*Committee*	*Priority*	*Subject*
Dover	Executive Board	Dover	Constitutional amendment to change legislative term limits to three consecutive terms

Delivered to Secretary of State: May 28, 2025
Passed on Final Reading: 39-10 on May 28, 2025

LR 19CA was introduced by Senator Dover and 22 co-sponsors. The constitutional amendment would change current provisions in the Nebraska Constitution so that a state lawmaker could serve three rather than two (4-year) terms of office.

The measure will appear on the November 2026 General Election ballot.

Note: On November 7, 2000, Nebraska voters approved a measure (415) as an initiated constitutional amendment. It was approved by a 56% to 44% margin.

II. Interim Study Resolutions

Education Committee

LR144 (Kauth) Interim study to examine potential changes to Nebraska's teacher certification requirements to create an apprenticeship-based pathway for persons seeking to transition into teaching grades kindergarten through twelve

Purpose: The purpose of this resolution is to propose an interim study to examine potential changes to Nebraska's teacher certification requirements to create an apprenticeship-based pathway for individuals with equivalent education and professional experience who seek to transition into kindergarten through grade twelve teaching.

Nebraska faces ongoing challenges in attracting and retaining qualified educators, particularly in rural and high-need school districts, and the traditional teacher certification process may present barriers for individuals with equivalent education and professional experience in other fields who seek to transition into the teaching profession later in their careers. Alternative pathways to certification, including onsite apprenticeship programs conducted by school districts, may provide opportunities to increase the number of qualified teachers while maintaining high-quality standards for Nebraska schools. Such apprenticeship programs would focus on pedagogical training, classroom management, and other essential instructional skills to ensure competency and effectiveness in teaching. The State Board of Education plays a critical role in establishing standards and oversight mechanisms for teacher certification programs, including alternative pathways such as school district led apprenticeships.

This interim study is meant to examine potential changes to Nebraska's teacher certification requirements to allow individuals with equivalent education and experience to enter the teaching profession through an apprenticeship-based pathway conducted by school districts. Such study shall include, but need not be limited to:

(1) An evaluation of existing barriers within Nebraska's current teacher certification process that may hinder professionals from transitioning into teaching;

(2) An examination of best practices from other states that have implemented alternative certification pathways, including apprenticeship programs;

(3) An assessment of the pedagogical and classroom management training necessary to maintain high-quality instructional standards in an apprenticeship program;

(4) A determination of the role of school districts in designing and implementing apprenticeship programs for prospective teachers;

(5) An examination of the process by which the State Board of Education would approve school district apprenticeship programs and ensure alignment of such programs with state educational standards;

(6) An investigation of the criteria and process by which individuals completing an apprenticeship program would be certified as teachers in Nebraska;

(7) Consideration of the potential impact of an apprenticeship pathway on addressing teacher shortages in critical subject areas and geographic regions;

(8) An identification of any statutory or regulatory changes necessary to implement such an apprenticeship pathway; and

(9) Input from relevant stakeholders, including representatives from the State Department of Education, the State Board of Education, school district administrators, teacher preparation programs, educators, and other interested parties.

LR164 (McKinney) Interim study to examine to what extent inmates between five and twenty-one years of age, under the care of the Department of Correctional Services, are being provided educational services

Purpose: The purpose of this resolution is to propose an interim study to examine to what extent inmates between five and twenty-one years of age, that are under the care of the Department of Correctional Services, are being provided educational services and what statutory or regulatory changes are necessary to ensure these inmates receive educational instruction. This study shall include, but is not limited to, determining how many such incarcerated individuals are participating in educational programs, including a General Educational Development program to earn their high school equivalency diploma, offered by the department as well as through partnerships with educational institutions such as Southeast Community College.

LR189 (Dorn) Interim study to examine the financing of public education through the Tax Equity and Educational Opportunities Support Act formula and develop recommendations for improving school funding in Nebraska

Purpose: The purpose of this resolution is to propose an interim study to examine the financing of public education through the Tax Equity and Educational Opportunities Support Act formula and develop recommendations for improving school funding in Nebraska. The study may review ways to increase the amount of state aid committed to schools to offset property tax use and reduce property taxes as a share of total state and local taxes.

This study shall include, but not be limited to, examining:

(1) Fairness and equity for public school students in all parts of the state;

(2) Efficiencies and effectiveness in the use of tax resources to educate public school students in Nebraska; and

(3) Stability in the resources available to school districts, particularly in times of economic volatility.

LR196 (Kauth) Interim study to study truancy in Nebraska schools

Purpose: The purpose of this resolution is to propose an interim study to study truancy in Nebraska schools.

LR202 (Sorrentino) Interim study to explore a landscape analysis of the various higher education teacher preparation programs around the state

Purpose: The purpose of this resolution is to propose an interim study to explore a landscape analysis of the various higher education teacher preparation programs around the state, campus by campus, to see how future teachers are being prepared to teach literacy.

LR204 (Juarez) Interim study to examine the causes of burnout in kindergarten through twelfth grade teachers and its impact on teachers and students

Purpose: The purpose of this resolution is to propose an interim study to examine the causes of burnout in kindergarten through twelfth grade teachers and its impact on teachers and students. The study shall include, but need not be limited to, an examination of the following factors: Educational mandates, administrative burdens, classroom discipline issues, educational funding, emotional demands, workloads, safety issues, salaries, and staff shortages. The study shall also examine what the state can do to mitigate teacher burnout and incentivize retention.

LR205 (Strommen) Interim study to examine barriers to and benefits of data sharing between the State Department of Education and the Department of Health and Human Services for purposes of the Early Childhood Integrated Data System

Purpose: The purpose of this resolution is to propose an interim study to examine barriers to and benefits of data sharing between the State Department of Education and the Department of Health and Human Services for purposes of the Early Childhood Integrated Data System.

This study shall include, but not be limited to, the following:

(1) Describing the Early Childhood Integrated Data System as it currently exists and the historical context for its development;

(2) Examining the use of the Early Childhood Integrated Data System to maximize efficiencies for participating state agencies to meet legislatively mandated reporting requirements, providing accountability for public dollars, and supporting parental choice in early childhood settings;

(3) Analyzing the statutory barriers to interagency data sharing and potential solutions;

(4) Examining data privacy procedures and data access rules maintained in the Early Childhood Integrated Data System;

(5) Analyzing the infrastructure necessary to improve the Early Childhood Integrated Data System, including funding; and

(6) Reviewing early childhood integrated data systems in other states.

LR228 (Cavanaugh, J.) Interim study to examine and assess the adequacy of compensation for higher education faculty who primarily engage in classroom instruction within Nebraska's public institutions

Purpose: The purpose of this resolution is to propose an interim study to examine and assess the adequacy of compensation for higher education faculty who primarily engage in classroom instruction within Nebraska's public institutions. This study will identify disparities, analyze competitive salary structures, and explore potential policy solutions to ensure faculty members receive fair and competitive compensation. The study shall include, but need not be limited to, an examination of the following:

(1) A review of current salary levels and compensation structures for faculty in Nebraska's public higher education institutions;

(2) A comparison of Nebraska's public higher education faculty salaries with those at peer institutions in surrounding states;

(3) An examination of salary disparities across disciplines and the impact of those disparities on recruitment and retention;

(4) An analysis of the impact of faculty compensation on student outcomes, including retention and graduation rates;

(5) A review of potential funding mechanisms or policy changes to enhance faculty compensation in a sustainable manner; and

(6) Consideration of alternative compensation models, including cost-ofliving increases, performance-based pay, benefits enhancements, and other incentives.

In conducting this interim study, the Education Committee of the Legislature may confer with the Coordinating Commission for Postsecondary Education, the University of Nebraska, state colleges, community colleges, faculty organizations, faculty members, administrators, students, policy experts, other relevant entities, and stakeholders.

LR259 (Armendariz) Interim study to examine the feasibility, benefits, and framework for establishing a high school agriculture student exchange program within Nebraska modeled after foreign student exchange programs

Purpose: The purpose of this resolution is to propose an interim study to examine the feasibility, benefits, and framework for establishing a high school agriculture student exchange program within Nebraska modeled after foreign student exchange programs to foster cross-regional learning, cultural exchange, and deeper appreciation for Nebraska's agricultural heritage and rural life.

The study shall include, but need not be limited to, the following:

(1) The feasibility and structure of such a program, including exchange duration, school credit recognition, and housing arrangements;

(2) The potential for collaboration with local school districts, the State Department of Education, the Department of Agriculture, the Cooperative Extension Service of the University of Nebraska, including the state 4-H program, and Future Farmers of America;

(3) The benefits to student participants, host communities, and Nebraska's agricultural education system;

(4) Potential models, including urban-to-rural exchanges within Nebraska, as well as interstate exchanges with other agricultural regions;

(5) Considerations to ensure student participation from low-income urban areas; and

(6) Potential funding sources, including state appropriations, federal grants, and private sponsorships.

In conducting this interim study, the Education Committee of the Legislature may confer with other standing committees of the Legislature, state agencies, and other stakeholders.

Executive Board

LR174 (DeBoer) Interim study to provide a comprehensive analysis of the standing committee system of the Legislature

Purpose: The purpose of this resolution is to propose an interim study for a comprehensive analysis of the standing committee system of the Legislature to determine if any improvements or changes to that system would be warranted. This study shall include, but need not be limited to, an examination of the following:

(1) The creation of new standing committees to reflect contemporary needs of Nebraska and the elimination or consolidation of current committees associated with the creation of any new standing committees;

(2) Standing committee subject matter jurisdiction;

(3) The legislative bill load of each standing committee; and

(4) Other issues relating to standing committees.

LR249 (Cavanaugh, M.) Interim study to examine the feasibility and benefits of establishing a ways and means committee to enhance coordination and collaboration between the Revenue Committee and the Appropriations Committee of the Legislature

Purpose: The purpose of this resolution is to propose an interim study to examine the feasibility and potential benefits of establishing a ways and means committee to enhance coordination and collaboration between the Revenue Committee of the Legislature and the Appropriations Committee of the Legislature, in order to create a more integrated and balanced approach to the state's budgeting process.

The study shall include, but not be limited to, the following:

(1) Examining the current roles and responsibilities of the Revenue Committee of the Legislature and the Appropriations Committee of the Legislature, including areas of jurisdictional overlap and how these affect the efficiency and transparency of the budget process;

(2) Examining the timing and alignment of revenue forecasting and budget setting processes, including the interaction between the Nebraska Economic Forecasting Advisory Board's schedule and the legislative appropriations timeline;

(3) Studying best practices from other states and governmental bodies, particularly those with a functioning ways and means committee or equivalent structures that integrate tax policy, revenue forecasting, and appropriations oversight;

(4) Determining potential duties and scope of a ways and means committee, including recommendations on how such a body could improve coordination, policy alignment, and strategic planning in budget matters;

(5) Examining opportunities to improve procedures related to revenue estimation, budget development, and legislative oversight of appropriations; and

(6) Considering recommendations for a model budget process for the Legislature, including proposed reforms that align with nationally recognized public finance standards and government accountability best practices. In conducting this interim study, the Executive Board of the Legislative Council may confer with legislative staff, policy experts, representatives of the Department of Administrative Services and the Legislative Fiscal Office, and other stakeholders with relevant expertise in public finance, legislative budgeting, and tax policy.

The Executive Board of the Legislative Council may consult with and request the assistance of the Revenue Committee of the Legislature and the Appropriations Committee of the Legislature, the Legislative Fiscal Office, and other legislative committees as appropriate.

The Executive Board of the Legislative Council shall prepare and submit a report with its findings and recommendations to the Legislature or the Executive Board by December 15, 2025.

Government Committee

LR192 (Sanders) Interim study to investigate public notice requirements in Nebraska, including those mandated under the Open Meetings Act and the Administrative Procedure Act

Purpose: The purpose of this resolution is to propose an interim study to investigate public notice requirements in Nebraska, including those mandated under the Open Meetings Act and the Administrative Procedure Act.

LR206 (Strommen) Interim study to examine the initiative and referendum petition processes in the twenty-six states in which such a process exists

Purpose: The purpose of this resolution is to propose an interim study to examine the initiative and referendum petition processes in the twenty-six states in which such a process exists. The study shall include, but need not be limited to, an examination of the following:

(1) Recent proposed statutory or constitutional changes to initiative and referendum petition processes, including changes to signature requirements, circulation periods, initiative content, circulator requirements, signer requirements, petition requirements, ballot language, election requirements, withdrawing signatures, and campaign finance requirements;

(2) Whether all Nebraskans, including individuals in low-population areas, are fairly and properly represented in the initiative petition process; and

(3) Spending on initiative petition measures in Nebraska over the last fifteen years, including names of funding entities, dollar amounts, and where such entities are located.

LR233 (Quick) Interim study to examine issues relating to state agency guidance documents, rules, and regulations

Purpose: The purpose of this resolution is to propose an interim study to examine issues relating to state agency guidance documents, rules, and regulations. The study shall include, but need not be limited to, an examination of the following:

(1) The process used by state agencies to issue guidance documents under section 84-901.03 and the opportunity for public involvement and stakeholder input before the issuance of such guidance documents;

(2) The difference in purpose and effect between guidance documents and rules and regulations; and

(3) Whether guidance documents issued by state agencies have imposed greater burdens on Nebraska nonprofits and businesses than required under federal law or federal regulation.

Health Committee

LR220 (Fredrickson) Interim study to examine the adequacy of funding and resources available to Level 3 Special Education Contractual Services for children

Purpose: The purpose of this resolution is to propose an interim study to examine the adequacy of funding and resources available to Level 3 Special Education Contractual Services for children. Children and students receiving Level 3 care require the highest level of intervention and support due to the severity of their behavioral or emotional challenges. Level 3 care providers offer specialized and intensive care for children exhibiting significant behavioral issues, such as aggression, self-harm, severe defiance, and disruptions to their living environments. The effectiveness of Level 3 care is directly influenced by staffing levels, access to therapeutic services, facility safety and structure, and the implementation of innovative care models tailored to the unique needs of residents. Additional resources may be necessary to enhance staffing, expand therapeutic services, improve facility infrastructure, and support program evaluation to better address the needs of children in Level 3 care. Ensuring transparency and evaluating effectiveness of such resources is critical to determining their impact and justifying future needs.

This study shall include, but not be limited to, the following:

(1) Assessing current funding levels and their utilization by Level 3 care providers;

(2) Evaluating the adequacy of staffing levels, including staff-to-student ratios and training programs for managing severe behavioral challenges;

(3) Analyzing the availability and quality of therapeutic services, such as individualized and group counseling, trauma-informed care, and crisis intervention strategies;

(4) Examining the state of facility infrastructure, including safety features and therapeutic environments;

(5) Reviewing existing program development efforts and their outcomes; and

(6) Identifying potential funding gaps and recommending strategies to ensure adequate support for these facilities.

Retirement Committee

LR96 (Retirement Committee) Interim study to examine the Nebraska Public Employees Retirement Systems administered by the Public Employees Retirement Board

Purpose: The purpose of this resolution is to propose an interim study to examine the Nebraska Public Employees Retirement Systems administered by the Public Employees Retirement Board, including the State Employees Retirement System of the State of Nebraska, the Retirement System for Nebraska Counties, the School Employees Retirement System of the State of Nebraska, the Nebraska State Patrol Retirement System, the Nebraska Judges Retirement System, and the retirement system administered under the Class V School Employees Retirement Act. The study shall examine issues as they relate to the funding needs, benefits, contributions, and administration of each retirement system.

LR97 (Retirement Committee) Interim study to carry out the provisions of section 13-2402, which requires the Nebraska Retirement Systems Committee to monitor underfunded defined benefit plans administered by political subdivisions

Purpose: The purpose of this resolution is to propose an interim study to carry out the provisions of section 13-2402, which requires the Nebraska Retirement Systems Committee to monitor underfunded defined benefit plans administered by political subdivisions. The study shall include a public hearing for the presentation of reports by political subdivisions with underfunded defined benefit plans.

LR98 (Retirement Committee) Interim study to examine issues within the jurisdiction of the Nebraska Retirement Systems Committee

Purpose: The purpose of this resolution is to propose an interim study to examine any issues within the jurisdiction of the Nebraska Retirement Systems Committee of the Legislature that may arise during the interim.

LR230 (Lonowski) Interim study to examine options for allowing retired teachers to return to intermittent work at a school

Purpose: The purpose of this resolution is to propose an interim study to examine options for allowing retired teachers to return to intermittent work at a school for more than eight days per month during their bona fide one hundred eighty-day separation period from their employer.

Revenue Committee

LR126 (von Gillern) Interim study to examine the impact of certain tax incentive programs currently in effect in Nebraska

Purpose: The purpose of this resolution is to conduct an interim study to examine the impact of certain tax incentive programs currently in effect in Nebraska. The study shall evaluate the Nebraska Advantage Act and ImagiNE Nebraska Act in terms of their function, impact upon Nebraska's economy and communities, as well as business and industrial sectors, and influence upon overall tax receipts and the state's budgeting process. The study shall include, but is not limited to, an examination of the following:

(1) The impact of the Nebraska Advantage Act and ImagiNE Nebraska Act on state revenue;

(2) The utilization of tax credits under the Nebraska Advantage Act and ImagiNE Nebraska Act since their passage;

(3) The effectiveness of the Nebraska Advantage Act and ImagiNE Nebraska Act in promoting growth in business, industry, and employment in Nebraska; and

(4) The future of a cohesive and sustainable economic development and business attraction strategy to drive growth in Nebraska. In conducting this interim study, the Revenue Committee may confer with state agencies, other standing committees of the Legislature, and relevant stakeholders, including, but not limited to, representatives from the business community, economic development community, and local municipalities.

LR255 (Andersen) Interim study to examine the fiscal, constitutional, and administrative implications of adopting LR12CA, 2025, which proposes reforms to Nebraska's property tax system

Purpose: The purpose of this resolution is to propose an interim study to examine the fiscal, constitutional, and administrative implications of adopting Legislative Resolution 12CA, One Hundred Ninth Legislature, First Session, 2025, as amended by proposed amendment AM1101, which proposes significant reforms to Nebraska's property tax system and underlying constitutional language. The study shall include, but need not be limited to, an examination of the following:

(1) The fiscal and distributional impacts of capping the annual increase in property taxes levied on any parcel of real property by the allowable growth percentage, defined as the lesser of three percent or the Consumer Price Index for All Urban Consumers;

(2) The legal and constitutional implications of substituting the current uniform and proportional clause of Article VIII, section 1, of the Constitution of Nebraska, with a system that establishes full taxable value based on the 2025 assessed value or purchase price following a change of ownership;

(3) The practical challenges and administrative viability of implementing a static assessed value system for real property, including mechanisms for adjustment upon sale or new construction;

(4) The impact of such a system on taxpayer equity, particularly among similarly situated properties with different ownership timelines, and the resultant tax disparities;

(5) The implications of the proposed valuation structure on revenue predictability and budgeting processes for schools, counties, municipalities, and other local political subdivisions;

(6) The definition clarity and scope of terms, including, but not limited to, "purchase", "change of ownership", and "new construction", and the exemption for spousal transfers;

(7) The comparative evaluation of similar models in other states, such as California's Proposition 13, Florida's Save Our Homes amendment, and Oklahoma's property tax limitations, and the lessons they may offer for Nebraska;

(8) The potential impact on housing affordability and accessibility for young people, first-time homebuyers, fixed-income homeowners, and individuals attempting to enter the housing market during a period of high home prices and limited supply;

(9) The effects on agricultural producers and rural landowners, particularly regarding the classification, valuation, and long-term tax obligations for farmland and horticultural property; and

(10) Stakeholder concerns and input from assessors, local governments, school districts, taxpayer advocacy organizations, and the Department of Revenue regarding feasibility and unintended consequences. In conducting this interim study, the Revenue Committee may consult with legal experts, tax policy professionals, economists, state agencies, and relevant stakeholders to ensure a comprehensive evaluation of the proposed reforms.

