Board of Education Regular Meeting
Monday, August 10, 2020 7:00 PM
High School Library
P.O. Box 8400
Ravenna, NE 68869-8400

1. **Members of the Public: Please note the first agenda item will be 2020-21 budget planning, which will be a discussion item. Other board business will be addressed immediately following the budget planning discussion.**

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

3. Excuse Absent Board Members

4. The Pledge of Allegiance

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

6. Financial Report

7. Consent Agenda

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

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

8. Request to Address the Board and Correspondence

9. Blue Jay Celebration of Success-Mr. Anderson & Mr. Kjar

10. ABC Bluejay Staff Member of the Month-Mr. Dan Cyboron

11. Information and Action Items

    11.1. Discuss, consider, and take all action necessary to adoption of revised Board Policy 2006-Complaint Procedure

    11.2. Discuss, consider, and take all action necessary to adoption of Board Policy 3057-Title IX

    11.3. Discuss, consider, and take all action necessary to the "2020-21 Return to School Plan"

11.4. Discuss, consider, consider, and take all action necessary to the 2020-21 Student Handbook

11.5. Discuss, consider, and take all action necessary to the 2020-21 Ravenna Public Schools Student Activity Handbook

11.6. Discuss, consider, and take all action necessary to the 2020-21 Staff Handbook

11.7. Discuss, consider, and take all action necessary to hiring a full-time substitute for the 2020-21 school year

11.8. Discuss, consider, and take all action necessary to making board member appointments to the Committee on American Civics

11.9. Discuss, consider, and take all action necessary to bowling as school sponsored activity for the 2020-21 school year @ 8:30 PM

11.10. Discuss, consider, and take all action necessary to setting a date and time for the 2020 Budget Hearing

11.11. Discuss, consider, and take all action necessary to the date and time of the 2020 Property Tax Request Hearing

12. Discussion Items

12.1. 2020-21 School District Budget @ 7:00 PM

12.2. Discuss compensation for classified staff in the event of a long-term closure during the 2020-21 school year

13. Elementary Principal's Report-Remote Learning Plans

14. Secondary Principal's Report-Remote Learning Plans

15.

16. Superintendent's Report

17. Board Report

18. Positive Comments

19. Adjournment

Nebraska Open Meetings Act

§ 84-1407. ACT, HOW CITED

Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

§ 84-1408. DECLARATION OF INTENT; MEETINGS OPEN TO PUBLIC

It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret. Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

§ 84-1409. TERMS, DEFINED

For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and (b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, and (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Videoconferencing means conducting a meeting involving participants at two or more locations through the use of audio-video equipment which allows participants at each location to hear and see each meeting participant at each other location, including public input. Interaction between meeting participants shall be possible at all meeting locations.

§ 84-1410. CLOSED SESSION; WHEN; PURPOSE; REASONS LISTED; PROCEDURE; RIGHT TO CHALLENGE; PROHIBITED ACTS; CHANCE MEETINGS, CONVENTIONS, OR WORKSHOPS

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as: (a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body; (b) Discussion regarding deployment of security personnel or devices; (c) Investigative proceedings regarding allegations of criminal misconduct; (d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; (e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or (f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

§ 84-1411. MEETINGS OF PUBLIC BODY; NOTICE; CONTENTS; WHEN AVAILABLE; RIGHT TO MODIFY; DUTIES CONCERNING NOTICE; VIDEOCONFERENCING OR TELEPHONE CONFERENCING AUTHORIZED; EMERGENCY MEETING WITHOUT NOTICE; APPEARANCE BEFORE PUBLIC BODY

(1) Each public body shall give reasonable advance publicized notice of the time and place of each meeting by a method designated by each public body and recorded in its minutes. Such notice shall be transmitted to all members of the public body and to the public. Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall 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 shall not be altered later than (a) twenty-four hours before the scheduled commencement of the meeting or (b) forty-eight 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 shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2) A meeting of a state agency, state board, state commission, state council, or state committee, of an advisory committee of any such state entity, of an organization created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act, of the governing body of a public power district having a chartered territory of more than one county in this state, of the governing body of a public power and irrigation district having a chartered territory of more than one county in this state, of a board of an educational service unit, of the Educational Service Unit Coordinating Council, of the governing body of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act, or of a community college board of governors may be held by means of videoconferencing or, in the case of the Judicial Resources Commission in those cases specified in section 24-1204, by telephone conference, if: (a) Reasonable advance publicized notice is given; (b) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including seating, recordation by audio or visual recording devices, and a reasonable opportunity for input such as public comment or questions to at least the same extent as would be provided if videoconferencing or telephone conferencing was not used; (c) At least one copy of all documents being considered is available to the public at each site of the videoconference or telephone conference; (d) At least one member of the state entity, advisory committee, board, council, or governing body is present at each site of the videoconference or telephone conference, except that a member of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis, an organization created under the Municipal Cooperative Financing Act, or a governing body of a risk management pool or an advisory committee of such organization or pool may designate a nonvoting designee, who shall not be included as part of the quorum, to be present at any site; and (e)(i) Except as provided in subdivision (2)(e)(ii) of this section, no more than one-half of the state entity's, advisory committee's, board's, council's, or governing body's meetings in a calendar year are held by videoconference or telephone conference; or (ii) In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, such organization holds at least one meeting each calendar year that is not by videoconferencing or telephone conferencing.

Videoconferencing, telephone conferencing, or conferencing by other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(3) A meeting of a board of an educational service unit, of the Educational Service Unit Coordinating Council, of the governing body of an entity formed under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act, of the governing body of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act, of a community college board of governors, of the governing body of a public power district, of the governing body of a public power and irrigation district, or of the Nebraska Brand Committee may be held by telephone conference call if: (a) The territory represented by the educational service unit, member educational service units, community college board of governors, public power district, public power and irrigation district, Nebraska Brand Committee, or member public agencies of the entity or pool covers more than one county; (b) Reasonable advance publicized notice is given which identifies each telephone conference location at which there will be present: (i) A member of the educational service unit board, council, community college board of governors, governing body of a public power district, governing body of a public power and irrigation district, Nebraska Brand Committee, or entity's or pool's governing body; or (ii) A nonvoting designee designated under subdivision (3)(f) of this section; (c) All telephone conference meeting sites identified in the notice are located within public buildings used by members of the educational service unit board, council, community college board of governors, governing body of the public power district, governing body of the public power and irrigation district, Nebraska Brand Committee, or entity or pool or at a place which will accommodate the anticipated audience; (d) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including seating, recordation by audio recording devices, and a reasonable opportunity for input such as public comment or questions to at least the same extent as would be provided if a telephone conference call was not used; (e) At least one copy of all documents being considered is available to the public at each site of the telephone conference call; (f) At least one member of the educational service unit board, council, community college board of governors, governing body of the public power district, governing body of the public power and irrigation district, Nebraska Brand Committee, or governing body of the entity or pool is present at each site of the telephone conference call identified in the public notice, except that a member of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis, an organization created under the Municipal Cooperative Financing Act, or a governing body of a risk management pool or an advisory committee of such organization or pool may designate a nonvoting designee, who shall not be included as part of the quorum, to be present at any site; (g) The telephone conference call lasts no more than five hours; and (h) No more than one-half of the board's, council's, governing body's, committee's, entity's, or pool's meetings in a calendar year are held by telephone conference call, except that: (i) The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by telephone conference call if the governing body's quarterly meetings are not held by telephone conference call or videoconferencing; and (ii) An organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act may hold more than one-half of its meetings by telephone conference call if the organization holds at least one meeting each calendar year that is not by videoconferencing or telephone conference call.

Nothing in this subsection shall prevent the participation of consultants, members of the press, and other nonmembers of the governing body at sites not identified in the public notice. Telephone conference calls, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) 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 and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. 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 by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness other than a member of the public body to appear before the public body by means of video or telecommunications equipment.

§ 84-1412. MEETINGS OF PUBLIC BODY; RIGHTS OF PUBLIC; PUBLIC BODY; POWERS AND DUTIES

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body may require any member of the public desiring to address the body to identify himself or herself.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if: (a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction; (b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience; (c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making a telephone conference call available at an instate location to members, the public, or the press, if requested twenty-four hours in advance; (d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state; (e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; (f) Reasonable arrangements are made to provide viewing at other instate locations for a videoconference meeting if requested fourteen days in advance and if economically and reasonably available in the area; and (g) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) The public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

(8) Public bodies shall make available at the meeting or the instate location for a telephone conference call or videoconference, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

§ 84-1413. MEETINGS; MINUTES; ROLL CALL VOTE; SECRET BALLOT; WHEN

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written, except as provided in subsection (6) of this section, and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing the minutes is absent due to a serious illness or emergency.

(6) Minutes of the meetings of the board of a school district or educational service unit may be kept as an electronic record.

§ 84-1414. UNLAWFUL ACTION BY PUBLIC BODY; DECLARED VOID OR VOIDABLE BY DISTRICT COURT; WHEN; DUTY TO ENFORCE OPEN MEETING LAWS; CITIZEN'S SUIT; PROCEDURE; VIOLATIONS; PENALTIES

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

UPDATED EFFECTIVE SEPTEMBER 2019

NASB
Nebraska Association of
SCHOOL BOARDS

www.NASBonline.org

Full-Time Substitute Estimates

Cost of Single Insurance to Employee (District Pays 75%/Employee Pays 25%)
Cost of Family Insurance (District Pays 75%/Employee Pays 25% for Single & Additional Family Premium

Estimated Annual Earnings @ $20 per hour x 1350 Hours
Difference Between Estimated Gross Earnings & Single Insurance Cost
Difference Between Estimated Gross Earnings & Family Insurance Cost

Greatest Number of Day a Single Substitute Reported for Duty Last Year
Number of Days at Least 1 Substitute was in the Building Last Year
121 * $125 Daily Substitute Rate

Difference Between Estimated Annual Earning for Full-Time Substitute & 121 Days Worth of Subs

Daily Pay Rate for Full-Time Substitute @ $20.00 per hour
Daily Pay Rate for Regular Substitute @ $125
Difference Between Daily Pay Rate for Full-Time Substitute & Regular Substitute
Difference Between Annual Cost of Full-Time Substitute & Regular Substitute-Based on 176 Student Days for Each
Difference Between Daily Pay Rate for Full-Time Substitute & Long-Term Substitute ($150-daily vs. $197 long-term
Difference Between Annual Cost of Full-Time Substitute & Long-Term Substitute based on 182 Service Days

$2,052	
$16,992	
$27,000	
$24,948	
$10,008	
52	
121	
$15,125	
$11,875	
$150	
$125	
$25	
$4,400	
$47	
$8,839	**Full-Time Sub is Much Cheaper**

Ravenna Public Schools
Fund Balance Report
July 31st, 2020

Special Building

Last month ending balance	$	689,252.99
Buffalo Co Taxes	$	2,157.30
Sherman Co Taxes	$	152.91
Settlement Checks	$	-
Interest	$	203.10
Check(s)	$	(21,700.00)
Bank Statement Balance	$	670,066.30

Depreciation Fund

Last month ending balance	$	191,046.97
Interest		$15.95
Ins. Proceeds		$0.00
Transfer		$0.00
Check(s)		($82,940.00)
Bank Statement Balance	$	108,122.92

Employee Benefit Fund

Last month ending balance	$	14,760.82
Interest	$	1.25
Check(s)	$	-
Bank Statement Balance	$	14,762.07

Qualified Cap

Last month ending balance	$	175,054.94
Buffalo Co Taxes	$	992.34
Sherm Co Taxes	$	68.76
US Treas.		
Interest	$	52.07
check(s)	$	-
Bank Statement Balance	$	176,168.11

PO Number / Account Number	Invoice Number / Detail Description	Vendor Name	Invoice Date	Amount	Amount
Checking Account ID 01	Fund Number 01	General			
	4713054943	ACCO Brands USA LLC	06/01/2020		573.12
01 1100 610 001 000		Gen Supplies Secon		286.56	
01 1100 610 002 000		Gen Supplies Elem		286.56	
	4713054944	ACCO Brands USA LLC	06/01/2020		167.59
01 1100 610 001 028		Instr Materials		29.76	
01 1100 610 002 000		Gen Supplies Elem		14.88	
01 1100 610 001 000		Gen Supplies Secon		122.95	
	4713054945	ACCO Brands USA LLC	06/01/2020		516.12
01 1100 610 002 001		Grade 1 Materials		46.80	
01 1100 610 002 000		Gen Supplies Elem		301.62	
01 1100 610 001 000		Gen Supplies Secon		167.70	
Total ACCO Brands USA LLC				1,256.83	
	37095	ANDERSON BROS. Electric, Plumbing & Heating, Inc.	07/09/2020		288.60
01 2620 430 001 000		Con/ser Repair Secon		144.30	
01 2620 430 002 000		Cont/ser Repair Elem		144.30	
Total ANDERSON BROS. Electric, Plumbing & Heating, Inc.				288.60	
	21545	ASK SUPPLY CO	07/20/2020		167.62
01 2610 610 001 000		Supplies Secon		83.81	
01 2610 610 002 000		Supplies Elem		83.81	
	21546	ASK SUPPLY CO	07/20/2020		829.84
01 2620 610 001 000		GENERAL SUPPLIES		414.92	
01 2620 610 002 000		GENERAL SUPPLIES		414.92	
Total ASK SUPPLY CO				997.46	
	01392.jul20	BLACK HILLS ENERGY	07/21/2020		30.96
01 2610 621 001 000		Fuel Secon		15.48	
01 2610 621 002 000		Fuel Elem		15.48	
	01393	BLACK HILLS ENERGY	07/21/2020		219.08
01 2610 621 001 000		Fuel Secon		109.54	
01 2610 621 002 000		Fuel Elem		109.54	
Total BLACK HILLS ENERGY				250.04	
	4064578	BLICK ART MATERIALS	07/06/2020		1,161.40
01 1100 610 001 027		Secon Art Materials		1,161.40	
	4077009	BLICK ART MATERIALS	07/07/2020		22.50
01 1100 610 001 027		Secon Art Materials		22.50	
Total BLICK ART MATERIALS				1,183.90	
	001754764	CENTRAL COMMUNITY COLLEGE	07/21/2020		27.00
01 2212 330 002 000		Purch Prof Ser Elem		27.00	
Total CENTRAL COMMUNITY COLLEGE				27.00	
	0002505080120	CHARTER COMMUNICATIONS	08/01/2020		7.65
01 1100 382 000 000		INTERNET SERVICES		7.65	
Total CHARTER COMMUNICATIONS				7.65	
	7021319	CHEMSEARCH	07/17/2020		757.50
01 2620 610 001 000		GENERAL SUPPLIES		378.75	
01 2620 610 002 000		GENERAL SUPPLIES		378.75	
Total CHEMSEARCH				757.50	

PO Number / Account Number	Invoice Number / Detail Description	Vendor Name	Invoice Date	Amount	Amount
	357.jul20	CITY OF RAVENNA	07/29/2020		457.17
01 2610 410 001 000		Water Sewer Secon		228.59	
01 2610 410 002 000		Water Sewer Elem		228.58	
	760.jul20	CITY OF RAVENNA	07/29/2020		88.67
01 2610 410 001 000		Water Sewer Secon		44.34	
01 2610 410 002 000		Water Sewer Elem		44.33	
Total CITY OF RAVENNA				545.84	
	1038	COACH MASTER'S INC.	07/22/2020		315.11
01 2710 610 000 000		Tires And Parts		315.11	
	1039	COACH MASTER'S INC.	07/22/2020		315.11
01 2710 610 000 000		Tires And Parts		315.11	
Total COACH MASTER'S INC.				630.22	
	PSI31306	COMPUTER INFORMATION CONCEPTS	07/31/2020		381.00
01 1100 735 001 000		Comp Software Secon		190.50	
01 1100 735 002 000		Comp Software Elem		190.50	
Total COMPUTER INFORMATION CONCEPTS				381.00	
	0002324	CRISISGO, INC	07/23/2020		1,150.00
01 1100 735 001 000		Comp Software Secon		575.00	
01 1100 735 002 000		Comp Software Elem		575.00	
Total CRISISGO, INC				1,150.00	
	1226449	DAS State Accounting - Central Finance	07/09/2020		229.32
01 1100 382 000 000		INTERNET SERVICES		229.32	
Total DAS State Accounting - Central Finance				229.32	
	353898A	DECKER INC.	07/30/2020		272.06
01 2610 610 001 000		Supplies Secon		136.03	
01 2610 610 002 000		Supplies Elem		136.03	
Total DECKER INC.				272.06	
	1000982350	DOLLAR GENERAL REGIONS 410526	06/18/2020		60.00
01 2510 610 000 000		Supplies		60.00	
Total DOLLAR GENERAL REGIONS 410526				60.00	
	8073928-0	EAKES OFFICE PLUS	07/28/2020		1,129.68
01 2610 610 001 000		Supplies Secon		564.84	
01 2610 610 002 000		Supplies Elem		564.84	
	INV217743	EAKES OFFICE PLUS	07/15/2020		281.42
01 1100 610 001 000		Gen Supplies Secon		140.71	
01 1100 610 002 000		Gen Supplies Elem		140.71	
Total EAKES OFFICE PLUS				1,411.10	
	9653936	ECOLAB PEST ELIM DIV	07/15/2020		70.18
01 2620 430 001 000		Con/ser Repair Secon		35.09	
01 2620 430 002 000		Cont/ser Repair Elem		35.09	
Total ECOLAB PEST ELIM DIV				70.18	
	INV136874	EDMENTUM	07/29/2020		2,842.50
01 1100 735 001 000		Comp Software Secon		2,842.50	
Total EDMENTUM				2,842.50	

PO Number / Account Number	Invoice Number / Detail Description	Vendor Name	Invoice Date	Amount	Amount
	180300.jul20	ESU #10	08/01/2020		677.72
01 2212 330 002 000		Purch Prof Ser Elem		460.00	
01 2152 591 002 602		PRE SCHL SPEECH (3-5)		66.99	
01 2153 591 002 602		SPEECH (0-2)		150.73	
Total ESU #10				677.72	
	COOP001402	ESU COORDINATING COUNCIL	07/09/2020		700.00
01 1100 735 001 000		Comp Software Secon		350.00	
01 1100 735 002 000		Comp Software Elem		350.00	
	COOP001459	ESU COORDINATING COUNCIL	07/16/2020		356.00
01 2220 735 001 000		Computer Software		178.00	
01 2220 735 002 000		Elem Software		178.00	
Total ESU COORDINATING COUNCIL				1,056.00	
	334169	GRAND ISLAND INDEPENDENT	05/18/2020		1.58
01 2310 540 000 000		Advertising & Print		1.58	
Total GRAND ISLAND INDEPENDENT				1.58	
	559798061	Home Depot Pro, The	07/06/2020		319.37
01 6996 610 001 000		GENERAL SUPPLIES		159.69	
01 6996 610 002 000		GENERAL SUPPLIES		159.68	
Total Home Depot Pro, The				319.37	
	12795338.Aug20	Hometown Leasing	08/08/2020		671.85
01 1100 443 002 000		LEASED EQUIP		335.93	
01 1100 443 001 000		LEASED EQUIP		335.92	
	12795338.jul20	Hometown Leasing	07/15/2020		671.85
01 1100 443 001 000		LEASED EQUIP		335.93	
01 1100 443 002 000		LEASED EQUIP		335.92	
Total Hometown Leasing				1,343.70	
	1100744775	INSIGHT PUBLIC SECTOR, INC.	06/29/2020		1,807.50
01 1100 735 001 000		Comp Software Secon		1,807.50	
	1100745091	INSIGHT PUBLIC SECTOR, INC.	06/30/2020		2,171.70
01 1100 734 001 000		Comp Equip Secon		2,171.70	
	1100745509	INSIGHT PUBLIC SECTOR, INC.	07/01/2020		11,369.68
01 1100 735 001 000		Comp Software Secon		11,369.68	
	1100747218	INSIGHT PUBLIC SECTOR, INC.	07/08/2020		10,424.16
01 6996 610 001 000		GENERAL SUPPLIES		6,500.00	
01 1100 734 001 000		Comp Equip Secon		3,924.16	
Total INSIGHT PUBLIC SECTOR, INC.				25,773.04	
	1905801004925	Interstate All Battery Center	07/16/2020		315.00
01 2620 610 001 000		GENERAL SUPPLIES		315.00	
Total Interstate All Battery Center				315.00	
	01196586	ITsavvy LLC	07/09/2020		367.94
01 2580 650 001 000		Computer Supplies		183.97	
01 2580 650 002 000		Computer Supplies		183.97	
Total ITsavvy LLC				367.94	
	6120501	JOHNSTONE SUPPLY	08/04/2020		462.24