Transportation Committee

LR157 (DeBoer) Interim study to examine and monitor issues relating to broadband and broadband deployment in Nebraska

Purpose: The purpose of this resolution is to propose an interim study to examine and monitor issues relating to broadband and broadband deployment in Nebraska. This study shall include, but need not be limited to, an examination of the following:

(1) Projects being undertaken as a part of any state or federal effort for the expansion of broadband availability in Nebraska, including, but not limited to, an examination of changing federal requirements for various programs and any delays such changes may cause;

(2) Cooperation across jurisdictions on the shared goal of ensuring broadband is available for all Nebraskans;

(3) Resiliency and redundancy in the broadband networks being built to ensure Nebraskans have consistent access to broadband services;

(4) The changing regulatory landscape with regard to broadband services, the necessity of the state to provide oversight to protect the interests of Nebraska consumers, the necessity of related regulations in Nebraska, and where efficiencies can be found to speed up the deployment of broadband services; and

(5) Other issues relating to broadband expansion in Nebraska.

LR254 (Clements) Interim study to examine potential adjustments to the collection of motor vehicle tax, motor vehicle tax distribution schemes, motor vehicle fees, and other revenue sources due to the potential elimination of the Nebraska inheritance tax

Purpose: The purpose of this resolution is to propose an interim study to examine potential adjustments to the collection of motor vehicle tax, motor vehicle tax distribution schemes, motor vehicle fees, and other revenue sources due to the potential elimination of the Nebraska inheritance tax. The study shall include, but need not be limited to, an examination of the following:

(1) The current motor vehicle tax distribution, motor vehicle fees and distribution, civil fees and other revenue sources;

(2) The potential adjustment to such current revenue sources to provide adequate funds for necessary county government duties and services; and

(3) The potential elimination of unnecessary costly statutory requirements for counties related to motor vehicles.

In conducting this interim study, the Transportation and Telecommunications Committee of the Legislature may confer with other standing committees of the Legislature, state agencies, county officials and employees, and other stakeholders.

June 4, 2025

SENT VIA EMAIL

Dear Superintendent,

We are writing to every school district today in light of Governor Pillen's signing of Legislative Bill 89 into law. We are writing to remind you of your duties to all students in Nebraska, regardless of their sex or gender identity. It is the responsibility of your school district to ensure that trans students are supported, and their learning environment is free of discrimination.

LB 89 discriminates against transgender student athletes and prevents them from fully participating in school, including students who have been or hoped to be part of sports teams in your schools. However, your obligation to comply with state law should not run afoul of existing antidiscrimination laws and policies.

Nebraska law prohibits discrimination or segregation on the basis of "race, color, sex, religion, national origin, disability, or ancestry" in any place of public accommodation.[1] Places of public accommodation include a "sports arena, stadium, or other place of exhibition or entertainment"[2] and "any public facility owned, operated, or managed by or on behalf of this state or any agency or subdivision thereof, or any public corporation, and any such facility supported in whole or in part by public funds."[3]

Your obligation to implement LB 89 does not require or empower schools to prohibit or restrict access to places of public accommodation based on sex or gender identity, including against those who are visiting from out-of-state or who are non-Nebraskan residents. The Nebraska State Activities Association (NSAA) has existing policy relating to the participation of transgender students in school athletics. We anticipate that the NSAA policy will likely update in alignment with LB 89's passage and guidance issued by the federal Department of Education, but that should continue to serve as a resource as you draft your school's policy.

We urge you to share this information with your boards and ensure that all students and members of the public who may visit, use, or enter your schools and facilities have equal access and opportunity without facing undue discrimination. We appreciate your work educating Nebraska's students and your partnership in ensuring protection of the rights of students.

If we can be of any help in addressing any questions you have related to this topic, please reach out.

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[1] Neb. Rev. Stat. § 20-132
[2] Neb. Rev. Stat. § 20-133(4)
[3] Neb. Rev. Stat. § 20-133(5)

Sincerely,

Mindy Rush Chipman
mrushchipman@aclunebraska.org
Executive Director
ACLU of Nebraska

Abbi Swatsworth
abbi@outnebraska.org
Executive Director
OutNebraska

About the ACLU of Nebraska: For nearly 60 years in Nebraska, the ACLU has worked in our courts, legislature, and communities to protect the constitutional and individual rights of all people. With a nationwide network of offices and millions of members and supporters, we take up the toughest human rights, civil rights and civil liberties fights. Beyond one person, party, or side—we the people dare to create a more perfect union. The ACLU of Nebraska protects the constitutional rights of all students to equal educational opportunities, regardless of race, sex, gender identity, national origin or socioeconomic status.

About OutNebraska: For almost 15 years, OutNebraska has worked to celebrate and empower the LGBTQ+ community throughout our great state. Our vision is a Nebraska that honors the full spectrum of LGBTQ+ people. Advocating for queer youth is vital to our mission. We are proud to partner with the ACLU to share important information and as a resource while building learning environments where all students can thrive.

1002
Creation, Amendment and Distribution of Policies

Each of these policies shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board.

It shall generally be the practice of the board to adopt or amend any policy after a single reading at any regular or special board meeting. However, the board may, in its discretion, review policies at multiple meetings prior to taking action.

The superintendent shall maintain an official copy of the board's policies, which may be in paper copy in the central office or on the district's website or electronic board meeting site. For any policies with specific review, hearing, or posting requirements, the superintendent will ensure those obligations are completed. The superintendent will also ensure all board members have access to a copy of the district's policies.

Adopted on: _____
Revised on: _____
Reviewed on: _____

1002
Creation, Amendment and Distribution of Policies

Each of these policies shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board.

It shall generally be the practice of the board to adopt or amend any policy after a single reading at any regular or special board meeting. However, the board may, in its discretion, review policies at multiple meetings prior to taking action.

~~Each policy shall bear the date when it was adopted, revised or reviewed.~~

The superintendent shall ~~distribute copies of these policies to all members of the board, maintain a master copy in the central office, and see to it that the policies are maintained on the school district's web site~~maintain an official copy of the board's policies, which may be in paper copy in the central office or on the district's website or electronic board meeting site. For any policies with specific review, hearing, or posting requirements, the superintendent will ensure those obligations are completed. The superintendent will also ensure all board members have access to a copy of the district's policies.

~~**Annual Review**~~

~~The board shall review all policies at least once every three years. Nebraska statutes require an annual review and/or hearing to solicit public comment on these specific policies:~~

~~Parental Involvement Policy~~

~~Title I Parental Involvement Policy~~

~~(NOTE: These first two are distinct parental involvement policies, and both must be reviewed annually.)~~

~~Student Fees Policy~~

~~Bullying~~

~~Multicultural Education~~

~~Student Assessment~~

~~Teacher Evaluation~~

~~Student Academic Performance~~

~~Safety and Security Committee~~

~~Attendance and Excessive Absenteeism~~

~~The board may update or add policies as needed. The board shall determine the number of copies of policies to be made and their distribution. The superintendent shall maintain an up-to-date master copy of the policies in the main administrative office. Unless otherwise directed by the board, the master copy shall be considered the official district policy manual.~~

Adopted on: _____
Revised on: _____
Reviewed on: _____

2006
Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those 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 in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

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 complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

    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 be submitted to the applicable 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 coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, 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 involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

a) The appeal must be in writing.

b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that

may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

a) When the complaint is about a board policy, not implementation of the policy;
b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

d) This appeal must be in writing.

e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.

f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint or appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

g) The board president will notify the complainant and any other person legally required to receive the decision in writing of the decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

   a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

   b) Determine whether the complainant has discussed the matter with the superintendent.

      1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

      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 or must be pursued further.

   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 by the full board.

   d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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. Individuals who file complaints (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 or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2006
Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those 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 in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

~~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~~Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

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 complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

    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 be submitted to the applicable 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 coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, 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 involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. ~~This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.~~

a) The appeal must be in writing.

b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the

complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

   a) When the complaint is about a board policy, not implementation of the policy;
   b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
   c) When the board is required by law, policy, or contract to hear a complaint or appeal.

   If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

   d) This appeal must be in writing.

   e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.

   f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint or appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

   g) The board president will notify the complainant and any other person legally required to receive the decision in

writing of the decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

h) There is no appeal from any decision of the board unless authorized by law.

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a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

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 or must be pursued further.

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 by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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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. Individuals who file complaints (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 or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2008
Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

    a. The board shall hold its regular meetings on or before the third Monday of each month.

    b. Special and emergency meetings may be called as provided by law.

    c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) published in a newspaper of general circulation within the district that is finalized for printing prior to the time and date of the meeting, (2) posting on the newspaper's website, if available, and (3) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers.

Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

Newspapers of general circulation in the district include the Ravenna News, Kearney Hub, Grand Island Independent, & Omaha World-Herald. Such notice

shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, (2) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.

b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session,

and the record shall state how each member voted, or if the member was absent or not voting.

c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2008
Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

    a. The board shall hold its regular meetings on or before the third Monday of each month.

    b. Special and emergency meetings may be called as provided by law.

    c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) published in a newspaper of general circulation within the district that is finalized for printing prior to the time and date of the meeting, (2) posting on the newspaper's website, if available, and (3) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers.

Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

Newspapers of general circulation in the district include the ~~_____~~. Ravenna News, Sherman County Times, Kearney Hub,

Grand Island Independent, & Omaha World-Herald. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, (2) request the newspaper submit a post on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting and the written request to the newspaper.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.

b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.

c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: July 8, 2024
Revised on: July 14, 2024
Reviewed on: July 14, 2024

3003
Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than $109,000

A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than $109,000.
B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than $109,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds $109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds $144,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.

2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.

3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3003
Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than $109,000

A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than $109,000.
B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than $109,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds $109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds $144,000 ~~$118,000.~~

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.

2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.

3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. **Purchases up to $10,000 (Micro-Purchases)**

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed $10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. **Purchases between $10,000 and $250,000 (Simplified Acquisition Procedures)**

Simplified acquisitions are purchases that, in the aggregate amount, are more than $10,000 and less than $250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. **Purchases Over $250,000**

a) Sealed Bids (Formal Advertising)

For purchases over $250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over $250,000, the district will retain an explanation for that decision.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of $250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. **Noncompetitive Proposals (Sole Sourcing)**

a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1) The procurement transaction can only be fulfilled by a single source;

2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;

3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or

4) After solicitation of a number of sources, competition is determined inadequate.

b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.

c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds $250,000.

5. **Competitive Proposals.**

a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;

2) Proposals must be solicited from an adequate number of qualified sources; and

3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.

c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over $25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of $25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or $10,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or $10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

    a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and

    b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;

4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of $10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to $500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

Commented [1]: 2 CFR Part 200, Subpart E

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior

approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

(1) Are verifiable from the non-Federal entity's records;
(2) Are not included as contributions for any other Federal award;
(3) Are necessary and reasonable for accomplishment of project or program objectives;
(4) Are allowable under subpart E (Cost Principles) of this part;
(5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
(6) Are provided for in the approved budget when required by the Federal awarding agency; and
(7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local

funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

(1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
(2) Be incorporated into official records;
(3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
(4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
(5) Comply with the established accounting policies and practices of the District and
(6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d).
The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

    a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show

compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. **Purchases up to $10,000 (Micro-Purchases)**

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed $10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. **Purchases between $10,000 and $250,000 (Simplified Acquisition Procedures)**

Simplified acquisitions are purchases that, in the aggregate amount, are more than $10,000 and less than $250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. **Purchases Over $250,000**

a) Sealed Bids (Formal Advertising)

For purchases over $250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over $250,000, the district will retain an explanation for that decision.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of $250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. **Noncompetitive Proposals (Sole Sourcing)**

a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1) The procurement transaction can only be fulfilled by a single source;

2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;

3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or

4) After solicitation of a number of sources, competition is determined inadequate.

b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.

c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds $250,000.

5. **Competitive Proposals.**

a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;

2) Proposals must be solicited from an adequate number of qualified sources; and

3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.

c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over $25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of $25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or $10,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or $10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

    a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and

    b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;

4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of $10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to $500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

Commented [1]: 2 CFR Part 200, Subpart E

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior

approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

(1) Are verifiable from the non-Federal entity's records;
(2) Are not included as contributions for any other Federal award;
(3) Are necessary and reasonable for accomplishment of project or program objectives;
(4) Are allowable under subpart E (Cost Principles) of this part;
(5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
(6) Are provided for in the approved budget when required by the Federal awarding agency; and
(7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local

funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

(1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
(2) Be incorporated into official records;
(3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
(4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
(5) Comply with the established accounting policies and practices of the District and
(6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d).
The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

    a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to

facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3023
Record Management and Retention

The school district will comply with all federal record retention requirements, the Nebraska Records Management Act, and with Schedules 10 and 24 of the Nebraska Secretary of State's Records Management Division. These requirements apply to both physical and digital records. When permitted by Schedule 10 and Schedule 24 of the Nebraska Secretary of State's Office, records will be transferred to durable electronic media for long-term storage.

Special Rules Related to Electronic Forms of Communication. Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to the district's overall operation. E-mail and other forms of electronic communication which is subject to retention under the Nebraska Records Management Act may be moved to a storage method other that their original format. Each individual who creates or receives electronic communications that belong to or pertains to the operation of the district is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.

Option 2 : The district will archive all Google Apps data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator or other designated individual will be able to retrieve electronic communication and other electronically stored information which has been vaulted.

School-affiliated Social Media Posts. Communication on school-affiliated social media accounts are considered short-term communications pursuant to the Records Management Act. As such, they will be retained in their original form on the vendor's system and will not be deleted by the user for at least 6 months. Individuals who are uncertain as to whether a specific social media account is "school-affiliated" should refer to the Board's policy on Staff and District Social Media Use contained elsewhere in these policies.

Special Rules Related to Security Camera Footage. Video footage from security cameras is generally considered working papers under the Records Management Act, and will be overwritten consistent with the district's audio and video recording policy. Video footage which captures an event of educational or behavioral significance and contains personally-identifiable

information will be maintained by the school district pursuant to its policy on student records.

Student Records. The retention of student records is also governed by the board's policy on student records.

Records Regarding Pending or Threatened Litigation. When litigation against the district or its employees is filed or threatened, the district will take all reasonable action to preserve all documents and records that pertain to the issue. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

Federal Award Records. The district will retain federal award records as required by 2 C.F.R. § 200.334. This includes retaining all federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the district will retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records.

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3023
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The school district will comply with all federal record retention requirements, the Nebraska Records Management Act, and with Schedules 10 and 24 of the Nebraska Secretary of State's Records Management Division. These requirements apply to both physical and digital records. When permitted by Schedule 10 and Schedule 24 of the Nebraska Secretary of State's Office, records will be transferred to durable electronic media for long-term storage.

Special Rules Related to Electronic Forms of Communication. Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to the district's overall operation. E-mail and other forms of electronic communication which is subject to retention under the Nebraska Records Management Act may be moved to a storage method other that their original format. Each individual who creates or receives electronic communications that belong to or pertains to the operation of the district is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.

Option 1 - use if the district uses subscription Google Apps but has not activated Vault: Due to the nature and volume of forms of electronic communication related to the operation of the district, transitory or multiple copies of electronic communication will be retained with metadata intact for 30 days. After this time, the electronically stored information with metadata intact shall be subject to overwriting or deletion from the district's electronic files and records, except as otherwise required by these polices or state and federal law.

Option 2 – use if the district has a Subscription to Google Apps with Vault activated: The district will archive all Google Apps data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator or other designated individual will be able to retrieve electronic communication and other electronically stored information which has been vaulted.

Option 3 – use if the district uses Office 365: Office 365 allows your system administrator to tailor complete data retention policies for data and communications inclusive of the Office 365 sphere. You will need to check with your system administrator to see how he or she has set the retention for

electronically stored information. If the system administrator has selected the minimum retention options, you can adopt Option 1 above and if the system administrator has selected complete retention, you can adopt the following: The district will archive all Office 365 data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator will be able to retrieve electronic communication which has been deleted.

Option 4 – use if the district does not use a hosted e-mail service: The district's data storage capacity is limited. Therefore, electronic communication will only be retained on District resources in its original form with its metadata intact for a period of 60 days from the date the electronic communication is created.

School-affiliated Social Media Posts. Communication on school-affiliated social media accounts are considered short-term communications pursuant to the Records Management Act. As such, they will be retained in their original form on the vendor's system and will not be deleted by the user for at least 6 months. Individuals who are uncertain as to whether a specific social media account is "school-affiliated" should refer to the Board's policy on Staff and District Social Media Use contained elsewhere in these policies.

Special Rules Related to Security Camera Footage. Video footage from security cameras is generally considered working papers under the Records Management Act, and will be overwritten consistent with the district's audio and video recording policy. Video footage which captures an event of educational or behavioral significance and contains personally-identifiable information will be maintained by the school district pursuant to its policy on student records.

Student Records. The retention of student records is also governed by the board's policy on student records.

Records Regarding Pending or Threatened Litigation. When litigation against the district or its employees is filed or threatened, the district will take all reasonable action to preserve all documents and records that pertain to the issue. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

Federal Award Records. The district will retain federal award records as required by 2 C.F.R. § 200.334. This includes retaining all federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the district will retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3026
Handbooks

The school district's handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. The district's handbooks are an extension of these policies and have the force and effect of board policy when approved by the board of education. Although the board may approve the handbooks annually, the administration has the authority to change the contents of any handbook without board approval so long as the changes are consistent with board policy.

The administration may provide only the amendment to the individuals affected by the change without providing them with the full handbook unless required by law.

None of the district's handbooks creates a "contract" between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

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3026
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The administration may provide only the amendment to the individuals affected by the change without providing them with the full handbook unless required by law.

None of the district's handbooks creates a "contract" between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

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Revised on: _____
Reviewed on: _____

3036
Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board will determine the type of purchasing card or cards to be used in the program and may contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is $1,000, unless the superintendent or business manager authorize exceeding that amount.

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: business manager and superintendent. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school may also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees making a purchasing card purchase must submit an itemized receipt ***and*** a purchasing card receipt to the school district. The itemized receipt must include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. ***A non-itemized credit card receipt alone is not sufficient.*** Designated school personnel shall maintain the documentation for at least 7 years or as otherwise required by Schedule 10 – Local School Districts or Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees must maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account must be immediately closed and he or she must return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase must reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, and the business manager will conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy will be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee will provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase must be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3036
Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board will determine the type of purchasing card or cards to be used in the program and may contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses and [insert other standing authorized expenditures]. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is $[insert amount].