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 6996 610 001 000		GENERAL SUPPLIES	231.12	
01 6996 610 002 000		GENERAL SUPPLIES	231.12	
	6121760	JOHNSTONE SUPPLY	08/04/2020	247.20
01 6996 610 002 000		GENERAL SUPPLIES	210.12	
01 6996 610 001 000		GENERAL SUPPLIES	37.08	
Total JOHNSTONE SUPPLY			709.44	
	10382164	JourneyEd.com, Inc.	07/11/2020	1,250.00
01 1100 735 001 000		Comp Software Secon	625.00	
01 1100 735 002 000		Comp Software Elem	625.00	
Total JourneyEd.com, Inc.			1,250.00	
	8536	KSB SCHOOL LAW, PC LLO	07/30/2020	350.00
01 2330 317 000 000		LEGAL SERVICES	350.00	
Total KSB SCHOOL LAW, PC LLO			350.00	
	10542	Kuszak Photography	05/26/2020	315.00
01 2310 610 000 000		Supplies	315.00	
Total Kuszak Photography			315.00	
	4463	LARSEN ELECTRIC INC	07/20/2020	3,403.18
01 2620 430 001 000		Con/ser Repair Secon	3,403.18	
Total LARSEN ELECTRIC INC			3,403.18	
	2963	MC AUTOMOTIVE	07/20/2020	1,004.11
01 2710 430 000 000		Purchased Repair	1,004.11	
Total MC AUTOMOTIVE			1,004.11	
	113452025001	McGraw-Hill School Education Holdings, LLS	07/17/2020	19,610.84
01 1100 640 001 000		Textbooks Secon	19,610.84	
Total McGraw-Hill School Education Holdings, LLS			19,610.84	
	3999	MERNARDS - KEARNEY	07/06/2020	276.82
01 2620 610 001 000		GENERAL SUPPLIES	138.41	
01 2620 610 002 000		GENERAL SUPPLIES	138.41	
	5071	MERNARDS - KEARNEY	07/26/2020	139.29
01 2610 610 001 000		Supplies Secon	69.65	
01 2610 610 002 000		Supplies Elem	69.64	
	5306	MERNARDS - KEARNEY	07/30/2020	120.82
01 2610 610 001 000		Supplies Secon	60.41	
01 2610 610 002 000		Supplies Elem	60.41	
Total MERNARDS - KEARNEY			536.93	
	0704987-IN	MID-AMERICAN RESEARCH	07/16/2020	534.05
01 2610 610 001 000		Supplies Secon	267.03	
01 2610 610 002 000		Supplies Elem	267.02	
Total MID-AMERICAN RESEARCH			534.05	
	52744.jul20	NE PUBLIC POWER DISTRICT	07/30/2020	125.28
01 2610 622 001 000		Electricity Secon	62.64	
01 2610 622 002 000		Electricity Elem	62.64	
	52749.jul20	NE PUBLIC POWER DISTRICT	07/30/2020	51.05
01 2610 622 001 000		Electricity Secon	25.53	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 2610 622 002 000		Electricity Elem	25.52	
	52754.jul20	NE PUBLIC POWER DISTRICT	07/30/2020	34.21
01 2610 622 001 000		Electricity Secon	17.10	
01 2610 622 002 000		Electricity Elem	17.11	
	52759.jul20	NE PUBLIC POWER DISTRICT	07/30/2020	4,322.49
01 2610 622 001 000		Electricity Secon	2,161.25	
01 2610 622 002 000		Electricity Elem	2,161.24	
	52765.jul20	NE PUBLIC POWER DISTRICT	07/30/2020	70.77
01 2610 622 001 000		Electricity Secon	35.38	
01 2610 622 002 000		Electricity Elem	35.39	
Total NE PUBLIC POWER DISTRICT			4,603.80	
	45863	NEBR ASSOC OF SCHOOL BOARDS	07/29/2020	150.00
01 1100 810 001 000		FEES	75.00	
01 1100 810 002 000		FEES	75.00	
Total NEBR ASSOC OF SCHOOL BOARDS			150.00	
	20365704	NEBR CENTRAL TELEPHONE CO	07/16/2020	334.71
01 2510 382 001 000		Telephone Secon	167.35	
01 2510 382 002 000		Telehone Elem	167.36	
	20365978	NEBR CENTRAL TELEPHONE CO	07/16/2020	108.36
01 2510 382 001 000		Telephone Secon	54.18	
01 2510 382 002 000		Telehone Elem	54.18	
	20367122	NEBR CENTRAL TELEPHONE CO	07/16/2020	34.51
01 2510 382 001 000		Telephone Secon	17.26	
01 2510 382 002 000		Telehone Elem	17.25	
Total NEBR CENTRAL TELEPHONE CO			477.58	
	57-7766	NEBRASKA SAFETY CENTER	07/07/2020	750.00
01 2710 330 000 000		TESTING	750.00	
	57-7870	NEBRASKA SAFETY CENTER	07/29/2020	250.00
01 2710 330 000 000		TESTING	250.00	
Total NEBRASKA SAFETY CENTER			1,000.00	
	37434	NORTHWEST EVALUATION ASSOCIATION	07/01/2020	2,945.00
01 1100 735 001 000		Comp Software Secon	1,472.50	
01 1100 735 002 000		Comp Software Elem	1,472.50	
Total NORTHWEST EVALUATION ASSOCIATION			2,945.00	
	1882-20200731	ONE SOURCE	07/31/2020	31.00
01 2310 340 000 000		SERVICES	31.00	
	1882V-20200731	ONE SOURCE	07/31/2020	21.00
01 2310 340 000 000		SERVICES	21.00	
Total ONE SOURCE			52.00	
	21019-1457014	PAYFLEX SYSTEMS USA INC	07/10/2020	100.00
01 2310 810 000 000		Dues And Fees	100.00	
Total PAYFLEX SYSTEMS USA INC			100.00	
	40434	PRAIRIE HILLS WIRELESS, LLC	08/01/2020	60.00
01 1100 382 000 000		INTERNET SERVICES	60.00	
Total PRAIRIE HILLS WIRELESS, LLC			60.00	
	116864	Protex Central, Inc.	07/31/2020	32.40

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 2620 430 001 000		Con/ser Repair Secon	16.20	
01 2620 430 002 000		Cont/ser Repair Elem	16.20	
Total Protex Central, Inc.			32.40	
	S1410865.005	PYRAMID SCHOOL PRODUCTS	07/16/2020	2,644.84
01 1100 610 002 007		Kingrt Materials	156.75	
01 1100 610 002 001		Grade 1 Materials	92.68	
01 1100 610 002 002		Grade 2 Materials	169.94	
01 1100 610 002 003		Grade 3 Materials	55.72	
01 1100 610 002 004		Grade 4 Materials	99.72	
01 1100 610 002 005		Grade 5 Materials	50.16	
01 1100 610 002 006		Grade 6 Materials	89.16	
01 1100 610 001 021		Math Materials	31.08	
01 1100 610 001 022		Materials	206.22	
01 1100 610 001 023		Soc Stud Materials	49.80	
01 1100 610 001 025		Instr Materials	238.02	
01 1100 610 001 026		Instr Materials	5.29	
01 1100 610 001 028		Instr Materials	36.90	
01 1200 610 002 000		Gen Supplies Elem	53.19	
01 1100 610 001 032		Foreign Lang Mater	45.85	
01 1100 610 001 020		Lang Arts Materials	138.49	
01 2410 610 002 000		Supplies Elem	93.36	
01 1100 610 002 018		Music Materials	25.36	
01 1100 610 001 027		Secon Art Materials	599.04	
01 1100 610 002 000		Gen Supplies Elem	68.44	
01 2510 610 000 000		Supplies	114.70	
01 2610 610 001 000		Supplies Secon	112.48	
01 2610 610 002 000		Supplies Elem	112.49	
Total PYRAMID SCHOOL PRODUCTS			2,644.84	
	8649297	QUILL CORP.	07/15/2020	1,574.55
01 6996 610 001 000		GENERAL SUPPLIES	787.28	
01 6996 610 002 000		GENERAL SUPPLIES	787.27	
Total QUILL CORP.			1,574.55	
	1013019	Rapids	07/10/2020	20.49
01 1100 610 002 007		Kingrt Materials	20.49	
Total Rapids			20.49	
	SRV074628	RASMUSSEN MECHANICAL SERVICES	07/10/2020	3,439.15
01 2620 430 001 000		Con/ser Repair Secon	1,719.58	
01 2620 430 002 000		Cont/ser Repair Elem	1,719.57	
Total RASMUSSEN MECHANICAL SERVICES			3,439.15	
	trash.july20	RAVENNA SANITATION	07/31/2020	472.80
01 2620 420 001 000		CLEANING SERVICES/TRASH	236.40	
01 2620 420 002 000		CLEANING SERVICES/TRASH	236.40	
Total RAVENNA SANITATION			472.80	
	M69598779	SCHOLASTIC INC	07/21/2020	854.21
01 1100 640 002 007		Classroom Periodical	229.08	
01 1100 640 002 001		Classroom Periodical	196.35	
01 1100 640 002 005		Classroom Periodical	186.78	
01 1100 640 002 000		Textbooks Elem	242.00	