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: _____. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school may also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees ~~seeking reimbursement for~~ making a purchasing card purchase must submit an itemized receipt ***and*** a purchasing card receipt to the school district. The itemized receipt must include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. ***A non-itemized credit card receipt alone is not sufficient.*** Designated school personnel shall maintain the documentation for at least 7 years or as otherwise required by Schedule 10 – Local School Districts or Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees must maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account must be immediately closed and he or she must return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase must reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, and _____ will conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy will be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee will provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase must be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3043
Design-Build Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

I. **Definitions.** For purposes of this policy:

A. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.

B. **Board** means the District's Board of Education.

C. **Department** means the Nebraska Department of Education.

D. **Design-Build Contract** (D-B Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the Act and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.

E. **Design-Builder** means the legal entity which proposes to enter into a D-B Contract which is subject to qualification-based selection pursuant to the Act.

F. **District** means Ravenna Public Schools.

G. **Letter of Interest** means a statement indicating interest to enter into a D-B Contract for a project pursuant to the Act.

H. **NEARA** means the Nebraska Engineers and Architects Regulation Act.

I. **Performance-Criteria Developer** (PCD) means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the NEARA who is selected by the District to assist the District in the development of Project Performance Criteria, Requests for Proposals, evaluation of Proposals, evaluation of the construction under a D-B Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

J. **Project Performance Criteria** means the performance requirements of the project suitable to allow the Design-Builder to make a proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development

requirements, provisions for utilities, storm water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.

K. **Proposal** means an offer in response to a Request for Proposals (RFP) by a Design-Builder to enter into a D-B Contract for a project pursuant to the Act.

L. **Qualification-based selection process** means a process of selecting a design-builder based first on the qualifications of the design-builder and then on the design-builder's proposed approach to the design and construction of the project;

M. **Request for letters of interest** means the documentation or publication by which the District solicits letters of interest;

N. **Superintendent** means the District's Superintendent of Schools, or his or her designee.

II. **Resolution to Select Design-Build.** The Board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps described below.

A. For a project, in whole or in part, for water, wastewater, utility, or sewer construction, the resolution shall include a statement that the District has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

III. **Selecting and Hiring a Performance-Criteria Developer (PCD)**

A. **Selecting the Most Qualified PCD for Contract Negotiations.** The required procedures for selecting the most qualified PCD for contract negotiations differ depending on the magnitude of the District's estimate of the project's basic construction cost, as described in this section A.

1. **Project Cost $896,000 and Below.** For a project whose basic construction cost is estimated by the District to be $896,000 or less, the District will use the following procedures for identifying the most qualified PCD:

a. The Superintendent will solicit statements of qualification from potential PCDs. Such solicitation shall include a general description of the project and shall indicate how interested individuals or firms can apply for consideration by the District. The Superintendent may, but is not required to, give public notice of such solicitation.

b. Based on the statements of qualifications and any other relevant information that the Superintendent receives, the Superintendent shall make a finding identifying the applicant most qualified to serve as the PCD for the project based on the applicant's capabilities to perform, adequacy of personnel, past record and performance, experience, and such other factors as may be determined by the Superintendent to be applicable to the District's particular requirements for the project.

c. Following such finding, the Superintendent shall recommend to the Board that it negotiate a contract with the applicant so identified.

2. **Project Cost in Excess of $896,000.** For a project whose basic construction cost is estimated by the District to exceed $896,000, the District will use the following procedures for identifying the most qualified PCD:

   a. The District will encourage individuals or firms who desire to provide professional services to the District as its PCD for the project to submit a statement of qualifications. At least fifteen (15) days prior to the deadline to respond, the District will publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:

      i. A general description of the project;

      ii. How interested firms can apply for consideration by the District; and

      iii. The date by which individuals or firms must submit their statements of qualifications; and

      iv. A statement that any individual or firm applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.

   b. To apply to be the District's PCD, applicants must submit a current statement of qualifications to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.

   c. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an

applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; equipment and facilities; promptness; the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it in accordance with its terms.

d. The Board will evaluate each qualified applicant's statement of qualifications and any other relevant the District has received. The Board will conduct discussions with, and may require public presentations by, at least three applicants regarding their qualifications, approach to the project, and ability to furnish the required service.

e. The Board will select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors identified above.

B. **Negotiating a Contract with the PCD.** The Board shall negotiate a contract with the most qualified applicant (identified via the procedures above) for professional services at compensation that the Board determines is fair and reasonable. In making such determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.

1. **Prohibition Against Contingent Fees.** The contract between the District and the PCD must contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee

working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.

C. **Effect of Unsuccessful Negotiations**

1. If the Board is unable to negotiate a satisfactory contract with the applicant to be the most qualified at a price the Board determines to be fair and reasonable, negotiations with that applicant shall be formally terminated. The Board shall then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified firm, the Board shall terminate negotiations with such applicant. The Board shall then undertake negotiations with the third most qualified applicant.
2. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, the Board shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.

D. **Board-Designated Committee.** The Board may may designate a committee to carry out any or all of the Board's duties under this PCD selection and hiring section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

E. **Open Meetings Act.** The public shall not be excluded from the meetings or proceedings under this section in accordance with the Open Meetings Act.

F. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as PCD.

G. The PCD is prohibited from being employed by or having any financial or other interest in a Design-Builder that will submit a proposal.

IV. Pre-Qualifying Design-Builders

A. **Letters of Interest.** The District shall prepare a request for Letters of Interest, which request shall:

1. Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest.
2. Be published in a newspaper of general circulation within the District at least thirty (30) days prior to the deadline for receiving letters of interest; and
3. Be sent by first-class mail to any Design-Builder upon request.

B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-Builders based on the information submitted to the District in response to the request for letters of interest.

C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.

D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; equipment and facilities; promptness; the quality of work previously done; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the Design-Builder could perform it in accordance with its terms.

V. Preparing Requests for Proposals (RFP).

The District, with the assistance of the PCD, will prepare the RFP, which shall contain:

A. The identity of the District for which the project will be built and the District that will execute the design-build contract;

B. A copy of this Design-Build Contact Policy and all other policies related to the D-B Contract;

C. The proposed terms and conditions of the D-B Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The

proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;

D. A project statement which contains information about the scope and nature of the project;

E. Project Performance Criteria;

F. Budget parameters for the project;

G. Any bonds and insurance required by law or as may be additionally required by the District;

H. The criteria for evaluation of Proposals and the relative weight of each criterion;

I. A requirement that the Design-Builder provide a written statement of the Design-Builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;

J. A requirement that the Design-Builder agree to the following conditions:

1. An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;

2. At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;

3. The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;

4. A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and

5. The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the NEARA; and

K. Other information which the District chooses to require.

VI. **Notice of RFP.** At least thirty (30) days prior to the deadline for receiving and opening proposals, the District shall cause a Notice of RFP to be:

A. Published in a newspaper of general circulation within the District;

B. Filed with the Department; and

C. Sent directly to the prequalified Design-Builders only.

VII. **Preparing and Submitting Proposals**

A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.

B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.

C. Proposals may be withdrawn at any time prior to acceptance.

D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

VIII. **Evaluating Proposals**

A. The District may only proceed to negotiate and enter into a D-B Contract if there are at least two proposals from prequalified Design-Builders.e

B. The Board shall designate members of a selection committee, which shall include at least five persons. Members of the selection committee must include:

1. One or more members of the Board;
2. One or more members of the District's administration or staff;
3. The PCD;
4. Any person having special expertise relevant to selection of a Design-Builder or construction manager under the Act; and
5. A resident of the District other than an individual included in subdivisions (1) through (4) of this subsection.

A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a Design-Builder who has a Proposal being evaluated and shall not be employed by the District or the PCD.

C. The District shall refer the Proposals for recommendation to the selection committee.

D. The selection committee and the District shall evaluate Proposals taking into consideration the criteria enumerated in subsections (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

1. The financial resources of the design-builder to complete the project **(ten percent)**;
2. The ability of the proposed personnel of the design-builder to perform **(ten percent)**;
3. The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(ten percent)**;
4. The quality of performance on previous projects **(thirty percent)**;
5. The ability of the design-builder to perform within the time specified **(ten percent)**;
6. The previous and existing compliance of the design-builder with laws relating to the contract **(ten percent)**; and
7. Such other information as may be secured having a bearing on the selection **(ten percent)**.

NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the Design-Build method for a specific project, or at a later time but before the RFP is published and sent out.

E. The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

F. The District shall then evaluate and rank each Proposal on the basis of best meeting the criteria in the RFP and taking into consideration the recommendation of the selection committee.

IX. Negotiating a Design-Build Contract

A. The District may attempt to negotiate a D-B Contract with the highest ranked Design-Builder selected by the District and may enter into a Design-Build contract after negotiations.

B. The negotiations shall include a final determination of the manner by which the Design-Builder selects a subcontractor

C. If the District is unable to negotiate a satisfactory D-B Contract with the highest ranked Design-Builder, the District may terminate negotiations

with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a D-B Contract after negotiations.

D. If the District is unable to negotiate a satisfactory contract with the second highest ranked Design-Builder, the District may undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a D-B Contract after negotiations.

E. If the District is unable to negotiate a satisfactory contract with any of the ranked Design-Builders, the District may either revise the RFP and solicit new proposals or cancel the Design-Build process under the Act.

F. If the District is able to negotiate a satisfactory D-B Contract with a Design-Builder, the District shall file a copy of all D-B Contract documents with the Department within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the Design-Builder shall file a copy of all contract modifications and change orders with the Department.

X. Formal Protests Relating to the Solicitation or Execution of D-B Contracts

A. **Definitions**. For this section on "Formal Protests Related to the Solicitation of Execution of D-B Contracts" the following definitions apply:

1. **Interested party** shall mean an actual or prospective Design-Builder whose direct economic interest would be affected by the award of a contract by the District to another party or by the failure of the District to award a contract to such actual or prospective Design-Builder.

2. **Protest** shall mean a written objection by an interested party on any phase of the bidding procurement process, including specification, preparation, performance criteria development, RFP, pre-qualification, ranking, contract negotiations, and award.

B. **Right to Protest**. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after the event giving rise to the protest. Protests based on alleged apparent improprieties in a solicitation or other request for Proposals must be filed before Proposal opening or the deadline for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the Design-Builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

1. The name and address of the interested party;
2. Appropriate identification of the relevant solicitation, and if a Proposal has been opened, its number, and date of opening;
3. A detailed statement of reasons for the protest;
4. Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
5. The action(s) the protestor desires the District to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The District shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

C. **Authority to Resolve Protests**. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other Design-Builders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.

D. **Board Appeal Procedures**. Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative

review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The Board shall consider the Decision of the Superintendent and shall make the final decision on the protest. The Board's decision shall be final.

XI. **Refinements and Changes**. A D-B Contract may be conditioned upon later refinements in scope and price and may permit the District in agreement with the Design-Builder to make changes in the project without invalidating the D-B Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

XII. **Adherence to Performance Criteria**. Throughout the project, the PCD shall remain engaged on the project and shall be responsible for monitoring the Design-Builder's adherence to the Performance Criteria in the Design-Builder's performance of the D-B Contract. Upon PCD's observation that the Design-Builder's performance of the D-B Contract has or is reasonably likely to materially diverge from the Performance Criteria, the PCD shall promptly notify the District of such observation and the basis for the same.

XIII. **Projects Excluded**. The District shall not use a Design-Build Contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3043
Design-Build Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

~~The board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.~~

I. **Definitions.** For purposes of this policy:

A. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.

~~A.~~B. **Board** means the District's Board of Education.

~~B.~~C. **Department** means the Nebraska Department of Education.

~~C.~~D. **Design-Build Contract** (~~DB~~D-B Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the ~~Nebraska Political Subdivisions Construction Alternatives Act (Act)~~Act and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.

~~D.~~E. **Design-Builder** means ~~a~~the legal entity which proposes to enter into a ~~DB~~D-B Contract which is subject to qualification-based selection pursuant to the Act.

~~E.~~F. **District** means _____ Public Schools.

G. **Letter of Interest** means a statement indicating interest to enter into a D-B Contract for a project pursuant to the Act.

~~F.~~H. **NEARA** means the Nebraska Engineers and Architects Regulation Act.

~~G.~~I. **Performance-Criteria Developer** (PCD) means any person licensed or any organization issued a certificate of authorization to

practice architecture or engineering pursuant to the NEARA who is selected by the District ~~pursuant to this policy~~ to assist the District in the development of Project Performance Criteria, Requests ~~For~~for Proposals, evaluation of Proposals, evaluation of the construction under a ~~DB~~D-B Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

~~H.~~J. **Project Performance Criteria** means the performance requirements of the project suitable to allow the Design-Builder to make a ~~Proposal~~proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm ~~weather~~water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.

~~I.~~K. **Proposal** means an offer in response to a Request ~~For~~for Proposals ~~("~~(RFP~~")~~) by a Design-Builder to enter into a ~~DB~~D-B Contract for a project pursuant to the Act.

L. **Qualification-based selection process** means a process of selecting a design-builder based first on the qualifications of the design-builder and then on the design-builder's proposed approach to the design and construction of the project;

M. **Request for letters of interest** means the documentation or publication by which the District solicits letters of interest;

~~1. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.~~

~~J.~~N. ~~**Request for Proposals** (RFP) means the documentation by which the District solicits Proposals.~~**e**

~~K.~~O. **Superintendent** means the District's Superintendent of Schools, or his or her designee.

~~**Procedures.** The District shall follow the procedures below in connection with any DB Contract.~~

II. ~~**Rules and Procedures for Selecting and Hiring a PCD for a Specific Project.**~~ **Resolution to Select Design-Build.** The Board shall

adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps described below.

A. For a project, in whole or in part, for water, wastewater, utility, or sewer construction, the resolution shall include a statement that the District has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

III. Selecting and Hiring a Performance-Criteria Developer (PCD)

A. **Selecting the Most Qualified PCD for Contract Negotiations.** The required procedures for selecting the most qualified PCD for contract negotiations differ depending on the magnitude of the District's estimate of the project's basic construction cost, as described in this section A.

Project Cost $896,000 and Below. For a project whose basic construction cost is estimated by the

1. ~~The~~ District to be $896,000 or less, the District will use the following procedures for identifying the most qualified PCD:

   a. The ~~shall~~ Superintendent will solicit statements of qualification from potential PCDs. Such solicitation shall include a general description of the project and shall indicate how interested individuals or firms can apply for consideration by the District. The Superintendent may, but is not required to, give public notice of such solicitation.

   b. Based on the statements of qualifications and any other relevant information that the Superintendent receives, the Superintendent shall make a finding identifying the applicant most qualified to serve as the PCD for the project based on the applicant's capabilities to perform, adequacy of personnel, past record and performance, experience, and such other factors as may be determined by the Superintendent to be applicable to the District's particular requirements for the project.

   c. Following such finding, the Superintendent shall recommend to the Board that it negotiate a contract with the applicant so identified.

2. **Project Cost in Excess of $896,000.** For a project whose basic construction cost is estimated by the District to exceed $896,000,

the District will use the following procedures for identifying the most qualified PCD:

a. The District will encourage ~~eligible persons~~individuals or ~~organizations~~firms who desire to provide professional services to the District as ~~a~~its PCD for the project to submit a statement of qualifications ~~and performance data to the District.~~ . At least ~~thirty~~fifteen (15) days prior to ~~selecting and hiring a PCD~~the deadline to respond, the District ~~shall~~will publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:

   i. A general description of the ~~Design-Build~~ project; ~~Directions regarding how~~
   ii. How interested ~~persons or organizations~~firms can apply for consideration by the District; and
   iii. The date by which ~~persons~~individuals or ~~organizations~~firms must submit their ~~applications~~statements of qualifications; and
   iv. A statement that any ~~person~~individual or ~~organization~~firm applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.

b. To apply to be the District's PCD, applicants must submit a current statement of qualifications ~~and performance data~~ to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.

c. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; ~~experience;~~ equipment and facilities; promptness~~, and~~; the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are

found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it ~~strictly~~ in accordance with its terms ~~capabilities to perform~~.

d. The Board ~~shall~~will evaluate each qualified applicant's ~~current~~ statement of qualifications and ~~performance data.~~any other relevant the District has received. The Board ~~shall~~will conduct discussions with, and may require public presentations by ~~no less than~~, at least three applicants regarding their qualifications, approach to the project, and ability to furnish the required service~~, and other factors identified above~~.

e. The Board ~~shall~~will select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors ~~outlined~~identified above.

~~L.~~B. **Negotiating a Contract with the PCD.** The Board shall negotiate a contract with the most qualified applicant (identified via the procedures above) for professional services at compensation that the Board determines is fair and reasonable. In making such determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.

Prohibition Against Contingent Fees. The contract between the District and the PCD must

~~A. If the Board is unable to negotiate a satisfactory contract with the applicant considered to be the most qualified at a price the Board determines to be fair and reasonable, it shall terminate negotiations with that applicant. The Board may then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified applicant, it shall terminate negotiations with that applicant. The~~

~~Board shall then undertake negotiations with the third most qualified applicant.~~

~~B. it shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.~~

~~M.~~C. ~~The Board may designate a committee to carry out any or all of the Board's duties under the PCD selection section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.~~

~~C. The public shall not be excluded from the meetings or proceedings under this section of this policy in accordance with the Open Meetings Act.~~

1. ~~The contract between the District and the PCD shall~~ contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.

D. **Effect of Unsuccessful Negotiations**

1. If the Board is unable to negotiate a satisfactory contract with the applicant to be the most qualified at a price the Board determines to be fair and reasonable, negotiations with that applicant shall be formally terminated. The Board shall then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified firm, the Board shall terminate negotiations with such applicant. The Board shall then undertake negotiations with the third most qualified applicant.

If the Board is unable to negotiate a satisfactory contract with any of the selected applicants,

2. the Board shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.

~~N.~~E. **Board-Designated Committee.** The Board may may designate a committee to carry out any or all of the Board's duties under this PCD selection and hiring section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

F. **Open Meetings Act.** The public shall not be excluded from the meetings or proceedings under this section in accordance with the Open Meetings Act.

~~O.~~G. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as ~~a~~ PCD.

~~A~~

~~P.~~H. The PCD ~~may not be~~is prohibited from being employed by or ~~may not have a~~having any financial or other interest in a Design-Builder that will submit a ~~Proposal~~proposal.

~~**Procedures and standards to be used to prequalify**~~

~~II.~~IV. **Pre-Qualifying Design-Builders~~.~~

A. **Letters of Interest.** The District~~, with the help of the PCD,~~ shall prepare a request for ~~letters~~Letters of ~~interest. The~~ Interest, which request ~~for letters of interest~~ shall:

1. Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest~~;~~.
2. Be published in a newspaper of general circulation within the District at least thirty (30) days prior to the deadline for receiving letters of interest; and
3. Be sent by first-class mail to any Design-Builder upon request.

B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-

Builders based on the information submitted to the District in response to the request for letters of interest.

C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.

D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; ~~experience;~~ equipment and facilities; promptness~~, and~~; the quality of work previously done ~~by applicant~~; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the ~~applicant~~Design-Builder could perform it ~~strictly~~ in accordance with its terms ~~capabilities to perform~~.

~~**Procedures**~~

~~**2.**~~ **Preparing Requests for ~~the preparation and content of RFPs.~~**

~~III.~~V. **Proposals (RFP).** The District, with the ~~help~~assistance of the PCD, ~~shall~~will prepare the RFP, which shall contain:

A. The identity of the ~~school district~~ District for which the project will be built and the District that will execute the ~~Design-Build Contract;~~ design-build contract;

B. A copy of this Design-Build ~~Contract~~Contact Policy and all other policies ~~adopted by the District relating~~related to the ~~DB~~D-B Contract;

C. The proposed terms and conditions of the ~~DB~~D-B Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;

D. A project statement which contains information about the scope and nature of the project;

E. Project Performance Criteria;

F. Budget parameters for the project;

G. Any bonds ~~or~~and insurance required by law or as may be additionally required by the District;

H. The criteria for evaluation of Proposals and the relative weight of each criterion;

I. A requirement that the Design-Builder provide a written statement of ~~its~~the Design-Builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;

J. A requirement that the Design-Builder agree to the following conditions:

1. ~~(i)~~ An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;

2. ~~(ii)~~At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;

3. ~~(iii)~~ The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;

4. ~~(iv)~~ A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will~~:~~ (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and

5. ~~(v)~~ The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the ~~Act~~NEARA; and

K. Other information which the District chooses to require.

~~IV.~~VI. **Notice of RFP.** At least thirty (30) days prior to the deadline for receiving and opening ~~Proposals~~proposals, the ~~notice of the RFP~~District shall cause a Notice of RFP to be:

A. Published in a newspaper of general circulation within the District;

B. Filed with the Department; and

C. Sent ~~by first-class mail~~directly to the prequalified Design-Builders only.

~~V.~~VII. ~~Procedures for preparing~~ Preparing and ~~submitting~~Submitting Proposals~~.~~

A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.

B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.

C. Proposals may be withdrawn at any time prior to acceptance.

D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

~~VI.~~VIII. ~~Procedures for evaluating~~ Evaluating Proposals~~.~~

A. The District may only proceed to negotiate and enter into a ~~DB~~D-B Contract if there are at least two proposals from prequalified Design-Builders.e

B. The ~~District~~Board shall ~~refer the proposals for recommendation to~~ designate members of a selection committee~~. The selection committee~~, which shall ~~be a group of~~include at least five persons ~~designated by the District.~~. Members of the selection committee ~~shall~~must include ~~(1):~~

1. One or more members of the ~~school board, (2)~~Board;
2. One or more members of the ~~school~~District's administration or staff~~,~~ ~~(3) the school's architect or engineer (4) any~~;
3. The PCD;
4. Any person having special expertise relevant to selection of a ~~design-builder~~Design-Builder or construction manager under the Act~~,~~; and ~~(5) a~~
5. A resident of the District other than an individual included in subdivisions (1) through (4) of this subsection.

A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a ~~design-builder~~Design-Builder who has a

~~proposal~~Proposal being evaluated and shall not be employed by the District or the ~~school's architect or engineer~~PCD.

C. The District shall refer the Proposals for recommendation to the selection committee.

~~B.~~D. The selection committee and the District shall evaluate ~~proposals~~Proposals taking into consideration the criteria enumerated in ~~subdivisions~~subsections (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

1. ~~(1)~~ The financial resources of the design-builder to complete the project **(up to ten percent)**;
2. ~~(2)~~ The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
3. ~~(3)~~ The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
4. ~~(4)~~ The quality of performance on previous projects **(up to thirty percent)**;
5. ~~(5)~~ The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
6. ~~(6)~~ The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
7. ~~(7)~~ Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the Design-Build method for a specific project, or at a later time but before the RFP is published and sent out.

~~C.~~E. The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

~~D.~~F. ~~D.~~ The District shall then evaluate and rank each ~~proposal~~Proposal on the basis of best meeting the criteria in the ~~request~~

~~for proposals~~RFP and taking into consideration the recommendation of the selection committee.

~~**3. Procedures for Negotiations between the District and Design-Builders Submitting Proposals Prior to the District's Acceptance of a Proposal.**~~

IX. Negotiating a Design-Build Contract

~~E.~~A. The District may attempt to negotiate a ~~DB~~D-B Contract with the highest ranked Design-Builder selected by the ~~Board~~District and may enter into a ~~DB Contract~~Design-Build contract after negotiations.

~~F.~~B. The negotiations shall include a final determination of the manner by which the ~~design-builder~~Design-Builder selects a subcontractor~~.~~

~~G.~~C. If the District is unable to negotiate a satisfactory ~~DB~~D-B Contract with the highest ranked Design-Builder, ~~it~~the District may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a ~~DB~~D-B Contract ~~with that Design-Builder~~ after negotiations.

~~H.~~D. If the District is unable to negotiate a satisfactory ~~DB Contract~~contract with the second highest ranked Design-Builder, ~~it may terminate negotiations with that Design-Builder. The~~ the District may ~~then~~ undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a ~~DB~~D-B Contract ~~with that Design-Builder~~ after negotiations.

~~I.~~E. If the District is unable to negotiate a satisfactory ~~DB Contract~~contract with any of the ranked Design-Builders, ~~it~~the District may either revise the RFP and solicit new ~~Proposals~~proposals or cancel the ~~design-build~~Design-Build process~~.~~ under the Act.

~~J.~~F. If the District is able to negotiate a satisfactory ~~contract~~D-B Contract with a ~~design-builder~~Design-Builder, the District shall file a copy of all ~~design-build contract~~ D-B Contract documents with the ~~State~~ Department ~~of Education~~ within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the ~~design-builder~~ Design-Builder shall file a copy of all contract modifications and change orders with the ~~State~~ Department ~~of Education~~.

~~VII.~~X. Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of ~~DB~~D-B Contracts~~.~~

~~A. Definitions.~~

A. **Definitions**. For this section on "Formal Protests Related to the Solicitation of Execution of D-B Contracts" the following definitions apply:

1. **Interested party** shall mean an actual or prospective ~~bidder~~Design-Builder whose direct economic interest would be affected by the award of a contract by the District to another party or by the failure of the District to award a contract to such actual or prospective ~~bidder~~Design-Builder.
2. **Protest** shall mean a written objection by an interested party on any phase of the bidding procurement process, including specification, preparation, ~~bid solicitation~~performance criteria development, RFP, pre-qualification, ranking, contract negotiations, and ~~intent to~~ award.

B. **Right to Protest**. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after ~~public notice of~~ the ~~bid.~~event giving rise to the protest. Protests based on alleged apparent improprieties in a solicitation or other request for ~~proposals~~Proposals must be filed before ~~bid~~Proposal opening or the ~~closing date~~deadline for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the ~~design-builder.~~Design-Builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

1. The name and address of the interested party;
2. Appropriate identification of the relevant solicitation, and if a ~~bid~~Proposal has been opened, its number, and date of opening;
3. A detailed statement of reasons for the protest;
4. Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
5. The action(s) the protestor desires the ~~school district~~District to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the

contract should be suspended. The ~~school district~~District shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

C. ~~C.~~ **Authority to Resolve Protests**. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other ~~bidders.~~Design-Builders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.

D. ~~D.~~ **Board Appeal Procedures**. Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. ~~The school district board of education~~The Board shall consider the Decision of the Superintendent and shall make the final decision on the protest. ~~The school district board of education's~~The Board's decision shall be final.

~~VIII.~~XI. **Refinements and Changes**. A ~~DB~~D-B Contract may be conditioned upon later refinements in scope and price and may permit the District~~,~~ in agreement with the Design-Builder~~,~~ to make changes in the project without invalidating the ~~DB~~D-B Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

XII. **Adherence to Performance Criteria**. Throughout the project, the PCD shall remain engaged on the project and shall be responsible for monitoring the Design-Builder's adherence to the Performance Criteria in the

Design-Builder's performance of the D-B Contract. Upon PCD's observation that the Design-Builder's performance of the D-B Contract has or is reasonably likely to materially diverge from the Performance Criteria, the PCD shall promptly notify the District of such observation and the basis for the same.

~~IX.~~XIII. **Projects Excluded**. The District shall not use a ~~design-build contract~~Design-Build Contract for any construction project excluded by NEB. REV. STAT. ~~———~~§ 13-2914 or any other applicable law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3047
Data Breach Response

I. Preparation

A data breach is an instance in which personal information as defined by state law or personally identifiable information as defined by federal law is released or accessed in an unauthorized manner. The district will implement and maintain reasonable security procedures and practices that are appropriate to the nature and sensitivity of the personal information handled by the district. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

A. Data Governance

The superintendent, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by the district,

2. Software that is installed on district devices,

3. Approved vendors/contractors that have access to personal information or personally identifiable information,

4. Staff members with access to district devices,

5. Staff members with active usernames and passwords for any district software.

B. New Devices and Software

Any new software or device that is used in a district building for district purposes will be submitted to the superintendent or their designee for inclusion in the directory.

II. Incident Response Plan

A. Assessment and Investigation

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.

2. The District will contact its cyber or relevant data breach insurance provider in the event of a suspected breach.

3. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that personal information has been or will be used for an unauthorized purpose.

4. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which District personnel had access to the compromised data; and what specific data was compromised.

B. Notification of Effected Individuals

1. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the district shall give notice to the affected Nebraska resident.

2. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

C. Notification of Law Enforcement and Outside Organizations

1. Should notice of the breach be required to any individual, notice of the breach will be simultaneously sent to the Nebraska Attorney General's office.

2. The Superintendent will determine if the Family Policy Compliance Office will be notified of the breach.

3. The Superintendent will determine if the Privacy Technical Assistance Center will be notified of the breach.

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Revised on: _____
Reviewed on: _____

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Adopted on: _____
Revised on: _____
Reviewed on: _____

3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, 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, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report may be made by any means to the district's Title IX Coordinator, who can be contacted at [Office Address], [Email Address], [Telephone Number]. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

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

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

- **Formal complaint** means a document or electronic submission filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment. 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.

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

- **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.

- **Sexual harassment** means conduct on the basis of sex where (1) An employee of the district conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) An individual experiences unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the district's education program or activity; (3) An individual experiences a sexual assault, dating violence, domestic violence, or

stalking as further defined below. Any report of conduct not meeting these definitions will not require the grievance procedure described in this policy.

- **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:
    - **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.
        - **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.
        - **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
        - **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
        - **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
    - **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
        - **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

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

- **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—
    - who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - where the existence of such a relationship shall be determined based on a consideration of the following factors:
        - The length of the relationship.
        - The type of relationship.
        - The frequency of interaction between the persons involved in the relationship.
- **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
    - fear for his or her safety or the safety of others; or
    - suffer substantial emotional distress.
- **Supportive measures** are non-disciplinary, non-punitive individualized services offered without fee that do not unreasonably burden the parties. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the district's Title IX Coordinator. district personnel will not retaliate against any individual based on any report of suspected sexual harassment. Any district employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

Response to Sexual Harassment

General Obligations. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's ability to impose discipline for off-campus misconduct does not necessarily constitute "substantial control" over the respondent and the context. The district's response to an allegation of sex harassment will treat complainants and respondents equitably.

Limitations on Discipline. No respondent will have disciplinary sanctions imposed upon him/her until the conclusion of the formal grievance process described below.

Emergency Removal. Disciplinary sanctions do not include removal on an emergency basis where the respondent is an immediate threat to the health or safety of another as a result of allegations of sexual harassment. The district also may place any employee on administrative leave during the pendency of the grievance process below.

Grievance Process for Formal Complaints of Sexual Harassment

General Obligations. All Title IX team members and individuals carrying out district obligations will comply with the regulatory requirements of objective evaluations, avoiding conflict of interest or bias, training, and protection of legally privileged information.

Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Grievance Procedure

Time Frames. The district will resolve grievances in a time frame that is reasonably prompt. Good cause for delay may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Range of Possible Sanctions and Remedies. At the conclusion of the grievance process, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion and/or immediate discharge from employment.

Separation of Roles. The decision-maker cannot be the same person as the Title IX Coordinator or the investigator(s).

Notice of Allegations. Upon receipt of a formal complaint, the district will provide notice of this policy and the allegations to all parties. The notice will include sufficient details known by the district at that time to provide sufficient time to prepare a response before any initial interview. Sufficient details, if known by the district, include the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. The district will provide notice of additional allegations revealed during an investigation to the parties.

Dismissal of Formal Complaint. The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint, would not constitute sexual harassment even if proven; did not occur in the district's education program or activity; or if the conduct alleged did not occur against a person in the United States.

The district **may** dismiss the formal complaint if, at any time during the investigation or hearing, the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled in or employed by the district; or specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

Dismissal of a formal complaint under this policy does not preclude the district

from taking action under another provision of the district's code of conduct or pursuant to another district policy.

Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint. The district may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

The district will bear the burden of gathering evidence sufficient to reach a determination regarding responsibility. All parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The district may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

All parties will have the same opportunity to be accompanied by the advisor of their choice in any meeting or grievance proceeding. This policy does not relieve the advisor of choice of any other applicable legal obligations or limitations. The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

The district will provide written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.

All parties will have an equal opportunity to inspect and review evidence obtained as part of the investigation if that evidence is directly related to the allegations raised in a formal complaint. The parties will have no less than 10 calendar days to review the evidence and submit a response. The investigative report will fairly summarize the relevant evidence and the investigator will send the finalized report to all parties and their advisors.

Determination Regarding Responsibility. Before the district reaches a determination regarding responsibility, each party may submit written, relevant questions of any party or witness. The decision-maker will provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition are never relevant. Questions about the complainant's prior sexual behavior are only relevant if those questions and evidence are offered (1) to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) are offered to prove consent and

concern specific incidents of the complainant's prior sexual behavior with respect to the respondent. If the decision-maker decides to exclude a question because it is not relevant, he/she will explain the basis for that decision.

The decision-maker will issue a written determination regarding responsibility no sooner than ten days after the parties receive the final investigative report. The decision-maker will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;

- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

- Findings of fact supporting the determination;

- Conclusions regarding the application of the district's code of conduct to the facts;

- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

- The district's procedures and permissible bases for the complainant and respondent to appeal.

The district will provide the written determination to the parties simultaneously. If neither party timely appeals, the determination becomes final. If a party appeals, the determination will become final on the date that the district provides the parties with the written determination of the result of the appeal.

Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

Time for Appeal. Appeals may only be initiated by submitting a written

Notice of Appeal to the Office of the Superintendent of Schools no later than 5:00 pm on the fifth calendar day after the written determination is issued. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal.

Grounds for Appeal. Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;

- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter; and

- The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The district will notify other parties in writing when an appeal is filed; implement appeal procedures equally for all parties; and ensure that the decision-maker for the appeal is not the same person as the decision-maker, the investigator(s), or the Title IX Coordinator.

The district will give both parties a reasonable, equal opportunity to submit a written statement that supports or challenges the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

Informal Resolution. The district may informally resolve allegations without completing the grievance procedure with the written consent of all parties. The process may not be used when allegations involve an employee harassing a student. As part of this process, the district will provide to the parties in writing a notice stating:

- the allegations;

- the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

- that at any time prior to agreeing to a resolution, any party has the

right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Recordkeeping. The district will maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed, and any remedies provided;

- Any appeal and its result;

- Any informal resolution and its result; and

- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website, then the district will make these materials available upon request for inspection by members of the public.

The district will also create records documenting any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken. The district will maintain these records for a period of seven years.

Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The

district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

Notification of Policy. 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 existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Publication of Policy. The district will prominently display on its website, if any, and in each handbook that it makes available to 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, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

Application Outside the United States. The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

Scope of Policy. Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the 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 district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Adopted on: _____
Revised on: _____
Reviewed on: _____

4051
Staff and District Social Media Use

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. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.

2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.

3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.

4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be "the official" account of the school district (e.g., "Bluejay Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.

2. Staff are required to provide their supervising administrator with the username and password to school-affiliated social media accounts.

3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.

4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak "for the district" directly or indirectly unless specifically authorized and directed to do so.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

1. Staff may use social media for school-related communication with fellow educators, parents, and patrons. Student communication must be consistent with the district's professional boundaries policies and expectations.

2. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media 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. This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.

C. Unacceptable Use

1. Staff shall never access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.

2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.

3. Staff shall not access social media networking sites such as Facebook, X, Instagram, Snapchat, and TikTok on school-owned devices or during school time unless permitted by district policy or preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media

applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, blogs, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages or tags or links to official school accounts on another account may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, lascivious, true threat, or appeals to prurient interests;

2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;

3. Contains fighting words or content that is threatening, harassing, or discriminatory;

4. Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;

5. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or

6. Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every official school account administrator must keep a copy of any removed content or banned/blocked individual account and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Adopted on: _____
Revised on: _____
Reviewed on: _____

4051
Staff and District Social Media Use

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. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

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2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.

3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.

4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be "the official" account of the school district (e.g., "Bulldog Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.

2. Staff ~~may be~~are required to provide their supervising administrator with the username and password to school-affiliated social media accounts.

3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.

4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak "for the district" directly or indirectly unless specifically authorized and directed to do so.

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Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

~~1. Staff may use social media for instructional purposes.~~

~~2.~~1. Staff may use social media for school-related communication with fellow educators, ~~students,~~ parents, and patrons. Student communication must be consistent with the district's professional boundaries policies and expectations.

~~3.~~2. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media 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. This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.

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2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.

3. Staff shall not access social media networking sites such as Facebook, ~~Twitter~~X, ~~and~~ Instagram, Snapchat, and TikTok on school-owned devices or during school time unless ~~such access is for an educational activity which has been preapproved by the staff member's immediate supervisor~~permitted by district policy or preapproved by the staff member's

immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

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B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages or tags or links to official school accounts on another account may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, lascivious, true threat, or appeals to prurient interests;

2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;

3. Contains fighting words or content that is threatening, harassing, or discriminatory ~~words or phrases~~;

~~3.~~4. Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;

~~4.~~5. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or

~~5.~~6. Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every official school account administrator must keep a copy of any removed content or banned/blocked individual account and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Adopted on: _____
Revised on: _____
Reviewed on: _____

4057
Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

Purpose. The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding, and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

Dates. Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place (1) at or prior to the October board meeting, and (2) at or prior to the January board meeting. Annual evaluations shall generally take place during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

Evaluation Document. The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The superintendent shall submit the evaluation document to the Nebraska Department of Education.

Evaluation Procedures. Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. If the superintendent's evaluation is conducted at a board meeting, the superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

Deficiencies. If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

Personnel File. The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

Policy Limitation. The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: _____
Revised on: _____
Reviewed on: _____

4057
Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

Purpose. The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding, and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

Dates. Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place (1) at or prior to the October board meeting, and (2) at or prior to the January board meeting. Annual evaluations shall generally take place ~~at a board meeting held~~ during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

Evaluation Document. The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The superintendent shall submit the evaluation document to the Nebraska Department of Education.