PO Number / Account Number	Invoice Number	Vendor Name / Detail Description	Invoice Date	Amount	Amount
	M6959928	SCHOLASTIC INC	07/21/2020		329.67
01 1100 640 001 020		Classroom Periodical		329.67	
Total SCHOLASTIC INC				1,183.88	
	3795936	SCHOOL HEALTH CORPORATION	07/31/2020		60.55
01 2130 610 000 000		Health Supplies		60.55	
	3795940	SCHOOL HEALTH CORPORATION	07/20/2020		172.50
01 2130 610 000 000		Health Supplies		172.50	
Total SCHOOL HEALTH CORPORATION				233.05	
	0797747-IN	School Nurse Supply, Inc.	07/24/2020		351.88
01 2130 610 000 000		Health Supplies		351.88	
Total School Nurse Supply, Inc.				351.88	
	1920-668	SCHROEDER, KENNETH	08/08/2020		45.00
01 2320 890 000 000		Other Misc Exp		45.00	
Total SCHROEDER, KENNETH				45.00	
	1920-641	Schroll, Trisa	07/15/2020		170.00
01 1100 810 001 000		FEES		170.00	
Total Schroll, Trisa				170.00	
	3451518492	STAPLES	07/17/2020		539.60
01 6996 610 002 000		GENERAL SUPPLIES		539.60	
	3451990196	STAPLES	07/22/2020		22.71
01 1100 610 001 000		Gen Supplies Secon		11.36	
01 1100 610 002 000		Gen Supplies Elem		11.35	
Total STAPLES				562.31	
	342646	STUDIES WEEKLY	07/21/2020		164.70
01 1100 640 002 003		Classroom Periodical		164.70	
	342649	STUDIES WEEKLY	07/21/2020		318.00
01 1100 640 002 005		Classroom Periodical		318.00	
	342651	STUDIES WEEKLY	07/21/2020		254.40
01 1100 640 002 002		Classroom Periodical		254.40	
Total STUDIES WEEKLY				737.10	
	239349	Time Management Systems, Inc.	07/23/2020		2,500.00
01 2510 735 000 000		Computer Software		2,500.00	
Total Time Management Systems, Inc.				2,500.00	
	234711	TROXELL COMMUNICATIONS, INC.	05/28/2020		36.66
01 1100 610 001 000		Gen Supplies Secon		36.66	
Total TROXELL COMMUNICATIONS, INC.				36.66	
	usbank.Jul2020	U.S. Bank	07/27/2020		2,173.57
01 2510 531 000 000		POSTAGE		56.80	
01 6996 610 001 000		GENERAL SUPPLIES		518.00	
01 6996 610 001 000		GENERAL SUPPLIES		67.20	
01 6996 610 002 000		GENERAL SUPPLIES		67.21	
01 2620 610 002 000		GENERAL SUPPLIES		99.00	
01 1100 735 001 000		Comp Software Secon		450.00	
01 1100 735 002 000		Comp Software Elem		450.00	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 1100 610 001 000		Gen Supplies Secon	241.32	
01 1100 610 002 000		Gen Supplies Elem	117.52	
01 2620 610 001 000		GENERAL SUPPLIES	106.52	
	usbankaug.2020	U.S. Bank	08/05/2020	100.00
01 1100 610 000 000		SUPPLIES	100.00	
Total U.S. Bank			2,273.57	
	2021-USAD	UNITED STATES ACADEMIC DECATHLON	08/08/2020	815.50
01 1100 640 001 000		Textbooks Secon	815.50	
Total UNITED STATES ACADEMIC DECATHLON			815.50	
	4960080202007	Verizon Business	08/01/2020	61.89
01 2510 382 001 000		Telephone Secon	30.95	
01 2510 382 002 000		Telehone Elem	30.94	
Total Verizon Business			61.89	
	89859503606	VERIZON WIRELESS	07/25/2020	174.00
01 2510 382 001 000		Telephone Secon	87.00	
01 2510 382 002 000		Telehone Elem	87.00	
Total VERIZON WIRELESS			174.00	
	EAP.1stqtr2020	WHOLENESS HEALING EAP	08/01/2020	800.00
01 2310 810 000 000		Dues And Fees	800.00	
Total WHOLENESS HEALING EAP			800.00	
	rps.jul2020	WILKE'S TRUE VALUE	07/31/2020	346.41
01 2610 610 001 000		Supplies Secon	161.80	
01 2610 610 002 000		Supplies Elem	184.61	
Total WILKE'S TRUE VALUE			346.41	
Fund Number 01			97,792.96	
Checking Account ID 01			97,792.96	

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 General								
01 1100 111 001 000	SALARIES TEACHERS SECONDARY	971,000.00	80,453.07	948,181.30	97.65	22,818.70	0.00	22,818.70
01 1100 111 002 000	SALARIES TEACHERS ELEM.	953,700.00	58,304.91	686,547.09	71.99	267,152.91	0.00	267,152.91
01 1100 112 001 000	AIDES/COACHES	0.00	0.00	11,093.06	0.00	(11,093.06)	0.00	(11,093.06)
01 1100 112 002 000	AIDES/COACHES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 123 001 000	Sub Salaries Secon	28,000.00	0.00	23,210.10	82.89	4,789.90	0.00	4,789.90
01 1100 123 002 000	Sub Salaries Elem	25,000.00	0.00	19,681.63	78.73	5,318.37	0.00	5,318.37
01 1100 140 002 000	Aides Salaries	0.00	0.00	198.75	0.00	(198.75)	0.00	(198.75)
01 1100 210 002 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	0.00	26.95	0.00	(26.95)	0.00	(26.95)
01 1100 211 001 000	Health Ins Secon	287,450.00	20,377.78	242,711.99	84.44	44,738.01	0.00	44,738.01
01 1100 211 002 000	Health Ins Elem	258,795.00	13,116.49	155,138.52	59.95	103,656.48	0.00	103,656.48
01 1100 213 002 000	GROUP INS.-SUBS	0.00	0.00	585.25	0.00	(585.25)	0.00	(585.25)
01 1100 220 002 000	FICA-NON INSTRUCTIONAL	0.00	0.00	13.15	0.00	(13.15)	0.00	(13.15)
01 1100 221 001 000	Fica Secon	77,815.00	6,115.34	72,285.75	92.89	5,529.25	0.00	5,529.25
01 1100 221 002 000	Fica Elem	76,568.00	4,363.91	51,291.74	66.99	25,276.26	0.00	25,276.26
01 1100 222 001 000	FICA-COACHES/AIDES	0.00	0.00	845.57	0.00	(845.57)	0.00	(845.57)
01 1100 222 002 000	FICA-COACHES/AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 223 001 000	FICA-SUB SUBS	0.00	0.00	1,743.45	0.00	(1,743.45)	0.00	(1,743.45)
01 1100 223 002 000	FICA-SUB SUBS	0.00	0.00	1,416.97	0.00	(1,416.97)	0.00	(1,416.97)
01 1100 230 002 000	RETIREMENT- NON INSTRUCTIONAL	0.00	0.00	19.63	0.00	(19.63)	0.00	(19.63)
01 1100 231 001 000	RETIREMENT TEACHERS/ADMINS	96,013.00	7,947.01	93,570.51	97.46	2,442.49	0.00	2,442.49
01 1100 231 002 000	RETIREMENT TEACHERS/ADMIN	94,205.00	5,759.25	67,654.91	71.82	26,550.09	0.00	26,550.09
01 1100 232 001 000	RETIREMENT-COACHES/AIDES	0.00	0.00	638.90	0.00	(638.90)	0.00	(638.90)
01 1100 232 002 000	RETIREMENT-COACHES/AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 233 002 000	RETIREMENT-SUBS	0.00	0.00	245.96	0.00	(245.96)	0.00	(245.96)
01 1100 281 001 000	CASH IN LIEU/HSA	17,200.00	2,214.19	25,806.74	150.04	(8,606.74)	0.00	(8,606.74)
01 1100 281 002 000	CASH IN LIEU/HSA	22,200.00	2,848.23	32,604.82	146.87	(10,404.82)	0.00	(10,404.82)
01 1100 330 001 000	ASSEMBLIES	1,000.00	0.00	200.00	20.00	800.00	0.00	800.00
01 1100 330 002 000	ASSEMBLIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 334 000 000	Mileage for Psyche Services	2,500.00	0.00	793.73	31.75	1,706.27	0.00	1,706.27
01 1100 382 000 000	INTERNET SERVICES	10,000.00	296.97	5,735.24	57.35	4,264.76	0.00	4,264.76
01 1100 382 001 000	Distance Education	7,500.00	0.00	3,900.00	52.00	3,600.00	0.00	3,600.00
01 1100 430 001 000	Cont Repair Secon	5,000.00	0.00	520.00	10.40	4,480.00	0.00	4,480.00
01 1100 430 002 000	Cont Repair Elem	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
01 1100 443 001 000	LEASED EQUIP	9,000.00	671.85	4,031.10	44.79	4,968.90	0.00	4,968.90
01 1100 443 002 000	LEASED EQUIP	8,500.00	671.85	4,031.10	47.42	4,468.90	0.00	4,468.90
01 1100 580 001 000	Travel Secon	2,000.00	0.00	1,685.89	84.29	314.11	0.00	314.11
01 1100 580 002 000	Travel Elem	1,500.00	0.00	763.35	50.89	736.65	0.00	736.65
01 1100 610 000 000	SUPPLIES	0.00	100.00	100.00	0.00	(100.00)	0.00	(100.00)
01 1100 610 001 000	Gen Supplies Secon	15,000.00	1,007.26	17,078.38	113.86	(2,078.38)	0.00	(2,078.38)
01 1100 610 002 000	Gen Supplies Elem	15,000.00	941.08	11,392.65	75.95	3,607.35	0.00	3,607.35
01 1100 640 001 000	Textbooks Secon	30,000.00	20,426.34	21,629.63	72.10	8,370.37	0.00	8,370.37
01 1100 640 002 000	Textbooks Elem	30,000.00	242.00	7,689.32	25.63	22,310.68	0.00	22,310.68
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	60,000.00	6,095.86	6,286.66	10.48	53,713.34	0.00	53,713.34
01 1100 734 002 000	Comp Equip Elem	2,500.00	0.00	47.70	1.91	2,452.30	0.00	2,452.30
01 1100 735 001 000	Comp Software Secon	30,000.00	19,682.68	33,076.19	110.25	(3,076.19)	0.00	(3,076.19)
01 1100 735 002 000	Comp Software Elem	20,000.00	3,663.00	18,222.84	91.11	1,777.16	0.00	1,777.16
01 1100 810 001 000	FEES	5,500.00	245.00	5,961.50	108.39	(461.50)	0.00	(461.50)
01 1100 810 002 000	FEES	500.00	75.00	302.00	60.40	198.00	0.00	198.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1100 890 001 000	Other Misc Exp Secon	2,500.00	0.00	1,049.20	41.97	1,450.80	0.00	1,450.80
01 1100 890 002 000	Other Misc Exp Elem	2,500.00	0.00	564.01	22.56	1,935.99	0.00	1,935.99
1100 SALARIES		3,189,446.00	255,619.07	2,580,573.23	80.91	608,872.77	0.00	608,872.77
01 1160 111 002 000	SALARIES TEACHERS POVERTY	0.00	11,523.73	138,285.75	0.00	(138,285.75)	0.00	(138,285.75)
01 1160 211 002 000	Poverty Program Health Ins	0.00	2,353.76	28,245.12	0.00	(28,245.12)	0.00	(28,245.12)
01 1160 221 002 000	Poverty Program FICA	0.00	834.63	9,861.74	0.00	(9,861.74)	0.00	(9,861.74)
01 1160 231 002 000	Poverty Program Retire	0.00	1,138.29	13,659.59	0.00	(13,659.59)	0.00	(13,659.59)
01 1160 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	89.01	1,068.12	0.00	(1,068.12)	0.00	(1,068.12)
1160 POVERTY		0.00	15,939.42	191,120.32	0.00	(191,120.32)	0.00	(191,120.32)
01 1190 111 002 000	SALARIES TEACHERS PRE K	39,300.00	110.96	1,142.01	2.91	38,157.99	0.00	38,157.99
01 1190 112 002 000	PreK Para	38,000.00	1,582.79	16,510.64	43.45	21,489.36	0.00	21,489.36
01 1190 122 002 000	Sub Paras Salary	0.00	0.00	838.03	0.00	(838.03)	0.00	(838.03)
01 1190 123 002 000	PreK Subs	1,500.00	0.00	1,428.36	95.22	71.64	0.00	71.64
01 1190 211 002 000	PreK Health	34,192.00	57.81	889.11	2.60	33,302.89	0.00	33,302.89
01 1190 212 002 000	GROUP INSURANCE-AIDES	0.00	511.72	4,959.24	0.00	(4,959.24)	0.00	(4,959.24)
01 1190 213 002 000	GROUP INS.-SUBS	0.00	0.00	118.34	0.00	(118.34)	0.00	(118.34)
01 1190 221 002 000	PreK Fica	6,028.00	8.44	139.21	2.31	5,888.79	0.00	5,888.79
01 1190 222 002 000	FICA-AIDES	0.00	54.24	560.34	0.00	(560.34)	0.00	(560.34)
01 1190 223 002 000	FICA-SUB SUBS	0.00	0.00	93.81	0.00	(93.81)	0.00	(93.81)
01 1190 231 002 000	PreK Retire	7,636.00	10.96	266.57	3.49	7,369.43	0.00	7,369.43
01 1190 232 002 000	RETIREMENT AIDES	0.00	156.34	1,477.15	0.00	(1,477.15)	0.00	(1,477.15)
01 1190 233 002 000	RETIREMENT-SUBS	0.00	0.00	47.41	0.00	(47.41)	0.00	(47.41)
01 1190 610 002 000	PreK Supplies	500.00	0.00	271.05	54.21	228.95	0.00	228.95
01 1190 890 002 000	PreK Misc Exp	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1190 PREK		127,656.00	2,493.26	28,741.27	22.51	98,914.73	0.00	98,914.73
01 1200 111 001 000	SPED teachers	172,500.00	13,530.87	160,351.68	92.96	12,148.32	0.00	12,148.32
01 1200 111 002 000	SALARIES TEACHERS SPED ELEM.	201,000.00	18,548.96	196,646.61	97.83	4,353.39	0.00	4,353.39
01 1200 112 001 000	SPED Paras	193,500.00	8,315.90	162,755.91	84.11	30,744.09	0.00	30,744.09
01 1200 112 002 000	Aide Elem	110,500.00	10,672.93	133,071.09	120.43	(22,571.09)	0.00	(22,571.09)
01 1200 116 001 000	Nurse Sp Ed Services	22,240.00	1,131.50	10,907.83	49.05	11,332.17	0.00	11,332.17
01 1200 116 002 000	Nurse Sp Ed Services	0.00	1,131.50	10,907.83	0.00	(10,907.83)	0.00	(10,907.83)
01 1200 121 001 000	SPED sub teachers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 122 001 000	Sub Paras Salary	0.00	0.00	1,493.55	0.00	(1,493.55)	0.00	(1,493.55)
01 1200 122 002 000	Sub Paras Salary	0.00	0.00	1,448.04	0.00	(1,448.04)	0.00	(1,448.04)
01 1200 123 001 000	Sub Secon	6,200.00	0.00	8,815.81	142.19	(2,615.81)	0.00	(2,615.81)
01 1200 123 002 000	Sub Elem	8,000.00	0.00	8,655.24	108.19	(655.24)	0.00	(655.24)
01 1200 132 001 000	OT - AIDES/PARAS	0.00	0.00	45.60	0.00	(45.60)	0.00	(45.60)
01 1200 132 002 000	OT - AIDES/PARAS	0.00	0.00	364.91	0.00	(364.91)	0.00	(364.91)
01 1200 136 001 000	OT-NURSE	0.00	0.00	303.41	0.00	(303.41)	0.00	(303.41)
01 1200 136 002 000	OT-NURSE	0.00	0.00	303.41	0.00	(303.41)	0.00	(303.41)
01 1200 211 001 000	Health Ins	89,193.00	3,140.73	36,381.00	40.79	52,812.00	0.00	52,812.00
01 1200 211 002 000	Health Ins Elem	103,230.00	5,043.17	63,183.05	61.21	40,046.95	0.00	40,046.95
01 1200 212 001 000	GROUP INSURANCE-AIDES	0.00	677.24	20,313.71	0.00	(20,313.71)	0.00	(20,313.71)
01 1200 212 002 000	GROUP INSURANCE-AIDES	0.00	2,409.08	32,253.90	0.00	(32,253.90)	0.00	(32,253.90)
01 1200 216 001 000	Health Ins. NURSE	1,787.00	148.83	1,785.95	99.94	1.05	0.00	1.05
01 1200 216 002 000	Health Ins-NURSE	1,787.00	148.83	1,785.95	99.94	1.05	0.00	1.05
01 1200 221 001 000	Fica Secon	29,125.00	1,078.30	13,568.18	46.59	15,556.82	0.00	15,556.82
01 1200 221 002 000	Fica Elem	24,480.00	1,384.84	15,553.60	63.54	8,926.40	0.00	8,926.40
01 1200 222 001 000	FICA-AIDES	0.00	618.18	10,797.74	0.00	(10,797.74)	0.00	(10,797.74)
01 1200 222 002 000	FICA-AIDES	0.00	753.99	8,570.73	0.00	(8,570.73)	0.00	(8,570.73)
01 1200 223 001 000	FICA-SUB SUBS	0.00	0.00	674.40	0.00	(674.40)	0.00	(674.40)
01 1200 223 002 000	FICA-SUB SUBS	0.00	0.00	662.11	0.00	(662.11)	0.00	(662.11)
01 1200 226 001 000	Fica-NURSE	850.00	86.40	855.77	100.68	(5.77)	0.00	(5.77)