Evaluation Procedures. Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. If the superintendent's evaluation is conducted at a board meeting, ~~T~~the superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

Deficiencies. If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

Personnel File. The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

Policy Limitation. The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: _____
Revised on: _____
Reviewed on: _____

4059
Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete behavioral and mental health training with a focus on suicide awareness and prevention training every year. The training may include, but need not be limited to, topics such as identification of early warning signs and symptoms of behavioral and mental health issues in students, appropriate and effective responses for educators to student behavioral and mental health issues, trauma-informed care, and procedures for making students and parents and guardians aware of services and supports for behavioral and mental health issues.

The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education's list of approved training materials. The length of the training shall be a reasonable amount as determined by the school board.

These employees must complete the training designated by the school district or superintendent no later than October 31 of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

Adopted on: _____
Revised on: _____
Reviewed on: _____

4059
Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete ~~at least one hour of~~ behavioral and mental health training with a focus on suicide awareness and prevention training every year. The training may include, but need not be limited to, topics such as identification of early warning signs and symptoms of behavioral and mental health issues in students, appropriate and effective responses for educators to student behavioral and mental health issues, trauma-informed care, and procedures for making students and parents and guardians aware of services and supports for behavioral and mental health issues.

The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education's list of approved training materials. The length of the training shall be a reasonable amount as determined by the school board.

These employees must complete the training designated by the school district or superintendent no later than October 31 of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

Adopted on: _____
Revised on: _____
Reviewed on: _____

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 attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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 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 an exempt 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 exempt 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

7. Observance of religious holidays of the student's own faith

8. College planning visits

9. Other absences specifically excused by the building principal

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

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 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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

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 attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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 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 exe mpt 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 exempt 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

Commented [1]: 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.)

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 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.~~ may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

Commented [2]: The board may select any number of unexcused absences to trigger the notification and 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~~/must~~ file a report with the appropriate county attorney.

Making Up Absences (Optional – Remove or revise based on your District's practices.)

When a student receives [X] unexcused absences or the hourly equivalent in any semester, the student shall be required to make up those absences

through attendance in [insert program]. Absences shall be made up at a rate of [insert rate.]

Adopted on: _____
Revised on: _____
Reviewed on: _____

5002
Admission of Students

Students shall be admitted to the school district who are required by law to be enrolled or are permitted to enroll by law or board policy.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Prior to enrolling any student who is a ward of the state of Nebraska or a ward of any court, the district will ask to review a completed copy of the "Education Court Report Form" promulgated by the Nebraska Supreme Court's Commission on Children and Families in the Courts – Education Sub-Committee. If there is no such completed form, district staff will offer assistance to the appropriate responsible individual in securing the information necessary to complete the form as part of the district's enrollment process.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

Adopted on: July 14, 2025
Revised on: _____
Reviewed on: _____

5003
Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a primary basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Eligibility and Application for Enrollment. A student may be eligible for part-time enrollment if the student:

1. is of appropriate age to attend school;
2. is a resident of this school district or a resident of another school district attending a private, denominational, parochial, or exempt school. For residents of another school district, the student is only eligible to part-time enroll if
    a. this school district is the closest to the student's residence that offers the extracurricular sport or activity they desire to participate in, and their resident school district does not offer that sport or activity, or
    b. the school building the student would attend if accepted for part-time enrollment is closer than the school building the student attends or would attend at the resident district;
3. has not graduated from high school; and
4. has not received a graduate equivalency diploma.

The parent or guardian must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by August 1st prior to the year of enrollment. For second semester high school courses, the application must be filed by December 1st. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian must apply for enrollment each school year.

Limitations Based on Resources. The part-time enrollment of students is subject to limitations for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Students accepted for part-time enrollment shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. Students accepted for part-time enrollment shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Students accepted for part-time enrollment are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and staff. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course, course-related activity, or an extracurricular activity or sport, unless the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities.
Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district if they participate in extracurricular sports and activities at any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member must be enrolled in 5 credit hours in this school district to participate. Students seeking to participate in extracurricular sports and activities not regulated by such an entity may only participate if they enroll in at least 5 credit hours on a part-time basis.

Exempt school students may only participate in extracurricular sports and activities if they are enrolled in at least 20 credit hours per semester and enrolled in the number of credit hours at this school district set out below.

Exempt school students are not eligible to participate in extracurricular sports and activities sponsored by the school district if they participate in any sport or activity sponsored by any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member must be enrolled in 5 credit hours in this school district to participate. Students seeking to participate in extracurricular sports and activities not regulated by such an entity may only participate if they enroll in at least 5 credit hours on a part-time basis.

All students permitted to participate in extracurricular sports and activities under this policy must also meet all other eligibility requirements set by the board, administration, and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes but is not limited to rules for completing courses; up/down lists for deficient grades and/or incompletes; and all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity or sport.

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Adopted on: September 11, 2023
Revised on: July 14, 2025
Reviewed on: July 14, 2025

5015
Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

a. Surveys Created by a Third Party

i. This section applies to every survey:

(1) that is created by a person or entity other than a district staff member or student;

(2) regardless of whether the student answering the questions can be identified; and

(3) regardless of the subject matter of the questions

ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.

b. Surveys Requesting Particular Sensitive Information

i. Sensitive information shall include:

(1) Political affiliations or beliefs of the student or the student's parent(s);

(2) Mental or psychological problems of the student or the student's family;

(3) Sexual behavior or attitudes;

(4) Illegal, anti-social, self-incriminating, or demeaning behavior;

(5) Critical appraisals of other individuals with whom respondents have close family relationships;

(6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;

(7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or

(8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.

iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the

written consent of a student's parent(s) before the student participates in the survey.

iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.

v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.

c. Survey Inspection Requests

i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.

ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.

iii. The principal shall respond to survey inspection requests without delay.

d. The district will also comply with any survey requirements found in the district's policy on Parent Involvement in Education Practices.

2. Invasive Physical Examinations

a. The term "invasive physical examination" means:

i. any medical examination that involves the exposure of private body parts; or

ii. any act during such examination that includes incision, insertion, or injection into the body; and

iii. does not include a hearing, vision, or scoliosis screening.

b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:

i. required as a condition of attendance;

ii. administered by the school and scheduled by the school in advance; and

iii. not necessary to protect the immediate health and safety of the student, or of other students.

c. This policy does not apply to any physical examination or screening that:

i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;

ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq*.)
iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

a. The term "personal information" means individually identifiable information including:
   i. student's and parent(s)' first and last name;
   ii. home or other physical address;
   iii. telephone number; and/or
   iv. social security number.
b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
   i. post-secondary education recruitment;
   ii. military recruitment;
   iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
   iv. student recognition programs.

4. Inspection of Instructional Material

a. Definition
   i. The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
   ii. The term does not include academic tests or academic assessments.
b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.
c. Curriculum inspection requests must be made to the building principal in writing.
d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

a. The superintendent shall notify parents of:
    i. this policy and its availability upon request from the office of the district;
    ii. how to opt their child out of participation in activities as provided for in this policy;
    iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
    iv. how to request access to any survey or other material described in this policy.
b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5015
Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

a. Surveys Created by a Third Party

i. This section applies to every survey:

(1) that is created by a person or entity other than a district staff member or student;

(2) regardless of whether the student answering the questions can be identified; and

(3) regardless of the subject matter of the questions

ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.

b. Surveys Requesting Particular Sensitive Information

i. Sensitive information shall include:

(1) Political affiliations or beliefs of the student or the student's parent(s);

(2) Mental or psychological problems of the student or the student's family;

(3) Sexual behavior or attitudes;

(4) Illegal, anti-social, self-incriminating, or demeaning behavior;

(5) Critical appraisals of other individuals with whom respondents have close family relationships;

(6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;

(7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or

(8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.

iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the

written consent of a student's parent(s) before the student participates in the survey.

iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.

v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.

c. Survey Inspection Requests

i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.

ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.

iii. The principal shall respond to survey inspection requests without delay.

d. The district will also comply with any survey requirements found in ~~Policy 5108 –~~the district's policy on Parent Involvement in Education Practices.

2. Invasive Physical Examinations

a. The term "invasive physical examination" means:

i. any medical examination that involves the exposure of private body parts; or

ii. any act during such examination that includes incision, insertion, or injection into the body; and

iii. does not include a hearing, vision, or scoliosis screening.

b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:

i. required as a condition of attendance;

ii. administered by the school and scheduled by the school in advance; and

iii. not necessary to protect the immediate health and safety of the student, or of other students.

c. This policy does not apply to any physical examination or screening that:

i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq*.)
iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

a. The term "personal information" means individually identifiable information including:
   i. student's and parent(s)' first and last name;
   ii. home or other physical address;
   iii. telephone number; and/or
   iv. social security number.
b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
   i. post-secondary education recruitment;
   ii. military recruitment;
   iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
   iv. student recognition programs.

4. Inspection of Instructional Material

a. Definition
   i. The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
   ii. The term does not include academic tests or academic assessments.
b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.
c. Curriculum inspection requests must be made to the building principal in writing.

d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

a. The superintendent shall notify parents of:
   i. this policy and its availability upon request from the office of the district;
   ii. how to opt their child out of participation in activities as provided for in this policy;
   iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
   iv. how to request access to any survey or other material described in this policy.

b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5016
Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as email, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" only those student records which are reduced to paper or physical format and placed within a student's file in the district's central offices or in the file pertaining to the student's special education or Section 504 services. Records which can be printed in paper form must be printed in order to be "maintained." Other records such as video recordings, which constitute student records, must be reduced to a physical medium in order to be "maintained." For example, a video must be put on a compact disk or other compatible hardware and placed within the student's file to be "maintained."

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from

student records. For example, a school official may include, but would not be 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.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing 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.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5016
Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as email, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

[OPTION 1] For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" only those student records which are reduced to paper or physical format and placed within a student's file in the district's central offices or in the file pertaining to the student's special education or Section 504 services. Records which can be printed in paper form must be printed in order to be "maintained." Other records such as video recordings, which constitute student records, must be reduced to a physical medium in order to be "maintained." For example, a video must be put on a compact disk or other compatible hardware and placed within the student's file to be "maintained."

[OPTION 2] For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is_____ [INSERT YOUR SYSTEM, E.G. POWERSCHOOL, INFINITE CAMPUS, ETC.]

[OPTION 3] For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" as "student records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal

and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be 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.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student

seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing 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.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5018
Parent Involvement in Education Practices

For purposes of this policy, "parent" includes a parent, guardian, or educational decisionmaker (a person designated or ordered by a court to make educational decisions on behalf of a student).

The school district recognizes the importance of parental involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.

The school district will take the following steps to ensure that the rights of parents to participate in the education of their children are preserved.

1. Parents will be provided access to textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials ("curricular materials") as follows:

    a. A parental request to review specific curricular materials (written, visual, or audio) should be made to the principal of the building where the curricular materials are used.
    b. The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption to the efficient operations of the district.
    c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.
    d. 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 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 will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

    a. Parents 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 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 may contact the building principal to request permission to attend counseling sessions in which their child is involved.

3. Parents may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences ("school events") that parents find objectionable.

    a. Parents must submit this request in writing to the building principal for consideration.

    b. Building principals may excuse a student from any school events at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.

    c. When the building principal determines it appropriate, alternative experiences may be provided for the student by the school.

4. Parents 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 will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents 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 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

      State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

   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 of eligible students with reasonable notice prior to the exam being administered. Parents 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 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 may restrict their child from participating in any survey.

c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.

d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.

e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.

f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.

8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5031
Student Appearance

General Regulations. The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire. Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

Health and Safety Considerations. Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs,

grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Health and Safety Accommodation Process. If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student and
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

Recordkeeping. The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

Enforcement. Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5031
Student Appearance

~~Any manner of dress, hair style, make up, cleanliness, or personal appearance that constitutes a threat to the safety, health, welfare, or morals of the student or others; violates any statute; interferes with the education process, or school officials can reasonably predict will interfere with the education process; or causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.~~

General Regulations. The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

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locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

Health and Safety Considerations. Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Health and Safety Accommodation Process. If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student and
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

Recordkeeping. The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

Enforcement. Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5034
[INTENTIONALLY LEFT BLANK]

Adopted on: _____
Revised on: _____
Reviewed on: _____

6025
Student Cell Phone and Other Electronic Devices

[THIS POLICY CONTAINS SEVERAL OPTIONS. THERE ARE MORE PERMISSIVE OPTIONS AND MORE RESTRICTIVE OPTIONS. YOU SHOULD SELECT AND MAKE ANY NECESSARY CHANGES TO ONLY ONE OPTION AND DELETE THE REST]

(USE AT SCHOOL OPTION)

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, emailing, 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.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule 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.

(ONLY BEFORE/AFTER SCHOOL AND DURING PASSING AND LUNCH OPTION)

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school, during passing periods, and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices while they are in locker rooms, classrooms, or restrooms. During school hours student cell phones or electronic devices must remain in lockers, backpacks, or be locked in a personal vehicle. Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones and pagers. The 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 or other school rules will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after discussing the rule violation with the student and parent or guardian. 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.

(YONDR BAG OR OTHER STORAGE SYSTEM OPTION)

Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Students may not use cellular phones in any classroom unless deemed appropriate by a student's education team. [INSERT YOUR STORAGE SYSTEM HERE; FOR EXAMPLE: The District will provide each student with a Yondr bag, and students must lock their cellular phone in the Yondr bag upon entering a classroom. The student may unlock the bag upon exiting the classroom at the end of the class period.]

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like 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.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule 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.

(COMPLETE BAN OPTION)

Students may NOT use cellular phones or other electronic devices while at school during school hours.

Any student who is found to be in possession of any cellular phone, or other electronic device (AirPods, personally-owned tablet, gaming device, etc.) during school hours is in violation of this policy and the student code of conduct.

Staff who discover students in possession of a cellular phone or electronic device while at school during the school day will immediately confiscate the device and turn it into the administration.

In addition to the disciplinary consequences imposed, a parent or legal guardian of the offending student must pick up the confiscated devices from the office in person. The administration will return the device to the parent or guardian, after meeting with the parent or guardian to discuss the rule violation.

Students who repeatedly violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including expulsion.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6025
Student Cell Phone and Other Electronic Devices

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school, during passing periods, and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices while they are in locker rooms, classrooms, or restrooms. During school hours student cell phones or electronic devices must remain in lockers, backpacks, or be locked in a personal vehicle. Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones and pagers. The 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 or other school rules will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after discussing the rule violation with the student and parent or guardian.

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.

Adopted on: July 8, 2024
Revised on: _____
Reviewed on: July 8, 2024

6031
Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within one school day of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing

the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6031
Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within ~~two~~ one school day~~s~~ of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her

parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6034
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 a training course approved by the Chief Medical Officer 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.

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 health care professional who is professionally affiliated with or contracted by the school. 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 health care professional;

b. has received written and signed clearance to resume participation in athletic activities from the licensed health care 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 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 health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall follow the model provided by the Nebraska Department of Education. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6034
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 a training course approved by the Chief Medical Officer ~~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 to Youth Sports Coaches: Online Concussion TrainingHeads UP Concussions in Youth Sports~~
   - ~~Concussion in Sports (NFHS)—What You Need to Know~~
   - ~~Sports Safety International~~
   - ~~ConcussionWise~~
   - ~~ACTive™Athletic Concussion Training for Coaches; and~~

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.

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If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, 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,

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c. any actions taken to treat the student.

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Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall ~~be the guidance~~follow the model provided by the Nebraska Department of Education. ~~entitled "Bridging the Gap from Concussion to the Classroom~~REAP~~," and accompanying materials and future supplements.~~ Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6044
Participation and Assignment of Athletic Teams

Designation of Athletic Team or Sport. The terms male, female, and coed are defined as provided by state law. All athletic and sports teams of the district are hereby designated as male, female, or coed as follows:

Sport/Team	Designation
Football	Male
Volleyball	Female
Cross Country	Male and Female Teams
Golf	Male and Female Teams
Basketball	Male and Female Teams
Wrestling	Male and Female Teams
Track	Male and Female Teams
Track and Unified Track	Male, Female, and Coed Teams
Bowling and Unified Bowling	Male, Female, and Coed Teams
Baseball	Male
Softball	Female
[INSERT ALL OF YOUR SPORTS]	

Participation on Assigned Teams. Males shall not participate on teams designated for females. Females may only participate on male teams when there is no female team offered or available for such sport. Males and females may participate on coed teams and in coed events as long as their participation is consistent with the eligibility and other rules of that team or event.

Determination of Student Sex. To determine eligibility, a student and the student's parent or guardian shall provide the district with confirmation of the student's sex on a document signed by a doctor or signed under authority of a doctor.

Conduct of Visitors and the Public. Visitors and members of the public attending district interscholastic team activities are expected to comply with all district policies and practices, including sportsmanship rules.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6044
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Designation of Athletic Team or Sport. The terms male, female, and coed are defined as provided by state law. All athletic and sports teams of the district are hereby designated as male, female, or coed as follows:

Sport/Team	Designation
Football	Male
Volleyball	Female
Cross Country	Male and Female Teams
Golf	Male and Female Teams
Basketball	Male and Female Teams
Wrestling	Male and Female Teams
Track	Male and Female Teams

Participation on Assigned Teams. Males shall not participate on teams designated for females. Females may only participate on male teams when there is no female team offered or available for such sport. Males and females may participate on coed teams and in coed events as long as their participation is consistent with the eligibility and other rules of that team or event.

Determination of Student Sex. To determine eligibility, a student and the student's parent or guardian shall provide the district with confirmation of the student's sex on a document signed by a doctor or signed under authority of a doctor.

Conduct of Visitors and the Public. Visitors and members of the public attending district interscholastic team activities are expected to comply with all district policies and practices, including sportsmanship rules.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6045
Behavioral Intervention

General Approach. The district utilizes a tiered system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

Interaction with Student Discipline Policy. This policy does not replace the Student Discipline policy or limit the District's authority under the Student Discipline Act when behaviors warrant action under that policy or Act.

Classroom Removal. Students may be removed from the classroom if the student poses a threat to their own safety, the safety of others, or the environment or if the student's behavior is disruptive to the learning environment. When appropriate, prior to removal staff should consider the use of de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 or comparable interventions.

When classroom removal is appropriate, the District will consider whether the student requires additional support to transition back to the classroom and continue to monitor the student's behavior to adjust interventions and supports as needed.

Required Training. The School District, independently or through the educational service unit, will develop and provide behavioral awareness and intervention training to employees with behavioral management responsibilities. Each employee with behavior management responsibilities must complete the behavioral awareness and intervention training during the 2026-27 school year or during the first year of employment with the district. The length of such training will be at least 1 hour.

Behavioral Awareness Point of Contact (BAPC). Each school building must designate one or more school employees as a BAPC. Each BAPC must have knowledge of community services providers and other resources available for students and families. Each BAPC must coordinate access to support services for students.

The BAPC will be identified on the district website and in the school directory.

Adopted on: _____
Revised on: _____
Reviewed on: _____

RAVENNA PUBLIC SCHOOL

STUDENT HANDBOOK
2025-26 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 that you must read, sign, and return no later than August 22, 2025.