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01 1200 226 002 000	Fica-NURSE	850.00	86.40	855.79	100.68	(5.79)	0.00	(5.79)
01 1200 231 001 000	RETIREMENT TEACHERS/ADMINS	36,153.00	1,336.55	17,092.15	47.28	19,060.85	0.00	19,060.85
01 1200 231 002 000	RETIREMENT TEAHERS/ADMINS	30,770.00	1,832.24	20,723.89	67.35	10,046.11	0.00	10,046.11
01 1200 232 001 000	RETIREMENT AIDES	0.00	821.43	14,803.61	0.00	(14,803.61)	0.00	(14,803.61)
01 1200 232 002 000	RETIREMENT AIDES	0.00	1,054.24	12,098.35	0.00	(12,098.35)	0.00	(12,098.35)
01 1200 233 001 000	RETIREMENT-SUBS	0.00	0.00	853.03	0.00	(853.03)	0.00	(853.03)
01 1200 233 002 000	RETIREMENT-SUBS	0.00	0.00	408.73	0.00	(408.73)	0.00	(408.73)
01 1200 236 001 000	Retire-NURSE	1,099.00	111.77	1,107.42	100.77	(8.42)	0.00	(8.42)
01 1200 236 002 000	Retire-NURSE	1,099.00	111.77	1,107.42	100.77	(8.42)	0.00	(8.42)
01 1200 281 001 000	CASH IN LIEU/HSA	8,529.00	969.55	11,375.33	133.37	(2,846.33)	0.00	(2,846.33)
01 1200 281 002 000	CASH IN LIEU/HSA	507.00	41.78	501.36	98.89	5.64	0.00	5.64
01 1200 282 001 000	INSTRUCTIONAL AIDES HSA	0.00	0.00	599.82	0.00	(599.82)	0.00	(599.82)
01 1200 320 001 000	Purch Prof Ser Secon	3,500.00	0.00	953.50	27.24	2,546.50	0.00	2,546.50
01 1200 320 002 000	Purch Prof Serv Elem	8,000.00	0.00	1,052.50	13.16	6,947.50	0.00	6,947.50
01 1200 330 001 000	Contracted Services	250.00	0.00	450.50	180.20	(200.50)	0.00	(200.50)
01 1200 330 002 000	Contracted Services	0.00	0.00	450.50	0.00	(450.50)	0.00	(450.50)
01 1200 450 001 000	Audio Visual Secon	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1200 450 002 000	Audio Visual Elem	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1200 520 001 000	INSURANCE(Property, Liability)	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1200 562 001 000	Sped Tuition LVL III	150,000.00	0.00	35,090.46	23.39	114,909.54	0.00	114,909.54
01 1200 562 002 000	Sped Tuition LVL III	39,536.00	0.00	322.40	0.82	39,213.60	0.00	39,213.60
01 1200 580 001 000	Travel Secon	150.00	0.00	91.83	61.22	58.17	0.00	58.17
01 1200 580 002 000	Travel Elem	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 1200 591 001 000	SPED SUPERVISION SEC.	0.00	0.00	10,078.85	0.00	(10,078.85)	0.00	(10,078.85)
01 1200 591 002 000	SPED SUPERVISION ELEM.	33,888.00	0.00	10,078.85	29.74	23,809.15	0.00	23,809.15
01 1200 610 001 000	Gen Supplies	1,100.00	0.00	1,798.10	163.46	(698.10)	0.00	(698.10)
01 1200 610 002 000	Gen Supplies Elem	2,250.00	53.19	2,052.22	91.21	197.78	0.00	197.78
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 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	0.00	0.00	1,000.00	0.00	1,000.00
01 1200 735 002 000	Comp Software Elem	610.00	0.00	0.00	0.00	610.00	0.00	610.00
01 1200 810 001 000	Registration Secondary	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 1200 810 002 000	Registration Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
1200 SPEDICAL ED School Age		1,292,983.00	75,240.17	1,046,403.62	80.93	246,579.38	0.00	246,579.38
01 1291 610 002 000	PRE Supplies	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1291 640 002 000	Periodicals (3-5)	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1291 733 000 000	Equipment (3-5)	1,700.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00
1291 SPED AGES 3-5		4,900.00	0.00	0.00	0.00	4,900.00	0.00	4,900.00
01 2120 111 001 000	Counselor Sal Secon	56,158.00	4,700.70	56,178.50	100.04	(20.50)	0.00	(20.50)
01 2120 111 002 000	Counselor Sal Elem	14,040.00	1,190.86	14,060.31	100.14	(20.31)	0.00	(20.31)
01 2120 112 001 000	Aide Secon	5,700.00	0.00	3,794.70	66.57	1,905.30	0.00	1,905.30
01 2120 211 001 000	Health Ins. Secon	12,926.00	825.98	10,110.19	78.22	2,815.81	0.00	2,815.81
01 2120 211 002 000	Health Ins. Elem	2,935.00	209.25	2,511.02	85.55	423.98	0.00	423.98
01 2120 212 001 000	GROUP INSURANCE-AIDES	0.00	0.00	514.21	0.00	(514.21)	0.00	(514.21)
01 2120 221 001 000	Fica Secon	4,732.00	343.02	4,171.08	88.15	560.92	0.00	560.92
01 2120 221 002 000	Fica Elem	1,074.00	86.90	1,034.95	96.36	39.05	0.00	39.05
01 2120 222 001 000	FICA-AIDES	0.00	0.00	249.97	0.00	(249.97)	0.00	(249.97)
01 2120 231 001 000	Retirement Secon	6,111.00	464.32	5,595.95	91.57	515.05	0.00	515.05
01 2120 231 002 000	Retirement Elem	1,387.00	117.64	1,388.90	100.14	(1.90)	0.00	(1.90)
01 2120 232 001 000	RETIREMENT AIDES	0.00	0.00	328.07	0.00	(328.07)	0.00	(328.07)