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

Section One - School Basics

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 school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Noah Maulsby at 308-452-3249, noah.maulsby@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, or that have other related concerns or questions, should contact the following Title IX Coordinator: Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org, 41750 Carthage Road or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: 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.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org, 41750 Carthage or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at (308) 452-3249, ken.schroeder@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.

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

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 attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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 that demonstrates that the student meets

the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. 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 or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)

2. Severe weather

3. Medical appointments for the student or for a child whom the student is parenting.

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. Other absences specifically excused by the building principal

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

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 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.

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 a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences.
3) Check out of school at the office if leaving school during the school day.
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.
2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

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

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. 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 in collaboration with the Title IX Coordinator.

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 middle school band; grades 9-12 may participate in the high school band. 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. in the school bookkeeper's office. 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, for example, dance or cheer uniforms, 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 and 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.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that

accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

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 Safe2Help 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 Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container. 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. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Cell Phones and Other Electronic Devices

Students may not use 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 and in the common areas of the school before school, after school, and during passing periods so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students will not use cell phones during class periods unless instructed to do so by a teacher for instructional purposes.

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.

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 the confiscated device to the student at the end of the day. On the second offense, 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. On the third offense, the student will be required to turn their device into the office first thing in the morning and may pick it up at the end of the day for a time period of one week. 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 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.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

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 that students must obey.

Closed Campus

Students may not leave the building without permission from the administration. Students may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office.

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 overshoes 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.

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 the 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 report cards, progress reports, 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 complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those 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 in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

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 complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

    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 applicable 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 coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

    a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, 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 involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

a) The appeal must be in writing.

b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit

the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

1.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

   a) When the complaint is about a board policy, not implementation of the policy;

   b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or

   c) When the board is required by law, policy, or contract to hear a complaint or appeal.

6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she 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) calendar 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 allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

e) There is no appeal from any decision of the board unless authorized by law.

7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

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 or must be pursued further.

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 by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

2.

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. Individuals who file complaints (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 (c) 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

At Ravenna Public Schools, staff sometimes use or implement online applications and software that might share a student's information with third party applications. Federal and state law impose requirements on the student data that can (and cannot) be shared with outside entities. In addition, parents and guardians may opt out of any online program or software that shares student data with any third-party application. Unless a parent or guardian opts out of any program or software, the District will assume that parents and guardians consent to their students accessing the applications and software tools at school. For more information, visit our website. ravennabluejays.org/district/technology/google-workspace-for-education

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 e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
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.
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, 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 falsify 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 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; and
   d. Other discipline 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. The school's use of student information is solely for education purposes.

B. **Education About Appropriate On-Line 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 at the end of the first quarter and during the third quarter.

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.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. 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. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *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.

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

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.

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504

Coordinator: Noah Maulsby at 308-452-3249, noah.maulsby@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, or that have other related concerns or questions, should contact the following Title IX Coordinator: Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org, 41750 Carthage Road or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org, 41750 Carthage or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at (308) 452-3249, ken.schroeder@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

The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Violations of the dress code shall be addressed in a manner consistent with the Student Code of Conduct. The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

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.

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. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. 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, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, 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 $2.20, 7-12 $2.35 and adults $2.95 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 $3.35, Lunch for 7-12 lunch is $3.55 for students and $4.65 for adults.

Milk Break/Snack
All milk served to a student (except the initial carton served with lunch/breakfast) will cost $.50 per half pint. Snack milk is $.30 per half pint for preschool and $.50 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, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/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. 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; 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 live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs 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 or eggs 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 Limiting Activities

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, or 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 condition 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. All students must be fever free for 24 hours without the aid of medication before they may return to school. Any student that has vomited must be vomit free for 12 hours before returning to school.

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 excepted 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 and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are 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.

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, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, 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 that 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 often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials may not be displayed anywhere on school grounds without board approval. This policy is not intended to discourage the acceptance of memorial funds or specific items.

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.

Opting Out of Assessments

The Board of Education has adopted a policy 5018 on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at ken.schroeder@ravennabluejays.org.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement 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 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 to help parents work with their children to improve achievement. 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, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or 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. Invitations for private parties and non-school-sponsored events may not be distributed at school.

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. **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. The school is not responsible for damaged or lost personal items or equipment.**

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 P.E. 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 when they are using the playground as part of the school day:

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. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. 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.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

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 are 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.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial 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 non-custodial parents to their students and their students' 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 8:00 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 20 minutes before the school day begins and 10 minutes after the school day ends. **There will be no supervision provided by the school before or after these times**. Parents must arrange for their children to leave school promptly at the end of the day.

Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. 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, and/or PreACT 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

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. 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 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 either 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. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be $100.

   As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be $100. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be $1,000.

   Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

6. **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.

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:

- 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:
    - Event admission is $6.00 for adults, $5.00 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).
    - Student Participation Fee - $100
        - Required of all students who participate in athletics and/or other extracurricular activities
    - Future Business Leaders of America- $30
    - Cheerleading, drill team, flag corps. - $50 each
        - Students must purchase uniforms and shoes selected by the sponsor and/or student group.
    - Football- $50
        - Students must provide their own football shoes and undergarments.
    - Golf- $50
        - Students must provide their own golf shoes, undergarments, and clubs.
    - Track, volleyball, wrestling and basketball - $50 each
        - Students must provide their own shoes and undergarments.
    - Future Farmers of America- $20.00
        - Students must purchase their own jackets in addition to paying dues.

7. **Post-Secondary Education Costs**. Some students enroll in post-secondary 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 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. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be $650 per course.

8. **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.

9. **Participation in Before-School, After-School or Pre-Kindergarten Services**. The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.

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 for summer and night school shall be $200.

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 $2.20
      Reduced Price $.30
    - Breakfast Program – Grades 7-12
      Regular Price $2.35
      Reduced Price $.30
    - Lunch Program – Grades K-6
      Regular Price $3.35
      Reduced Price $.40
    - Lunch Program – Grades 7-12
      Regular Price $3.55
      Reduced Price $.40
    - Second milk or second entrée (each) $.50

    - **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 shall provide their own instruments. Ravenna Public Schools will have a select number of instruments available for use.
- 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. 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 $25 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.

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.

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 arrange 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.

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, name of parent and/or guardian, 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, social media usernames and handles, 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 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 August 29.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the 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

Student Schedule Changes

Student schedule changes may be made without penalty during the first three days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

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 in class 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.

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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 assessment 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

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. <u>If misconduct is recurring, the student will not be allowed to ride the bus.</u>

a) **Rules of Conduct on School Vehicles:**

1) Students must obey the driver promptly.

2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9) 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.
10) 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.
11) 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
12) Student must respect the rights and safety of others at all times.
13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14) 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.
15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short-term or long-term suspension from school, and/or expulsion.

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.

c) Records

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.

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.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance, Recordings, 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.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law

unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students. This policy applies to students 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. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall 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.

Weapons and Firearms

Firearms. No student 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, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

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

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

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.

Academic Lettering

A student in grades 9-12 is eligible for an academic letter if he/she achieves Honor Roll status any three of the four quarters in a year.

Artificial Intelligence

As used in this policy, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChaptGPT, Google Bard, and other chatbots.

The board recognizes that among other resources, when properly used, AI Tools may provide valuable source information to students and teachers in relation to the district's academic curriculum and assignments. Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment.

Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.

2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
    a. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
    b. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
    c. In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.
4. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
5. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose

more stringent requirements for any specific academic assignment or coursework.

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 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.

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.

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.

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.

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.

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 11tn
    - 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)
- **Personal Finance: 5** credits (beginning in 2022-2023, during junior or senior year)
- **Computer Information Systems**: **10** credits— Consisting of:
    - Info Tech - **5** credits (1st Semester - 9th Grade)
    - IT Fundamentals - **5** credits (2nd Semester 9th Grade)
- **Electives**: **85** credits--Must pass a minimum of 85 credits (beginning 2022-2023)

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.

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 will be available on the parent portal three days following the end of each quarter. Paper reports cards will not be sent home unless requested by the parent or guardian.

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 rearrange 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.

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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.Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct

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 (not to exceed an additional 48 hours), 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 Firearms

Firearms. No student 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, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

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

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

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.

Pre-Kindergarten through Second Grade Students

An elementary school shall not 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 vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

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 provide either 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 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. The board has determined that the use of synthetic media such as deepfakes may constitute “similar conduct”;

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 that 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 laws 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, or a single violation if the conduct amounts to a criminal act, 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, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
h. 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;
i. Engaging in hazing as defined by state law and this policy. 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. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, 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. For purposes of school rules, hazing also includes 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; personal servitude; 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; binge drinking and drinking games; sexual simulation and sexual assault;

j. 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;
k. Violation of the district’s computer acceptable computer use policy are subject to discipline, up to and including expulsion;
l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or “look-a-like” weapon;
m. Using any object to simulate possession of a weapon;
n. 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
o. 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 regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. 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 can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to

attend the school district's alternative programs for expelled students in order to complete classwork or;

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 to the address provided on the form.

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 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 parent(s), guardian(s) or representative(s) from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student’s parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent’s recommended appointment. Upon receiving such 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. 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 or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. 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 examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. 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.

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).

Section 4

School Wellness Policy

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.

b. The health curriculum will include information on good nutrition and healthy living habits.

c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.

d. The district will collaborate with public and private entities to promote student wellness.

e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

a. The school district’s curriculums shall include instruction on physical activity and habits for healthy living.

b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.

c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

a. The district will participate in state and federal child nutrition programs as appropriate.

b. The district will provide professional development, support, and resources for staff about student wellness.

c. Students will be provided sufficient time in which to eat school-provided meals.

d. The district’s lunchrooms will be attractive and well-lighted.

e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

f. The district may partner with other individuals or entities in the community to support the implementation of this policy.

g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)

h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:

i. USDA National School Lunch and School Breakfast nutrition standards

ii. USDA Smart Snacks in School nutrition standards.

b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.

b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.

c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)

a. Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.

b. Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:

(1) It shall not be sold in competition with school meals in the food service area during the meal service.

(2) It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.

(3) The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements

(4) This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

a. Compliance with this policy;

b. How this policy compares to NDE model wellness policies;

c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated 9/2016 to Reflect the USDA Final Rule) found at https://www.healthiergeneration.org/_asset/wtqdwu/14-6372_ModelWellnessPolicy.doc.

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Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the 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 district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Adopted on: _____
Revised on: _____
Reviewed on: _____

SECTION FIVE

Staff Directory

Members of the Board of Education:

Misti Fiddelke..... President

Mike Voelker..... Vice-President

Dawn Standage .....Secretary

Micah Miigerl..... Member

Ryan Osten..... Member

Kelly Bock..... Member

Administrative Staff:

Mr. Ken Schroeder..... Superintendent

Mr. Noah Maulsby .....High School Principal

Mr. Paul Anderson ..... Elementary Principal

Teaching Staff:

Michelle Abels.....Grade One
Lisa Anderson.....Speech Path
Dan Bolling.....Phys Education, Elem
Brandy Brodersen.....Special Education
Brook Bult ..... Grade Four
Kaleb Christensen..... Science
Libby Clark..... Art
Tiffani Drabek ..... Grade Three
Angie Drahota.....LMHP
Barbara Ellis.....HS Music/Band
Tanner Ellis..... Business
Haley Gadeken.....Grade Five
Madison Gross.....Science, Health

James Habe.....Grade Six
Sadie Hansen.....Enlish, Reading
Paige Havranek..... English, Journalism
Jody Hutsell.....Speech Path
Karrie Huryta.....English
Erin Jarvi.....Grade Three
Kelley Jarzynka.....Science
Justin Lammers.....Ind Arts
Grant Lewandowski.....Ag Education
Katie Lewandowski.....Grade Two
Stacie Loeffelholz.....Counselor, K-12
Julie Maulsby.....Media Specialist
Alec May.....Social Studies
Eric Miller.....Phys Education, HS
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
Alison Yendra..... Spanish
Teresa Zinnel.....Special Education
Shelbi Zinnell.....Elem Music/Office Staff

Para Professionals

Colleen Cornelius - Kim Cyboron - Tina Cacy - Brittney Lutz - Julie McGuigan

Julie Otte - Krissy Reisbeck - Krista Rodriguez - Jessica Schuller -

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

Jessica Anderson - Manager

Chris Bruning - Dawn Caddy

Custodians

Dan Cyboron (head) Marcie Gross - Kati Caddy

Transportation/Groundskeeper Department

Todd VanWinkle

Bus Drivers

Cheryl Deines - Richard Douglas - Lenay Palser - Julie McGuigan - Krissy Reisbeck - Jim Wilkinson - Jill Manring

SCHOOL CALENDAR



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 22nd, 2025.

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 2025-2026 **Student Name:_____**
Parent Permission to use Standing Orders
Medications and Treatments Form **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 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 _____
_____Speci
al 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 SELF-ADMINISTERED MEDICINE

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-administrating 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 physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) 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
Staff Handbook
2025-2026



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.

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 school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Ken Schroeder at 308-452-3249, ken.schroeder@ravennabluejays.org or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Ken Schroeder at 308-452-3249, ken.schroeder@ravennabluejays.org, 41750 Carthage St. or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: 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.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Ken Schroeder at 308-452-3249, ken.schroeder@ravennabluejays.org, 41750 Carthage St or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Ken Schroeder at 308-452-3249, ken.schroeder@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.

For additional prohibited discrimination and related information, please review school district Policy 3052 – 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.

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

2024-2025 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

2024-2025 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 2024-2025			
	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

Noon Dismissal 2024-2025			
	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

1st Lunch	11:25 - 11:55	2nd Lunch	12:08 - 12:38

10:00 Late Start 2024-2025			
	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 2024-2025			
	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 complaints unless the complaint is subject to a different procedure required by law, policy or

contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those 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 in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

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 complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

    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 applicable 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 coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, 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 involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

a) The appeal must be in writing.

b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..

d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

a) When the complaint is about a board policy, not implementation of the policy;

b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or

c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

d) This appeal must be in writing.

e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

f) 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 allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or

law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

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 or must be pursued further.

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 by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

7.

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. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use (4012).

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: Noah Maulsby at (308) 452-3249, noah.maulsby@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: Dr. Ken Schroeder at (308) 452-3249, ken.schroeder@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 Dr. Ken Schroeder at (308) 452-3249, ken.schroeder@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.

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 7:40 a.m. to 3:40 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.

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.

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Duty to Report

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation for child abuse and/or neglect;
- Any complaint or other administrative that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor vehicle.

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. The school district will utilize the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

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 $2.95 or lunch from the school cafeteria for $4.65 per meal. The lunch price includes one carton of milk. Extra cartons cost $0.50 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.

Personal 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.

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. 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 assessment 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 on 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.

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 6:30 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 – 6th Grade	~~5th-6th Grade~~
A, B, C, D, F	~~***A, B, C, D, F***~~
Reading	~~Reading~~
Math	~~Math~~
~~Spelling~~	~~Spelling~~
English	~~Language~~
Science/Health	~~Science~~
Social Studies	~~Social Studies~~
Art	
Physical Ed	
Music	
~~***S/U***~~	~~***S/U***~~
~~Social Studies~~	~~Penmanship~~
~~Penmanship~~	~~Art~~
~~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

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.

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 (5) sick leave days may be used each year as bereavement leave to allow a staff member to attend funeral services and for the purpose of bereavement. Should the death of a spouse or child cause sickness (physical, emotional, or mental), the staff member may be entitled to use other leave as provided by law or this agreement.

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.

Paid Leave for Unscheduled School Closings

Classified employees may use up to 3 days of accumulated sick leave to receive their regular pay on unplanned school closing days, such as for weather and when a district team qualifies for a state tournament. The ability to use sick days on school closing days only applies when the Employee otherwise would have been expected to work on the day of the closing but does not work because of the closing, and only in the amount of the Employee's scheduled work for that day. Converted sick day payment on school closing days will not count toward the Employee's hours worked for purposes of overtime computation.

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 be used for the employee or employee's immediate family: (spouse, children, parents, mother-in-law, father-in-law).

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.

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Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the 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 district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Adopted on: _____
Revised on: _____
Reviewed on: _____

District Calendar 2025-26



Classroom Observation

Click Here

STAFF DIRECTORY

Members of the Board of Education:

Misti Fiddelke.....President
Michael Voelker.....Vice-President
Dawn Standage.....Secretary
Michael Voelker.....Member
Ryan Osten.....Member
Micah Miigerl.....Member

Administrative Staff:

Ken Schroeder.....Superintendent
Noah Maulsby.....High School Principal
Paul Anderson.....Elementary Principal

Teaching Staff:

Michelle Abels.....Grade One
Lisa Anderson.....Speech Path
Dan Bolling.....Phys Education, Elem
Brandy Brodersen.....Special Education
Brook Bult.....Grade Four
Kaleb Christensen.....Science
Libby Clark.....Art
Tiffani Drabek.....Grade Three
Angie Drahota.....LMHP
Barbara Ellis.....HS Music/Band
Tanner Ellis.....Business
Haley Gadeken.....Grade Five
Madison Gross.....Science, Health
James Habe.....Grade Six
Sadie Hansen.....English, Reading
Paige Havranek.....English, Journalism
Karrie Huryta.....English
Jody Hutsell.....Speech Path
Erin Jarvi.....Grade Three
Kelley Jarzynka.....Science
Justin Lammers.....Skilled & Technical Science
Grant Lewandowski.....Ag Education
Katie Lewandowski.....Grade Two
Stacie Loeffelholz..... Counselor, K-12

Julie Maulsby.....Media Specialist
Alec May.....Social Studies
Eric Miller.....Phys Education, HS
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
Alison Yendra.....Spanish
Teresa Zinnel.....Special Education
Shelbi Zinnell.....Elem Music/Office Staff

Nurse:
Karalee Fiddelke.....School Nurse

Para Staff:
Colleen Cornelius, Kim Cyboron, Tina Cacy, Brittney Lutz, Julie McGuigan, Julie Otte, Krissy Reisbeck, Stephanie Yost, Jessica Schuller

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:
Jessica Anderson.....Cafeteria Manager
Dawn Caddy..... Assistant Cook
TBD.....Assistant Cook

Chris Bruning.....Assistant Cook
Marcie Gross.....Point of Sale

Custodians:
Dan Cyboron.....Head of Maint/Cust
Kati Caddy..... Secondary Custodian
Marcie Gross..... Elementary Custodian

Transportation Department:
Todd VanWinkle..... Transportation Director
Cheryl Deines.....Route Driver
Richard Douglas.....Route Driver
Julie McGuigan.....Route Driver
Jim Wilkinson.....Route Driver
Krissy Reisbeck.....Route Driver
Jason Abels.....Activity Driver
Lenay Palser.....Activity Driver/Route 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

Ravenna Public School

Activities Handbook



Rules and Regulations

2025-26

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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.

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 school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the Section 504 Coordinator: Noah Maulsby at 308452-3249, noah.maulsby@ravennabluejays.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment on the basis of sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Ken Schroeder at 308 452-3249, ken.schroeder@ravennabluejays.org, 41750 Carthage Road or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: 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.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Ken Schroeder at 308 452-3249, ken.schroeder@ravennabluejays.org, 41750 Carthage Road or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the superintendent at 38 452-3249, ken.schroeder@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.