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01 2120 281 001 000	TEACHERS/PRINCIPALS HSA	0.00	147.51	1,626.61	0.00	(1,626.61)	0.00	(1,626.61)
01 2120 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	37.38	407.18	0.00	(407.18)	0.00	(407.18)
01 2120 320 001 000	Purch Prof Ser Secon	1,000.00	0.00	265.00	26.50	735.00	0.00	735.00
01 2120 320 002 000	Purch Prof Ser Elem	1,000.00	0.00	100.00	10.00	900.00	0.00	900.00
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	60.00	0.00	0.00	0.00	60.00	0.00	60.00
01 2120 610 001 000	Supplies Secon	1,000.00	0.00	154.48	15.45	845.52	0.00	845.52
01 2120 610 002 000	Supplies Elem	1,000.00	0.00	119.87	11.99	880.13	0.00	880.13
01 2120 640 001 000	Resource Texts	2,500.00	0.00	378.00	15.12	2,122.00	0.00	2,122.00
01 2120 640 002 000	Resource Texts	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2120 735 001 000	Computer Software	100.00	0.00	0.00	0.00	100.00	0.00	100.00
2120 COUNSELOR		112,373.00	8,123.56	102,988.99	91.65	9,384.01	0.00	9,384.01
01 2130 116 000 000	SALARIES -Professional Non-Cert. (Nurse)	28,300.00	2,880.20	27,765.37	98.11	534.63	0.00	534.63
01 2130 136 000 000	OT-NURSE	0.00	0.00	772.30	0.00	(772.30)	0.00	(772.30)
01 2130 216 000 000	GROUP INS.-NURSE	4,547.00	378.84	4,546.10	99.98	0.90	0.00	0.90
01 2130 226 000 000	FICA-NURSE	2,164.00	219.93	2,178.20	100.66	(14.20)	0.00	(14.20)
01 2130 236 000 000	RETIREMENT-NURSE	2,795.00	284.50	2,818.91	100.86	(23.91)	0.00	(23.91)
01 2130 320 001 000	Purch Prof Ser Secon	50.00	0.00	50.00	100.00	0.00	0.00	0.00
01 2130 320 002 000	Purch Prof Serv Elem	50.00	0.00	50.00	100.00	0.00	0.00	0.00
01 2130 580 000 000	Travel	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2130 610 000 000	Health Supplies	2,500.00	584.93	2,764.35	110.57	(264.35)	0.00	(264.35)
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	0.00	0.00	150.00	0.00	150.00
2130 NURSE		41,356.00	4,348.40	40,945.23	99.01	410.77	0.00	410.77
01 2190 110 001 000	Act Trans Sal Secon	12,023.00	0.00	9,998.88	83.16	2,024.12	0.00	2,024.12
01 2190 110 002 000	Act Trans Sal Elem	1,086.00	0.00	411.53	37.89	674.47	0.00	674.47
01 2190 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2190 220 001 000	FICA-NON INSTRUCTIONAL	1,000.00	0.00	764.90	76.49	235.10	0.00	235.10
01 2190 220 002 000	FICA-NON INSTRUCTIONAL	85.00	0.00	31.47	37.02	53.53	0.00	53.53
01 2190 230 001 000	RETIREMENT- NON INSTRUCTIONAL	750.00	0.00	293.75	39.17	456.25	0.00	456.25
01 2190 230 002 000	RETIREMENT- NON INSTRUCTIONAL	50.00	0.00	3.41	6.82	46.59	0.00	46.59
01 2190 340 001 000	Testing	1,000.00	0.00	640.00	64.00	360.00	0.00	360.00
01 2190 580 002 000	Meals/mileage	90.00	0.00	0.00	0.00	90.00	0.00	90.00
2190 ACT TRANS		16,084.00	0.00	12,143.94	75.50	3,940.06	0.00	3,940.06
01 2212 111 002 000	SALARIES TEACHERS STAFF DEV. ELEM.	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2212 123 001 000	Staff Development	3,500.00	0.00	240.00	6.86	3,260.00	0.00	3,260.00
01 2212 123 002 000	Staff Development	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 2212 221 001 000	Staff Dev Fica	268.00	0.00	0.00	0.00	268.00	0.00	268.00
01 2212 221 002 000	Staff Dev Fica	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2212 223 001 000	FICA-SUBS	0.00	0.00	18.36	0.00	(18.36)	0.00	(18.36)
01 2212 231 002 000	Staff Dev Retire	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2212 330 001 000	Purch Prof Ser Secon	2,500.00	0.00	1,018.00	40.72	1,482.00	0.00	1,482.00
01 2212 330 002 000	Purch Prof Ser Elem	2,000.00	487.00	1,291.00	64.55	709.00	0.00	709.00
01 2212 580 001 000	Travel Secon	500.00	0.00	2,578.74	515.75	(2,078.74)	0.00	(2,078.74)
01 2212 580 002 000	Travel Elem	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
01 2212 610 001 000	Supplies Secon	1,500.00	0.00	140.00	9.33	1,360.00	0.00	1,360.00
01 2212 610 002 000	Supplies Elem	500.00	0.00	140.00	28.00	360.00	0.00	360.00
01 2212 810 001 000	Dues And Fees Secon	7,000.00	0.00	462.00	6.60	6,538.00	0.00	6,538.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2212 810 002 000	Dues And Fees Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2212 STAFF		24,668.00	487.00	5,888.10	23.87	18,779.90	0.00	18,779.90
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 610 002 000	GENERAL SUPPLIES	750.00	0.00	0.00	0.00	750.00	0.00	750.00
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.	24,563.00	2,046.84	24,562.30	100.00	0.70	0.00	0.70
01 2220 111 002 000	SALARIES TEACHERS LIBRARIAN ELEM.	24,563.00	2,046.84	24,562.30	100.00	0.70	0.00	0.70
01 2220 211 001 000	Health Ins Secon	11,042.00	4.00	47.86	0.43	10,994.14	0.00	10,994.14
01 2220 211 002 000	Health Ins Elem	11,042.00	4.00	47.86	0.43	10,994.14	0.00	10,994.14
01 2220 221 001 000	Fica Secon	1,879.00	147.98	1,776.06	94.52	102.94	0.00	102.94
01 2220 221 002 000	Fica Elem	1,879.00	147.99	1,776.17	94.53	102.83	0.00	102.83
01 2220 231 001 000	Retire Secon	2,426.00	202.18	2,426.17	100.01	(0.17)	0.00	(0.17)
01 2220 231 002 000	Retire Elem	2,426.00	202.19	2,426.28	100.01	(0.28)	0.00	(0.28)
01 2220 320 001 000	Purchased Ser Secon	700.00	0.00	180.00	25.71	520.00	0.00	520.00
01 2220 320 002 000	Purchased Ser Elem	50.00	0.00	85.00	170.00	(35.00)	0.00	(35.00)
01 2220 430 001 000	Repair Secon	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2220 430 002 000	Repair Elem	350.00	0.00	0.00	0.00	350.00	0.00	350.00
01 2220 580 001 000	TRAVEL	0.00	0.00	421.19	0.00	(421.19)	0.00	(421.19)
01 2220 580 002 000	TRAVEL	0.00	0.00	34.22	0.00	(34.22)	0.00	(34.22)
01 2220 610 001 000	Supplies Secon	500.00	0.00	865.77	173.15	(365.77)	0.00	(365.77)
01 2220 610 002 000	Supplies Elem	568.00	0.00	241.11	42.45	326.89	0.00	326.89
01 2220 640 001 000	Library Books Secon	4,700.00	0.00	2,284.30	48.60	2,415.70	0.00	2,415.70
01 2220 640 002 000	Library Books Elem	2,250.00	0.00	601.81	26.75	1,648.19	0.00	1,648.19
01 2220 641 000 000	EBOOKS	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2220 642 001 000	AUDIO-VISUAL MATERIALS	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 2220 642 002 000	AUDIO-VISUAL MATERIALS	250.00	0.00	0.00	0.00	250.00	0.00	250.00
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	178.00	770.50	20.28	3,029.50	0.00	3,029.50
01 2220 735 002 000	Elem Software	2,500.00	178.00	770.50	30.82	1,729.50	0.00	1,729.50
01 2220 890 001 000	Other Mis Exp Secon	40.00	0.00	0.00	0.00	40.00	0.00	40.00
01 2220 890 002 000	Other Misc Exp Elem	100.00	0.00	0.00	0.00	100.00	0.00	100.00
2220 LIBRARY/MEDIA SERVICES		97,728.00	5,158.02	63,879.40	65.36	33,848.60	0.00	33,848.60
01 2310 315 000 000	Audit	6,500.00	0.00	6,800.00	104.62	(300.00)	0.00	(300.00)
01 2310 340 000 000	SERVICES	750.00	52.00	1,394.00	185.87	(644.00)	0.00	(644.00)
01 2310 520 000 000	INSURANCE(Property, Liability)	15,500.00	0.00	5,487.10	35.40	10,012.90	0.00	10,012.90
01 2310 540 000 000	Advertising & Print	7,500.00	1.58	5,440.20	72.54	2,059.80	0.00	2,059.80
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	315.00	1,844.94	52.71	1,655.06	0.00	1,655.06
01 2310 735 000 000	Software (E-Meetings)	2,000.00	0.00	2,600.00	130.00	(600.00)	0.00	(600.00)
01 2310 810 000 000	Dues And Fees	12,500.00	900.00	10,662.49	85.30	1,837.51	0.00	1,837.51
01 2310 890 000 000	Other Misc Exp	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
2310 BOARD OF EDUCATION		52,250.00	1,268.58	34,228.73	65.51	18,021.27	0.00	18,021.27
01 2320 105 000 000	SUPERINTENDENT SALARY	134,896.00	11,268.72	134,391.02	99.63	504.98	0.00	504.98
01 2320 110 000 000	Clerical	18,783.00	1,559.38	18,007.56	95.87	775.44	0.00	775.44