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

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, (2) meet the requirements of board policy including all rules applicable to the activity, 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 $6.00 for adults, $5.00 for students, and $3.00 for any junior high game. K-12 Ravenna students are free admission. Admission pass price is $50.00 for an adult pass (covers admission to all home extracurricular events, away events, & conference tournaments). NSAA district events are ***not*** covered by the adult admission pass.

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 online~~ training course approved by the Chief Medical Officers 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 School~~s

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 contests 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. **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.
6. 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.
7. **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**.

8. 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.

9. 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 2025-26 school year prior to May 1, 2025; 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, 2025. 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, 2025, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

10. 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.

11. 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.

12. A student shall not participate on an all-star team while a high school undergraduate.

13. 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 of 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.

<u>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</u>

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

a. First Offense

i. The parent and student will be required to attend a meeting with the high school principal and activities director to discuss the positive test results and the corresponding consequences.

ii. The student will be allowed to practice.

iii. 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.

iv. The student will complete a drug, alcohol, and/or nicotine/tobacco education program provided by the school. This educational component must be completed before the student will be allowed to return to competition.

v. Students will write apology letters to the following people/groups, while reflecting on how their choice has impacted these people/groups:

a) Parents

b)All extracurricular activity sponsor(s)/coach(es) the student is a part of

c)Teammates for all extra curricular activities the student is a part of

vi. The student will write a two-page paper answering the following writing prompts:

a) Why did you choose to use the substance you tested positive for?
b) Describe your frequency of use of the substance you tested positive for.
c) What are the detrimental physical health impacts of using the substance you tested positive for?
d) What are the detrimental mental health impacts of using the substance you tested positive for?
e) What are the legal implications of using the substance you tested positive for?
f) How has your decision to use the substance you tested positive for impacted your parents, your peers, your teammates, and your school community?
g) What are your intentions for using or not using the substance you tested positive for in the future?

This paper will be submitted to the high school principal and the activities director and must be completed to the high school principal and the activities director's satisfaction before the student can return to competition.

vii. The student shall participate in a drug and alcohol assessment provided by the school 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.

viii. Following the drug and alcohol assessment, the student and parents will meet with the high school principal, activities director, and the certified substance abuse counselor or licensed mental health provider to review the results and recommendations of the assessment. This meeting must be held before the student can return to competition.

ix. The student and the parents must agree to follow the recommendations provided by the certified substance abuse counselor or licensed mental health provider, which the administration deems to be appropriate and necessary, in order to be able to return to competition. Any recommendations the administration deems appropriate and necessary will be at the parent's expense.

x. Prior to returning to competition, the student and parent must schedule a "re-entry meeting" with the high school principal to ensure the student has met all of the criteria to return to competition.

b. Second Offense

i. The parent and student will be required to attend a meeting with the high school principal and activities director to discuss the positive test results and the corresponding consequences.

ii. The student shall be allowed to attend practice.

iii. 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.

iv. The student will complete a mutually agreed upon drug, alcohol, and/or nicotine/tobacco education program at the parent's expense. This educational component must be completed before the student will be allowed to return to competition.

v. Students will write apology letters to the following people/groups, while reflecting on how their choice has impacted these people/groups:

a) Parents

b)All extracurricular activity sponsor(s)/coach(es) the student is a part of

c)Teammates for all extracurricular activities the student is a part of

vi. The student will write a two-page paper answering the following writing prompts:

a Why did you choose to use the substance you tested positive for?

b Describe your frequency of use of the substance you tested positive for.

c What are the detrimental physical health impacts of using the substance you tested positive for?

d What are the detrimental mental health impacts of using the substance you tested positive for?

e What are the legal implications of using the substance you tested positive for?

f How has your decision to use the substance you tested positive for impacted your parents, your peers, your teammates, and your school community?

g What are your intentions for using or not using the substance you tested positive for in the future?

This paper will be submitted to the high school principal and the activities director and must be completed to the high school principal and the activities director's satisfaction before the student can return to competition.

vii. The student shall participate in a drug and alcohol assessment 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. This evaluation will be at the parent's expense and the parents must agree to share the recommendations yielded from the assessment with the school.

viii. Following the drug and alcohol assessment, the student and parents will meet with the high school principal, activities director, and the certified

substance abuse counselor or licensed mental health provider to review the results and recommendations of the of the assessment. This meeting must be held before the student can return to competition.

ix. The student and the parents must agree to follow the recommendations provided by the certified substance abuse counselor or licensed mental health provider, which the administration deems to be appropriate and necessary, in order to be able to return to competition. Any recommendations the administration deems appropriate and necessary will be at the parent's expense.

x. Prior to returning to competition, the student and parent must schedule a "re-entry meeting" with the high school principal to ensure the student has met all of the criteria to return to competition.

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.

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.

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?

<u>Signs Observed by Parents or Guardians</u>

- 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

<u>Symptoms Reported by Athlete</u>

- 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

2025-26

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 nume-rous 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.

2. 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.

3. Drug Testing Coordinator. The Drug Testing Coordinator shall be the Secondary Principal, Activities Director, or his or her designee unless otherwise indicated.

4. 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:

AcaDeca
Basketball
Cross Country
Football
Golf
Track
Volleyball
Wrestling
Band
Cheer Squad
Color Guard
Dance Team
Future Business Leaders of America (FBLA)
Future Farmers of America (FFA)
SkillsUSA
National Honor Society (NHS)
Musicals
One-Act Play
Quiz Bowl
Robotics
School Dances
Show Choir
Science Olympiad
Student Council
Speech
Spring Play
STAR
Vocal Music
Yearbook

5. **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 up to 10 times per year or as determined by the DTC. Each selection pool will consist of:

3 *students from 7th and 8th grades*
7 *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.

6. 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.

7. **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.

8. Negative Tests. Students and their parents will receive verbal or written notice when the student's test result is negative.

9. 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)**:

a. First Offense

i. The parent and student will be required to attend a meeting with the high school principal and activities director to discuss the positive test results and the corresponding consequences.

ii. The student will be allowed to practice.

iii. 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.

iv. The student will complete a drug, alcohol, and/or nicotine/tobacco education program provided by the school. This educational component must be completed before the student will be allowed to return to competition.

v. Students will write apology letters to the following people/groups, while reflecting on how their choice has impacted these people/groups:

a) Parents

b)All extracurricular activity sponsor(s)/coach(es) the student is a part of

c)Teammates for all extra curricular activities the student is a part of

vi. The student will write a two-page paper answering the following writing prompts:

a) Why did you choose to use the substance you tested positive for?

b) Describe your frequency of use of the substance you tested positive for.

c) What are the detrimental physical health impacts of using the substance you tested positive for?

d) What are the detrimental mental health impacts of using the substance you tested positive for?

e) What are the legal implications of using the substance you tested positive for?

f) How has your decision to use the substance you tested positive for impacted your parents, your peers, your teammates, and your school community?

g) What are your intentions for using or not using the substance you tested positive for in the future?

This paper will be submitted to the high school principal and the activities director and must be completed to the high school principal and the activities director's satisfaction before the student can return to competition.

vii. The student shall participate in a drug and alcohol assessment provided by the school 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.

viii. Following the drug and alcohol assessment, the student and parents will meet with the high school principal, activities director, and the certified substance abuse counselor or licensed mental health provider to review the results and recommendations of the assessment. This meeting must be held before the student can return to competition.

ix. The student and the parents must agree to follow the recommendations provided by the certified substance abuse counselor or licensed mental health provider, <u>which the administration deems to be appropriate and necessary</u>, in order to be able to return to competition. Any recommendations the administration deems appropriate and necessary will be at the parent's expense.

x. Prior to returning to competition, the student and parent must schedule a "re-entry meeting" with the high school principal to ensure the student has met all of the criteria to return to competition.

xi. 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 parent and student will be required to attend a meeting with the high school principal and activities director to discuss the positive test results and the corresponding consequences.

ii. The student shall be allowed to attend practice.

iii. 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.

iv. The student will complete a mutually agreed upon drug, alcohol, and/or nicotine/tobacco education program at the parent's expense. This educational component must be completed before the student will be allowed to return to competition.

v. Students will write apology letters to the following people/groups, while reflecting on how their choice has impacted these people/groups:

a) Parents

b)All extracurricular activity sponsor(s)/coach(es) the student is a part of

c)Teammates for all extracurricular activities the student is a part of

vi. The student will write a two-page paper answering the following writing prompts:

a Why did you choose to use the substance you tested positive for?

b Describe your frequency of use of the substance you tested positive for.

c What are the detrimental physical health impacts of using the substance you tested positive for?

d What are the detrimental mental health impacts of using the substance you tested positive for?

e What are the legal implications of using the substance you tested positive for?

f How has your decision to use the substance you tested positive for impacted your parents, your peers, your teammates, and your school community?

g What are your intentions for using or not using the substance you tested positive for in the future?

This paper will be submitted to the high school principal and the activities director and must be completed to the high school principal and the activities director's satisfaction before the student can return to competition.

vii. The student shall participate in a drug and alcohol assessment 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. This evaluation will be at the parent's expense and the parents must agree to share the recommendations yielded from the assessment with the school.

viii. Following the drug and alcohol assessment, the student and parents will meet with the high school principal, activities director, and the certified substance abuse counselor or licensed mental health provider to review the results and recommendations of the of the assessment. This meeting must be held before the student can return to competition.

ix. The student and the parents must agree to follow the recommendations provided by the certified substance abuse counselor or licensed mental health provider, <u>which the administration deems to be appropriate and necessary</u>, in order to be able to return to competition. Any recommendations the administration deems appropriate and necessary will be at the parent's expense.

x. Prior to returning to competition, the student and parent must schedule a "re-entry meeting" with the high school principal to ensure the student has met all of the criteria to return to competition.

xi. 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.

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. Following the one calendar year suspension from practice or publicly performing in any extracurricular activity, the student must submit to a district administered test and test negative before returning to activities. This test will be at the parent's expense.

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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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, 2024

CONSENT TO PERFORM RANDOM DRUG TESTING

2025-26

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

2025-26 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

2025-26

COACH/SPONSOR

“Leaders aren't born, they are made. And they are made just like anything else, through hard work. And that's the price we'll have to pay to achieve that goal, or any goal.”

-Vince Lombardi

Ravenna Public Schools
Head Athletic Coach
Job Description

TITLE: Head Athletic Coach

QUALIFICATIONS: A) Valid Nebraska teacher certification.

B) Has the ability to organize and supervise a total sports program

C) The head coach must have substantial knowledge of the technical aspects of the sport and at the same time continue to examine new theories and procedures pertinent to the field.

REPORTS TO: To the Activities Administrator. The Activities Administrator will provide overall objectives and the final evaluation in conjunction with the Superintendent of Schools

SUPERVISES: High School assistant coaches and Jr. High School coaches in conjunction with the Activities Administrator and Principal.

JOB GOAL: The Head Coach shall provide an opportunity for all students interested in participating in their respective sport an opportunity to be a part of the sport. The head athletic coach will instruct athletes in fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, and self-discipline and self-confidence.

DUTIES AND RESPONSIBILITIES

1. Has a thorough understanding of all athletic policies approved by the Ravenna Board of Education, LouPlatte Conference, and the Nebraska School Activities Association and is responsible for their implementation by the entire staff of the sports program.

2. Has knowledge of existing system, state and conference regulations; implements same consistently and interprets them for staff.

3. Understands the proper administrative line of communication and refers all requests or grievances through the proper channels; 1) Activities Administrator, 3) Principal 3) Superintendent. Is aware of all public/departmental meetings that require attendance.

PROFESSIONAL AND PERSONAL RELATIONSHIPS

1. Cooperates with the Activities Administrator and Principals in submitting participant lists, bus times, parent permission and physical forms, year-end reports, roster information and coaching philosophy prior to the season.

2. Follows policy in the Ravenna Public Schools activity handbook, the Nebraska School Activities Association, and the LouPlatte Conference.

3. Provides team rules and policies to team members in writing and follows due process procedures, according to the Ravenna Public Schools Activity Handbook.

4. Communicates effectively with athletes. Texting and email are useful communication tools; however, coaches will only send "mass" messages to multiple players. In the rare occasion that it is necessary to text/email an individual athlete the coach MUST also send a copy to either the AD or building principal.

5. Is appropriately dressed at practices and competitions. Game apparel while coaching all sports 7-12 will be a dress shirt or Ravenna Coaching Polo shirt. Coaches are to have their shirts on while representing Ravenna Public Schools either as a coach or spectator.

6. Develops sound public relations. Cooperates with newspapers, radio, television, booster club and interested spectators.

7. Understands and follows rules and regulations set forth by all governing agencies: Nebraska School Activities Association, Ravenna Board of Education, and the LouPlatte Conference.

8. Prior to the first contest in their respective sport the Head Coach will hold a parents night activity, outlining his/her philosophy of coaching and give to the parents in writing the team rules, a tentative list of practice times, competition schedule, and departure times.

9. Participates in and speaks at pep assemblies and awards nights.

10. Develops a good rapport with other teachers, coaches, and administrators.

11. Works cooperatively with JH High coaches in developing and coordinating the JH Program.

12. Promotes all sports in the athletic program attempting to foster school spirit.

13. Cooperates and communicates with parents during the entire year. Including summer and out of season activities.

COACHING PERFORMANCE

1. Develops respect from players and spectators by example; in appearance, manners, behavior, language and conduct during practices and games.

2. Provides proper supervision and administration of locker room, training room, and during transportation.

3. Is well versed and knowledgeable in matters pertaining to their specific sports. (Including NSAA Rules and Guidelines that pertain to specific sports.)

4. Has individual/team discipline and control.

5. Develops a well-organized practice schedule which utilizes his/her staff and team to its maximum potential.

6. Practice schedules are developed and saved in the event of a catastrophic injury.

7. Establishes the fundamental philosophy, skills, and techniques to be taught by staff.

8. Is fair, understanding, tolerant, sympathetic, and patient with team members.

9. Is innovative using new coaching techniques and ideas in addition to sound, already proven methods of coaching.

10. Is prompt in meeting the team for practices and games.

11. Shows interest in athletes in off-season activities and classroom efforts.

12. Knows the medical aspects of the position, including first aid, injury policies; notifying parents, working with trainers, and family physicians.

13. Delegate authority to assistant/JH coaches with responsibility while remaining accountable for such delegations.

14. Uses ethical means of motivation, emphasizes values of competitive athletics, acceptable personal behavior, decision-making, and lasting values to each individual.

15. Utilizes practice time for the development of all team members.

16. Team performance is consistent with the quality of the athletes available.

RELATED COACHING RESPONSIBILITIES

1. Is concerned about the care of the equipment; including issue, collection, and inventory.

2. Shows self-control and poise in areas related to coaching responsibilities.

3. Displays enthusiasm and exhibits interest in coaching.

4. Keeps Activities Administrator and Principal informed about unusual events.

5. Is cooperative in helping the booster club.

6. Encourages all potential athletes to participate in athletic programs.

7. Follows proper procedure for purchasing equipment.

ATHLETIC COACHES EVALUATION PROCEDURES

1. **Each head coach shall schedule a conference with the Activities Administrator no later than one month after the final contest of the season to evaluate the program.**

2. **If the performance is evaluated less than satisfactory, the Activities Administrator has the responsibility of recommending to the superintendent that a coach or sponsor not be reassigned to the position.**

The purpose of an appraisal evaluation is as follows:

1. To afford an opportunity to identify, recognize and praise quality coaching and instruction.
2. To provide an opportunity to identify potential leadership within a system.
3. To create a climate to achieve individual improvement through the development of targets.
4. To provide information necessary to enhance objective assessment of a coach.
5. To identify factors that interferes with a coach's overall contribution to the growth of athlete's.
6. To ensure that quality coaching is a responsibility shared by the entire coaching staff and the Activities Administrator.

Ravenna Public Schools
Head Coach Evaluation

Rating Scale: 1=Satisfactory, 2=Area for Growth, 3=Unsatisfactory

Name: _____Sport:_____Year:_____

Personal and Professional Attributes	Circle One		
1. Develops respect by example in appearance, manner, behavior and language. Models appropriate sportsmanship by maintaining suitable sideline conduct.	1	2	3
2. Communicates effectively with athletes, parents, faculty, and administration.	1	2	3
3. Provides an atmosphere of cooperation by being receptive to suggestions and giving credit to those responsible for success.	1	2	3
4. Develops rapport and demonstrates integrity with the coaching staff and colleagues.	1	2	3
5. Fosters school spirit by promoting and supporting extracurricular school activities.	1	2	3
6. Is fair, understanding, tolerant, sympathetic, and patient with team members.	1	2	3
7. Demonstrates loyalty to the program and school.	1	2	3
Management of Program			
1. Provides leadership, guidance, and supervision to athletes according to Ravenna Public Schools and NSAA rules and regulations.	1	2	3
2. Is competent in the administration of equipment, including: purchasing, issue, collection, inventory, storage, and budget.	1	2	3
3. Promotes athletes through the media and by assisting them with college applications and scholarship opportunities.	1	2	3
4. Exhibits reasonable and prudent conduct in providing a safe environment for the athletes. Makes sure safety procedures are taught and followed in all areas. Provides prompt care for any reported or observable injury and/or unusual condition of the athlete.	1	2	3
5. Submits all reports, forms, and information as requested by the athletic director in a timely manner.	1	2	3
6. Distributes and reviews individual and team expectations and handbooks to athletes, parents, and athletic director.	1	2	3
Coaching Techniques			
1. Displays leadership skills, attitudes, and motivational techniques that produce positive efforts by participants.	1	2	3
2. Works effectively with all assistants in delegating authority while remaining accountable for such delegation.	1	2	3
3. Emphasizes the value of competitive athletics, teaches self discipline and decision-making skills, and stresses the importance of being a positive representative of the school.	1	2	3
4. Develops well organized practice/game plans that utilize his/her staff and team to their maximum potential.	1	2	3
5. Is well versed and knowledgeable in matters pertaining to the sport. Is innovative in using new coaching techniques and ideas in addition to sound, proven methods of coaching.	1	2	3
6. Team performance is consistent with the quality and ability of athletes in the program.	1	2	3
7. Participates in coaching clinics and other activities to improve coaching knowledge and performance.	1	2	3
8. Encourages and enables athletes to improve athletic skills during the off-season.	1	2	3

Additional Comments (Use additional page if necessary):

Coach's Signature: _____Date:_____

Athletic Director's Signature:_____Date:_____

JUNIOR HIGH SCHOOL PHILOSOPHY

The Junior High School philosophy will carry over into the activities program, with the emphasis on participation. Coaches and parents should be aware that all students will participate. The Activities Administrator will schedule contests, making every effort to ensure that scheduled contests will allow for maximum participation opportunities. At the Junior High level all participants should have the opportunity to have quality playing time in contests. Junior High School activities should not be used as an evaluation for the high school activities and all participants should be encouraged to continue in the program regardless of ability.

COACHES CODE OF ETHICS
National Federation Interscholastic Coaches Association

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Athletes should be treated as though they are members of the coach's families and their welfare should be of primary concern at all times.

The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place winning above the value of instilling the highest desirables of character**.**

The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, and the public, the coach shall set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should condone their use.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall be thoroughly acquainted with the contest rules and is responsible for the interpretation to team members. The spirit and letter of rules should be regarded as absolute values. The coach shall not try and seek an advantage by circumventing the spirit or letter of the rules.