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01 2320 130 000 000	OT-NON INSTRUCTIONAL	0.00	0.00	428.78	0.00	(428.78)	0.00	(428.78)
01 2320 210 000 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	466.35	5,145.99	0.00	(5,145.99)	0.00	(5,145.99)
01 2320 211 000 000	Life Ins	0.00	0.00	11.16	0.00	(11.16)	0.00	(11.16)
01 2320 215 000 000	Health Ins	29,657.00	1,895.02	23,260.92	78.43	6,396.08	0.00	6,396.08
01 2320 220 000 000	FICA-NON INSTRUCTIONAL	0.00	114.03	1,244.58	0.00	(1,244.58)	0.00	(1,244.58)
01 2320 225 000 000	Fica	11,756.00	849.43	10,232.23	87.04	1,523.77	0.00	1,523.77
01 2320 230 000 000	RETIREMENT- NON INSTRUCTIONAL	0.00	154.03	1,681.82	0.00	(1,681.82)	0.00	(1,681.82)
01 2320 235 000 000	RETIREMENT SUPT.	15,114.00	1,109.48	13,371.01	88.47	1,742.99	0.00	1,742.99
01 2320 280 000 000	NON INSTRUCTIONAL HSA	0.00	84.55	932.93	0.00	(932.93)	0.00	(932.93)
01 2320 580 000 000	Travel	4,000.00	0.00	562.54	14.06	3,437.46	0.00	3,437.46
01 2320 610 000 000	Supplies	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2320 735 000 000	Software-North Star	2,500.00	0.00	1,560.00	62.40	940.00	0.00	940.00
01 2320 810 000 000	Dues And Fees	2,500.00	0.00	916.00	36.64	1,584.00	0.00	1,584.00
01 2320 890 000 000	Other Misc Exp	1,500.00	45.00	536.83	35.79	963.17	0.00	963.17
2320 EXECUTIVE ADMINISTRATION-SUPT		221,206.00	17,545.99	212,283.37	95.97	8,922.63	0.00	8,922.63
01 2330 317 000 000	LEGAL SERVICES	20,000.00	350.00	11,237.92	56.19	8,762.08	0.00	8,762.08
2330 DISTRICT LEGAL SERVICES		20,000.00	350.00	11,237.92	56.19	8,762.08	0.00	8,762.08
01 2410 110 001 000	Clerical Sal Secon	44,250.00	3,638.54	42,017.67	94.96	2,232.33	0.00	2,232.33
01 2410 110 002 000	Clerical Sal Elem	34,000.00	3,406.88	29,569.50	86.97	4,430.50	0.00	4,430.50
01 2410 111 001 000	Princ Sal Secon	105,600.00	8,907.22	105,437.23	99.85	162.77	0.00	162.77
01 2410 111 002 000	Prin Sal Elem	96,000.00	8,004.66	95,732.40	99.72	267.60	0.00	267.60
01 2410 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	0.00	0.00	1,610.19	0.00	(1,610.19)	0.00	(1,610.19)
01 2410 120 002 000	SUBSTITUTE OR TEMPORARY SALARIES	0.00	0.00	138.45	0.00	(138.45)	0.00	(138.45)
01 2410 122 001 000	STUDENT AIDE	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2410 123 001 000	Student Aide	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 130 001 000	OT-NON INSTRUCTIONAL	0.00	0.00	1,117.45	0.00	(1,117.45)	0.00	(1,117.45)
01 2410 130 002 000	OT-NON INSTRUCTIONAL	0.00	0.00	1,572.44	0.00	(1,572.44)	0.00	(1,572.44)
01 2410 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	1,088.15	12,505.12	0.00	(12,505.12)	0.00	(12,505.12)
01 2410 210 002 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	1,554.50	17,260.99	0.00	(17,260.99)	0.00	(17,260.99)
01 2410 211 001 000	Health Ins Secon	15,856.00	10.00	1,360.32	8.58	14,495.68	0.00	14,495.68
01 2410 211 002 000	Health Ins Elem	23,170.00	10.00	1,765.55	7.62	21,404.45	0.00	21,404.45
01 2410 220 001 000	FICA-NON INSTRUCTIONAL	0.00	266.10	3,022.29	0.00	(3,022.29)	0.00	(3,022.29)
01 2410 220 002 000	FICA-NON INSTRUCTIONAL	0.00	245.38	2,054.50	0.00	(2,054.50)	0.00	(2,054.50)
01 2410 221 001 000	Fica Secon	11,463.00	633.26	7,874.10	68.69	3,588.90	0.00	3,588.90
01 2410 221 002 000	Fica Elem	11,601.00	751.72	9,052.48	78.03	2,548.52	0.00	2,548.52
01 2410 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	359.41	4,062.55	0.00	(4,062.55)	0.00	(4,062.55)
01 2410 230 002 000	RETIREMENT- NON INSTRUCTIONAL	0.00	336.52	2,857.71	0.00	(2,857.71)	0.00	(2,857.71)
01 2410 231 001 000	RETIREMENT ADMINS SEC.	14,802.00	879.84	10,739.83	72.56	4,062.17	0.00	4,062.17
01 2410 231 002 000	RETIREMENT ADMIN ELEM.	12,842.00	790.68	9,674.68	75.34	3,167.32	0.00	3,167.32
01 2410 280 001 000	NON INSTRUCTIONAL HSA	0.00	197.27	2,176.84	0.00	(2,176.84)	0.00	(2,176.84)
01 2410 280 002 000	NON INSTRUCTIONAL HSA	0.00	281.82	3,129.30	0.00	(3,129.30)	0.00	(3,129.30)
01 2410 281 002 000	CASH IN LIEU/HSA	21,641.00	1,929.05	21,855.15	100.99	(214.15)	0.00	(214.15)
01 2410 580 001 000	Travel Secon	500.00	0.00	520.85	104.17	(20.85)	0.00	(20.85)
01 2410 580 002 000	Travel Elem	500.00	0.00	21.01	4.20	478.99	0.00	478.99
01 2410 610 001 000	Supplies Secon	1,150.00	0.00	95.79	8.33	1,054.21	0.00	1,054.21
01 2410 610 002 000	Supplies Elem	1,000.00	93.36	386.01	38.60	613.99	0.00	613.99
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	0.00	472.50	94.50	27.50	0.00	27.50

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2410 810 002 000	Dues And Fees Elem	500.00	0.00	285.00	57.00	215.00	0.00	215.00
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		398,475.00	33,384.36	388,367.90	97.46	10,107.10	0.00	10,107.10
01 2510 110 000 000	Clerical Salary	90,643.00	4,593.35	89,805.63	99.08	837.37	0.00	837.37
01 2510 130 000 000	OT-NON INSTRUCTIONAL	0.00	239.21	1,329.06	0.00	(1,329.06)	0.00	(1,329.06)
01 2510 210 000 000	Health Ins	7,696.00	4.00	5,508.44	71.58	2,187.56	0.00	2,187.56
01 2510 220 000 000	Fica	7,547.00	408.83	7,400.29	98.06	146.71	0.00	146.71
01 2510 230 000 000	Retirement	8,954.00	477.35	8,720.94	97.40	233.06	0.00	233.06
01 2510 280 000 000	CASH IN LIEU/HSA	8,022.00	668.50	8,022.00	100.00	0.00	0.00	0.00
01 2510 293 000 000	Workman's Comp	0.00	0.00	34,099.00	0.00	(34,099.00)	0.00	(34,099.00)
01 2510 382 001 000	Telephone Secon	6,000.00	356.74	4,864.54	81.08	1,135.46	0.00	1,135.46
01 2510 382 002 000	Telehone Elem	6,000.00	356.73	4,864.53	81.08	1,135.47	0.00	1,135.47
01 2510 430 000 000	Repair Maint Service	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2510 443 000 000	Rental And Leases	1,500.00	0.00	1,310.00	87.33	190.00	0.00	190.00
01 2510 520 000 000	INSURANCE-WORKMAN'S COMP	30,000.00	0.00	0.00	0.00	30,000.00	0.00	30,000.00
01 2510 531 000 000	POSTAGE	6,000.00	56.80	3,716.72	61.95	2,283.28	0.00	2,283.28
01 2510 580 000 000	Travel	547.00	0.00	0.00	0.00	547.00	0.00	547.00
01 2510 610 000 000	Supplies	2,034.00	174.70	1,237.35	60.83	796.65	0.00	796.65
01 2510 733 000 000	Equipment	1,141.00	0.00	0.00	0.00	1,141.00	0.00	1,141.00
01 2510 734 000 000	Computer Hardware	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2510 735 000 000	Computer Software	6,500.00	2,500.00	11,067.64	170.27	(4,567.64)	0.00	(4,567.64)
01 2510 810 000 000	REGISTRATION	0.00	0.00	270.00	0.00	(270.00)	0.00	(270.00)
01 2510 890 000 000	Other Misc Exp	429.00	0.00	0.00	0.00	429.00	0.00	429.00
2510 CLERICAL		185,013.00	9,836.21	182,216.14	98.49	2,796.86	0.00	2,796.86
01 2580 112 000 000	Tech Support Aides	3,000.00	1,261.74	2,788.58	92.95	211.42	0.00	211.42
01 2580 114 000 000	Tech Support Salary	62,500.00	5,208.37	62,500.00	100.00	0.00	0.00	0.00
01 2580 214 000 000	Tech Support Health Ins	22,084.00	36.96	443.52	2.01	21,640.48	0.00	21,640.48
01 2580 224 000 000	Tech Support Fica	5,010.00	398.28	5,293.87	105.67	(283.87)	0.00	(283.87)
01 2580 234 000 000	RETIREMENT-TECH	6,470.00	514.47	5,659.15	87.47	810.85	0.00	810.85
01 2580 432 000 000	TECH REPAIRS/MAINT.	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 2580 432 001 000	TECH REPAIRS & MAINTENANCE	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2580 432 002 000	TECH REPAIRS & MAINTENANCE	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2580 580 000 000	Tech Support Travel	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2580 650 001 000	Computer Supplies	5,000.00	183.97	1,574.06	31.48	3,425.94	0.00	3,425.94
01 2580 650 002 000	Computer Supplies	5,000.00	183.97	1,246.39	24.93	3,753.61	0.00	3,753.61
01 2580 810 000 000	REGISTRATION	500.00	0.00	459.00	91.80	41.00	0.00	41.00
2580 Administrative Tech Services		116,564.00	7,787.76	79,964.57	68.60	36,599.43	0.00	36,599.43
01 2610 110 001 000	Cust Sal Secon	89,000.00	8,187.30	90,683.63	101.89	(1,683.63)	0.00	(1,683.63)
01 2610 110 002 000	Cust Sal Elem	42,750.00	5,066.24	46,536.64	108.86	(3,786.64)	0.00	(3,786.64)
01 2610 123 001 000	Sub/Summer Sal Secon	14,800.00	1,065.45	4,506.04	30.45	10,293.96	0.00	10,293.96
01 2610 123 002 000	Sub/Summer Sal Elem	14,400.00	1,065.47	3,503.57	24.33	10,896.43	0.00	10,896.43
01 2610 130 001 000	OT-NON INSTRUCTIONAL	0.00	0.00	639.81	0.00	(639.81)	0.00	(639.81)
01 2610 130 002 000	OT-NON INSTRUCTIONAL	0.00	0.00	852.05	0.00	(852.05)	0.00	(852.05)
01 2610 210 001 000	Health Ins Secon	28,105.00	2,277.67	25,558.94	90.94	2,546.06	0.00	2,546.06
01 2610 210 002 000	Health Ins Elem	26,730.00	2,676.95	25,946.47	97.07	783.53	0.00	783.53
01 2610 220 001 000	Fica Secon	7,940.00	622.40	7,014.77	88.35	925.23	0.00	925.23
01 2610 220 002 000	Fica Elem	4,371.00	381.35	3,636.59	83.20	734.41	0.00	734.41
01 2610 223 001 000	FICA-SUB SUBS	0.00	42.65	192.47	0.00	(192.47)	0.00	(192.47)
01 2610 223 002 000	FICA-SUB SUBS	0.00	42.67	115.81	0.00	(115.81)	0.00	(115.81)
01 2610 230 001 000	Retirement Secon	10,254.00	808.73	8,731.55	85.15	1,522.45	0.00	1,522.45
01 2610 230 002 000	Retirement Elem	5,646.00	500.43	4,375.69	77.50	1,270.31	0.00	1,270.31
01 2610 410 001 000	Water Sewer Secon	3,500.00	272.93	3,431.51	98.04	68.49	0.00	68.49
01 2610 410 002 000	Water Sewer Elem	4,500.00	272.91	3,431.49	76.26	1,068.51	0.00	1,068.51