Coaches shall actively enhance sportsmanship among spectators, and by working closely with cheerleaders, booster clubs, and administrators.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct, which shall incite players or spectators against opponent or officials. Public criticism of officials or players is unethical.

Before and after contest, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members' to give student athletes special consideration.

It is unethical for coaches to scout opponents by any means other than those adopted by the league and/or state high school association.

"Be more concerned with your character than your reputation, because your character is what you really are, while your reputation is merely what others think you are."
-John Wooden

ADMINISTRATIVE ORGANIZATION

Procedure for handling any parent/player concerns:

In order to resolve any conflicts or potential problems it is encouraged that anybody connected to Ravenna Public Schools Activities program follow the following line of authority (Please emphasize to parents the 'overnight wait time' before confronting of a possible concern):

1. **Coach/Sponsor**
2. **Activities Administrator**
3. **Principal**
4. **Superintendent**
5. **School Board**

SAFETY GUIDELINES/RESPONSIBILITIES

1) **All athletes shall be taught appropriate protective skills**
2) **All athletes should be taught fundamentals as an educational progression**:
   - Simple to complex
   - Known to unknown
   - Synthesize individual skills to develop more complex capabilities
3) **Instruct all participants of the rules of the sport with an emphasis on those rules which have safety implications.**
4) **Utilize a variety of techniques and drills to condition athletes to perform in a manner which will be both effective and safe.**
5) **Provide immediate corrective action when athletes perform incorrectly as it relates to safety.**
6) **Inspect the facilities and equipment before every use for conditions, equipment, or apparatus which may be unsafe.**
7) **Maintain a daily record of all injuries which cause a participant to miss one or more days of practice or games.**
8) **Coaches must be physically present during all activity related to practice and competition whether coaching opposite or same gender**

teams. Coaches of teams must specify locker room supervision, and remain in the area until all athletes have departed.

PROFESSIONAL MEETINGS

1) Head Coaches

All head coaches are required to attend the Nebraska State Activities Association rules meetings. Head coaches and sponsors are also expected to attend conference and district meetings where business concerning their sport will be discussed.

2) Clinics and Workshops

Coaches and sponsors are encouraged to attend clinics or conferences to keep abreast of new developments in the sport or activity in which they are in charge of. Requests to attend clinics, meetings, workshops, that will require absence from school need to be submitted to your building principal. All coaches may attend the state meet in their respective sport for one school day upon approval by the building principal in which they are in. This absence will be the use of one of the coach's professional days and he/she will have to bear their own expense. The Ravenna Public Schools will pay registration to the Nebraska Coaches Association clinic plus the use of a school vehicle or mileage for one vehicle.

Expenses: The Ravenna Public Schools will reimburse the coach/sponsor up to $160 for one clinic per year per Activities Administrator and building principal approval.

PRE-PRACTICE REQUIREMENTS

All athletes must meet the following requirements before they start practice:

1. Have on file in the high school office: **(All forms need to be completed by Athletes, Cheerleaders, & Dance Team Members. ++ designates forms to be completed by Band, Color Guard, Speech, & Play Production.)**
   - **A.** A 'Physical' dated after **May 1st** of the current year.
   - **B.** 'Catastrophic Accident' / 'Code of Conduct' Form ++
   - **C.** NSAA 'Student and Parent Consent' form signed. ++
   - **D.** 'Physical Therapy Permission' forms signed.

Coaches/Sponsors are solely responsible for making sure all forms are turned into the office before participation.

ELIGIBILITY

The school follows the eligibility requirements established by the Nebraska School Activities Association. The part of their eligibility requirements which athletes should be made aware of is:

To be eligible, a student shall have credit on the school records for twenty credit hours of school work for the immediate preceding semester.

For the current semester, the student must be continuously enrolled in at least twenty credit hours of instruction per semester at the school the student represents in interscholastic competition. Students enrolled in college classes at an accredited institution should be allowed to use those classes in meeting the 20-hour eligibility requirements.

ACTIVITIES ON WEDNESDAY NIGHT AND SUNDAYS

According to the Nebraska School Activities Association, **NO** athletic contest may be scheduled on Sunday. In addition to this, Ravenna Public School wishes to work cooperatively with the churches of the community. There will be **NO PRACTICES or ACTIVITIES PAST 6:00 P.M. ON WEDNESDAY NIGHTS. Jr. High students need to be out of the building by 5:00 P.M. on Wednesday and high school students need to be out of the building by 6:00 P.M. The only exception to this would be a state or conference scheduled activity**

There will be no school sponsored activities on Sunday without prior administrative approval, these activities include but are not limited to; school trips, open gyms, or any team or club activity. Excluding FCA.

ORGANIZED PRACTICE

No organized practice may be held between the close of the previous seasons and the opening date of practice for the following season. An organized practice shall be defined as such:

Football: An organized practice shall mean more than seven players under the direct supervision of a sponsor.

Basketball, Wrestling, Volleyball: An organized practice shall mean more than four players under the direct supervision of a sponsor.

Track, Golf, Cross Country: An organized practice shall mean more than three players under the direct supervision of a sponsor.

PRACTICE REGULATIONS

A) No restrictions are placed on practices which are not sanctioned by the school district and which occur after the close of the school term and the commencement of organized fall practices.

B) No athlete shall workout using school facilities unless he/she is under the direct supervision of a coach or sponsor authorized by the district to supervise the activity. **ANY COACH OR SPONSOR THAT DIRECTS AN ATHLETE TO USE THE WEIGHT ROOM OR WHO IS BEING PAID BY THE SCHOOL DISTRICT TO SPONSOR THE WEIGHT ROOM IS DIRECTLY RESPONSIBLE FOR ANY ATHLETE USING THE FACILITY. DURING THE POSTED TIMES.**

C) Coaches, sponsors, and athletes of those sports which are in their off-season **shall be supportive of the athletes and coaches of those sports which are in season** and not interfere with their training or preparation.

D) If a student participating in one sport during a sports season and decides to quit that sport and participate in another sport during the

same season, the student shall be restricted from practice and competing for seven (7) school days.

E. In case of inclement weather and school being cancelled, all activity practices will be cancelled unless cleared by the superintendent.

STARTING, DISMISSAL AND LENGTH OF PRACTICES

All starting times of practices will be designated by the individual coach. All athletes are expected to be on the court or field at the time set by the coach.

In order that athletes and their parents may plan accordingly, and for the welfare of the athlete, the following is suggested concerning length of practices, outside of Wednesday night:

Senior High Athletes: 2 ½ hours after the school day ends

Junior High Athletes: 1 ½ hours after the school day ends

The coach or sponsor should attempt to have all students under his/her direction out of the building by 6:00 P.M., whenever possible. **All locker room, gym, and hallway lights need to be turned off and all doors locked by the last sponsor in the building. This should include a building walk-through.**

TRANSPORTATION & TRAVEL

When transporting students in a school van or like vehicle ALL passengers MUST wear a seat belt. It is the responsibility of the coach/sponsor to ensure that everyone is buckled prior to leaving and remains buckled during the entire trip.

At no time is the coach/sponsor allowed to use their cell phone while driving a school van or like vehicle. In the event that a call must be made or received the driver must first pull off the road and come to a complete and safe stop.

1. **Travel:** The Transportation Director is responsible for lining up the transportation of all activities. **Coaches/sponsors need to turn in a request at least one week prior to the date that transportation is needed**.

2. **Transportation:** Ravenna athletic/activity groups and staff members will travel to and from events by school bus and school vehicles.
3. Athletes who do not travel on school provided transportation **may not be** allowed to **participate unless prior arrangements** have been made and circumstances merit that an athlete may travel by another means. All members of a group will return from a contest by the same transportation provided for taking them to the contest. Exception: A participant may continue on a trip with his/her parents or guardian, or return home with them if the parents personally request to the coach/sponsor that their child be allowed to ride home with them in writing.

4. **Reimbursement:** When students and staff are participating in a *state sponsored activity* that requires them to be absent from school at meal times the following guidelines will be used for allowances: Breakfast: $5.00, Lunch $10.00, and Dinner $10.00

5. **Release from school:** Students will not be excused from class for any activity or field trip without first having a permit-to-attend signed by all teachers. If the student does not have such a form he/she shall not be excused from the building. It is the responsibility of the head coach/sponsor to ensure that the students are completing the necessary work. The **head coach/sponsor** shall also list all students to be excused at least **two (2) days before the event and distribute such a list to all teachers of the students involved.**

6. **Dress:** Dress of a team member should follow the school dress code policy as outlined in the Student Handbook.

SCHOOL ATTENDANCE

Attendance is required to participate in activities**. Students must attend at least four (4) periods of the school day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice, music and band events, dances and any other extracurricular activity.** Failure to attend the required amount of school time will result in a student being withheld from participation in the activity unless the absence is prearranged.

The administration retains the right to grant participation should exceptional circumstances prevail.

RAVENNA PUBLIC SCHOOLS
COACHES/SPONSOR HANDBOOK
2025-26

I certify that I have received a copy of the Coaches/Sponsor Handbook and read the expectations of being a Coach/Sponsor with Ravenna Public Schools.

Coach/Sponsor Printed Name: _____

Coach/Sponsor Signature: _____

Date: _____

Town & Country Bank

June 6, 2025

Dr. Ken Schroeder
Ravenna Public Schools
PO Box 8040
Ravenna, NE 68869

Dear Dr. Schroeder,

Thank you for the opportunity to help the School District invest their bond proceeds until they are needed for construction disbursement payments. Because this is a unique occurrence and the funds are well above your normal deposit activity we are approaching it as an extra opportunity. This allows us to offer you rate options that are not normally available for funds which need to stay somewhat liquid.

We have reviewed your schedule of disbursements and have two options for you to consider for investing these funds until you will be needing them.

The first option is essentially a variable rate option – we would deposit the bond funds which will not be needed over the next month into a one month CD priced at 0.10% less than our shortest stated special on our rate sheet. When the CD matures, an amount needed for upcoming disbursements would be deposited into your building fund money market account and the remainder of the funds would then be reinvested into another one month CD priced as described above. Currently our short term CD has a 4.04% rate / 4.10% APY, which would give you a CD rate of 3.94% and an APY of 4.0% for the first month.

The second option is a fixed rate option – we would immediately deposit amounts needed for the entire project. The funds to be used for the first several months of the construction term would be placed into individual monthly certificates of deposit priced at 0.35% less than our shortest stated special on our rate sheet. Similarly, the funds to be used beyond that date would be placed into individual monthly certificates of deposit priced at 0.35% less than our longest stated special on our rate sheet. For example, we currently have a 7 month CD special priced at 4.04%/4.10% APY, and a 13 month special priced at 3.70%/3.75% APY. We would establish a CD with the funds expected to be disbursed for each of the first seven months at 3.69%/3.75% APY, and similarly we would establish a CD with the funds expected to be disbursed for each of months eight through thirteen at 3.35%/3.40% APY.

Note that the fed funds future market is currently indicating that the Fed may reduce interest rates four times over the course of the next 12 to 18 months, which would drive variable rate

investment options down over that period of time. Whether that happens and how fast it happens is anyone's guess. With the two options above, you can either choose to accept the yields that the market allows us to pay over the period or you can choose to know how much you will earn by choosing a fixed rate option. Also note that keeping your funds under our roof gives you three assurances that your funds are safe – 1-the Bank's strong equity position and five star safety and soundness record, 2-the FDIC's implied guarantee which historically has greatly exceeded their $250,000 stated guarantee, and 3-the securities that the Bank pledges to collateralize your deposits in excess of $250,000.

I appreciate this opportunity to put your bond funds to work during your construction period. Please let me know what questions you might have.

Sincerely,

James Friesen
President

Ravenna Public Schools

School deposit proposal 6.5.2025

Assumed Fed Funds futures, 6/3/2025 forecast:

- roughly predicting:	Fed funds rates?	Ravenna funds	Ravenna disbursements	What-if - based on 6/5/2025 rate sheet Short term Bank offer	Long Term Bank offer
6/1/2025	4.325				
7/1/2025	4.325	$ 7,445,934		3.75	3.4
8/1/2025	4.325	7,411,927	34,007	3.75	3.4
9/1/2025	4.325	7,197,333	214,594	3.75	3.4
10/1/2025	4.075	7,067,168	130,165	3.75	3.4
11/1/2025	4.075	6,843,515	223,653	3.75	3.4
12/1/2025	4.075	6,210,793	632,722	3.75	3.4
1/1/2026	3.825	5,641,176	569,617	3.75	3.4
2/1/2026	3.825	4,970,095	671,081	3.75	3.4
3/1/2026	3.825	4,306,492	663,603	3.75	3.4
4/1/2026	3.575	3,435,710	870,782	3.75	3.4
5/1/2026	3.575	2,788,175	647,535	3.75	3.4
6/1/2026	3.575	2,158,362	629,813	3.75	3.4
7/1/2026	3.325	1,517,317	641,045	3.75	3.4
8/1/2026	3.325	1,013,171	504,146	3.75	3.4
9/1/2026	3.325	-	1,013,171	3.75	3.4
10/1/2026	3.325	-		3.75	3.4

Fixed option					Variable option	
Short term deposits offer 1	interest paid	Long term Deposits offer 2	interest paid	total interest paid	What-if - based on 6/5/2025 rate sheet Variable at 10 bps below CD special	
2,475,839	7,737	4,970,095	14,082	$ 21,819	3.94	$ 24,447.48
2,441,832	7,631	4,970,095	14,082	21,713	3.94	24,336
2,227,238	6,960	4,970,095	14,082	21,042	3.94	23,631
2,097,073	6,553	4,970,095	14,082	20,635	3.7	21,790
1,873,420	5,854	4,970,095	14,082	19,936	3.7	21,101
1,240,698	3,877	4,970,095	14,082	17,959	3.7	19,150
671,081	2,097	4,970,095	14,082	16,179	3.45	16,218
-	-	4,970,095	14,082	14,082	3.45	14,289
		4,306,492	12,202	12,202	3.45	12,381
		3,435,710	9,735	9,735	3.2	9,162
		2,788,175	7,900	7,900	3.2	7,435
		2,158,362	6,115	6,115	3.2	5,756
		1,517,317	4,299	4,299	2.95	3,730
		1,013,171	2,871	2,871	2.95	2,491
		-	-	-	2.95	-
		-	-	-	2.95	-
				$ 196,487		$ 205,918



About The Fund

NLAF is a separate legal and administrative entity organized and existing pursuant to the Nebraska Interlocal Cooperation Act and other Nebraska laws.

Investment options and services

The Fund's portfolio consists solely of investments permitted Nebraska law. NLAF also offers additional services authorized by the NLAF Board of Trustees and provided by PFM Asset Management[1] (PFMAM), the Fund's administrator. Details about NLAF's investment options:

Investment Options	
	NLAF
Investment Period	1 Day Minimum
Balance Requirements	$1.00 Minimum
Additional Deposits	No Minimum
Withdrawals	Unlimited
Statements	Provided Monthly
Transactional Charges & Fees	None
Accounts	Unlimited
Interest Earnings	Calculated Daily, Paid Monthly
Credit Rating	AAAm by S&P Global[2]

Additional Products

The following products and services are authorized by the NLAF Board of Trustees. These services are provided by PFMAM and are separate from the Fund. They are available to investors under a separate agreement with the investment advisor:

Fixed-Income Investment Program

This program enables NLAF investors to individually invest in government securities, certificates of deposit (CDs), and other fixed income investments permitted by Nebraska law. Details:

- Investors select from CDs of varying maturities issued by a variety of financial institutions
- The CDs available through this program are usually issued in denominations up to the maximum amount insured by the FDIC

- CDs held in this program are not part of the Fund. Within the limits and to the extent of insurance provided by the FDIC, CDs in this program may be separately insured by the FDIC from any CDs which may be held by the Fund
- To simplify recordkeeping requirements for investors, all CD principal and interest is credited at maturity when received by the Custodian to an investor's Fund account
- Because interest is credited as described, investors will not have use of the interest earned on the CD, including the opportunity for reinvestment of interest earned, until maturity

Individually Managed Portfolios

In addition to the Fund, NLAF offers investors the option to have an individual portfolio managed to meet specific investment objectives. Individually managed portfolios are linked to the investor's NLAF account so that maturities and coupon payments are invested at all times.

Individually managed investment portfolios, which are not a part of the Fund, are available under a separate agreement with the investment advisor.

An individually managed portfolio provides a government unit with:

- The resources of PFMAM, a firm with more than 40 years of experience serving the public sector
- Investments tailored to meet the agency's liquidity needs or specific draw schedule
- Professional portfolio management focused on enhancing earnings and managing risk
- Investment purchases determined by the agency's investment policy or bond documents
- Competitive shopping for every security to seek the most favorable price and execution
- Third-party custody of all assets
- Investment management and custody services at a reasonable cost

Bond Account Management (BAM) Program

With the BAM Program, PFMAM provides an investor with some or all of the following:

- Creation of a customized investment strategy and portfolio for proceeds of tax-exempt and taxable financings
- Disbursements for the bond financed project
- Arbitrage rebate services for proceeds of tax-exempt borrowings
- Investment policy review and development, cash flow modeling, and cash management services

Services for the BAM Program are arranged directly with PFMAM and determined after a review of various factors.

For more detail on the above programs, contact a Fund Representative.

1 *PFM Asset Management is a division of U.S. Bancorp Asset Management Inc., NLAF's investment advisor and administrator, that services public sector clients.*

2 ***S&P Global AAAm Rating:*** *S&P evaluates a number of factors, including credit quality, market price, exposure, and management. Please visit SPGlobal.com/Ratings for more information and ratings methodology.*

This information is for institutional investor use only, not for further distribution to retail investors, and does not represent an offer to sell or a solicitation of an offer to buy or sell any fund or other security. Investors should consider the Fund's investment objectives, risks, charges and expenses before investing in the Fund. This and other information about the Fund is available in the Fund's current Information Statement, which should be read carefully before investing. A copy of the Fund's Information Statement may be obtained by calling 1-877-667-3523 or is available on the Fund's website at www.nlafpool.org. While the Fund seeks to maintain a stable net asset value of $1.00 per share, it is possible to lose money investing in the Fund. An investment in local government investment pools, such as the Fund, are not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Investments in a local government investment pool are subject to liquidity risk, which may impact the pool's ability to sell investments in a timely fashion or at near face value in order to fulfill a participant's redemption request. Such investments are also subject to market risk, issuer risk, and default risk. Participants may lose money by investing in a local government investment pool, such as the Fund. Shares of the Fund are distributed by U.S. Bancorp Investments, Inc., member FINRA (www.finra.org) and SIPC (www.sipc.org). PFM Asset Management is a division of U.S. Bancorp Asset Management, Inc., which serves as administrator and investment adviser to the Fund. U.S. Bancorp Asset

Management, Inc. is a direct subsidiary of U.S. Bank N.A. and an indirect subsidiary of U.S. Bancorp. U.S. Bancorp Investments, Inc. is a subsidiary of U.S. Bancorp and affiliate of U.S. Bank N.A.

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