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01 2610 610 001 000	Supplies Secon	10,000.00	1,456.05	7,703.79	77.04	2,296.21	0.00	2,296.21
01 2610 610 002 000	Supplies Elem	15,055.00	1,478.85	6,695.51	44.47	8,359.49	0.00	8,359.49
01 2610 621 001 000	Fuel Secon	20,000.00	125.02	14,749.86	73.75	5,250.14	0.00	5,250.14
01 2610 621 002 000	Fuel Elem	20,000.00	125.02	14,749.85	73.75	5,250.15	0.00	5,250.15
01 2610 622 001 000	Electricity Secon	35,000.00	2,301.90	22,182.19	63.38	12,817.81	0.00	12,817.81
01 2610 622 002 000	Electricity Elem	35,000.00	2,301.90	22,182.19	63.38	12,817.81	0.00	12,817.81
2610 CUSTODIAL		387,051.00	31,071.89	317,420.42	82.01	69,630.58	0.00	69,630.58
01 2620 110 000 000	Maintenance Sal	47,042.00	3,746.19	45,109.56	95.89	1,932.44	0.00	1,932.44
01 2620 210 000 000	Health Ins	4,460.00	277.60	4,251.78	95.33	208.22	0.00	208.22
01 2620 220 000 000	Fica	3,598.00	285.74	3,437.55	95.54	160.45	0.00	160.45
01 2620 230 000 000	Retirement	4,647.00	370.04	4,440.48	95.56	206.52	0.00	206.52
01 2620 420 001 000	CLEANING SERVICES/TRASH	0.00	236.40	2,600.40	0.00	(2,600.40)	0.00	(2,600.40)
01 2620 420 002 000	CLEANING SERVICES/TRASH	0.00	236.40	2,600.40	0.00	(2,600.40)	0.00	(2,600.40)
01 2620 430 001 000	Con/ser Repair Secon	35,000.00	5,318.35	28,902.69	82.58	6,097.31	0.00	6,097.31
01 2620 430 002 000	Cont/ser Repair Elem	20,000.00	1,915.16	18,670.08	93.35	1,329.92	0.00	1,329.92
01 2620 520 001 000	PROPERTY INS.	20,000.00	0.00	16,328.90	81.64	3,671.10	0.00	3,671.10
01 2620 520 002 000	PROPERTY INS.	20,000.00	0.00	16,328.90	81.64	3,671.10	0.00	3,671.10
01 2620 610 001 000	GENERAL SUPPLIES	15,000.00	1,353.60	20,035.49	133.57	(5,035.49)	0.00	(5,035.49)
01 2620 610 002 000	GENERAL SUPPLIES	10,694.00	1,031.08	13,736.08	128.45	(3,042.08)	0.00	(3,042.08)
01 2620 720 001 000	BUILDINGS INPROVEMENT	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2620 720 002 000	BUILDINGS IMPROVEMENT	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2620 733 001 000	Equipment Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2620 733 002 000	Equipment Elem	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2620 890 001 000	Other Exp Secon	288.00	0.00	0.00	0.00	288.00	0.00	288.00
01 2620 890 002 000	Other Exp Elem	1,950.00	0.00	0.00	0.00	1,950.00	0.00	1,950.00
2620 MAINTENANCE		196,679.00	14,770.56	176,442.31	89.71	20,236.69	0.00	20,236.69
01 2710 110 000 000	Transp Salaries	130,000.00	9,237.30	113,445.40	87.27	16,554.60	0.00	16,554.60
01 2710 123 000 000	SUB SALARIES	0.00	0.00	23,391.29	0.00	(23,391.29)	0.00	(23,391.29)
01 2710 210 000 000	Health Ins	3,112.00	5.60	49.73	1.60	3,062.27	0.00	3,062.27
01 2710 213 000 000	GROUP INS.-SUBS	0.00	0.00	9.92	0.00	(9.92)	0.00	(9.92)
01 2710 220 000 000	Fica	9,945.00	706.47	8,675.76	87.24	1,269.24	0.00	1,269.24
01 2710 223 000 000	FICA-SUB SUBS	0.00	0.00	1,787.72	0.00	(1,787.72)	0.00	(1,787.72)
01 2710 230 000 000	Retirement	4,290.00	468.61	5,064.06	118.04	(774.06)	0.00	(774.06)
01 2710 233 000 000	RETIREMENT-SUBS	0.00	0.00	465.77	0.00	(465.77)	0.00	(465.77)
01 2710 330 000 000	TESTING	500.00	1,000.00	2,192.50	438.50	(1,692.50)	0.00	(1,692.50)
01 2710 334 000 000	MILEAGE PAID-CONTRACTED	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2710 340 000 000	Purch Ser(physicals)	4,000.00	0.00	1,716.00	42.90	2,284.00	0.00	2,284.00
01 2710 430 000 000	Purchased Repair	25,000.00	1,004.11	26,811.05	107.24	(1,811.05)	0.00	(1,811.05)
01 2710 610 000 000	Tires And Parts	25,000.00	630.22	19,140.91	76.56	5,859.09	0.00	5,859.09
01 2710 626 000 000	Gas And Oil	40,000.00	0.00	30,915.36	77.29	9,084.64	0.00	9,084.64
01 2710 641 000 000	Insurance	0.00	0.00	6,998.10	0.00	(6,998.10)	0.00	(6,998.10)
01 2710 733 000 000	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2710 890 000 000	Other Exp	2,000.00	0.00	205.76	10.29	1,794.24	0.00	1,794.24
2710 Vehicle Operation-Reg. Ed		245,347.00	13,052.31	240,869.33	98.17	4,477.67	0.00	4,477.67
01 2712 110 001 000	NON-INSTRUCTIONAL	0.00	0.00	13,442.79	0.00	(13,442.79)	0.00	(13,442.79)
01 2712 110 002 000	SPED Transp Salary	24,000.00	0.00	33.31	0.14	23,966.69	0.00	23,966.69
01 2712 123 001 000	SUB SALARIES	0.00	0.00	402.95	0.00	(402.95)	0.00	(402.95)
01 2712 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	0.00	17.70	0.00	(17.70)	0.00	(17.70)
01 2712 210 002 000	SPED Transp Health	3,071.00	0.00	0.00	0.00	3,071.00	0.00	3,071.00
01 2712 220 001 000	FICA-NON INSTRUCTIONAL	0.00	0.00	1,028.37	0.00	(1,028.37)	0.00	(1,028.37)
01 2712 220 002 000	SPED Transp FICA	1,683.00	0.00	2.55	0.15	1,680.45	0.00	1,680.45
01 2712 223 001 000	FICA-SUBS	0.00	0.00	30.82	0.00	(30.82)	0.00	(30.82)
01 2712 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	0.00	1,327.84	0.00	(1,327.84)	0.00	(1,327.84)

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2712 230 002 000	SPED Transp Retire	2,174.00	0.00	0.00	0.00	2,174.00	0.00	2,174.00
01 2712 332 001 000	Mileage/parent Secon	4,500.00	0.00	160.00	3.56	4,340.00	0.00	4,340.00
01 2712 332 002 000	Mileage/parents Elem	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 2712 430 000 000	REPAIRS AND MAINTENANCE	0.00	0.00	3,336.93	0.00	(3,336.93)	0.00	(3,336.93)
01 2712 519 001 000	Contracted Transpor	7,500.00	0.00	15.00	0.20	7,485.00	0.00	7,485.00
01 2712 519 002 000	Contracted Elem	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2712 520 000 000	INSURANCE(Property, Liability)	1,300.00	0.00	0.00	0.00	1,300.00	0.00	1,300.00
01 2712 626 001 000	Gas & Oil	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2712 Vehicle Operation-School Age SPED		49,728.00	0.00	19,798.26	39.81	29,929.74	0.00	29,929.74
01 3300 120 000 000	Youth Center Wages	15,670.00	0.00	9,651.38	61.59	6,018.62	0.00	6,018.62
01 3300 220 000 000	Fica	1,199.00	0.00	738.30	61.58	460.70	0.00	460.70
01 3300 230 000 000	Retirement	741.00	0.00	453.90	61.26	287.10	0.00	287.10
3300 YOUTH CENTER		17,610.00	0.00	10,843.58	61.58	6,766.42	0.00	6,766.42
01 3516 734 000 000	DIST LEARN EQUIP	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
3516 DIST LEARN EQUIP		1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 3535 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	3,000.00	250.00	3,000.00	100.00	0.00	0.00	0.00
01 3535 211 000 000	High Ability Health	1,008.00	96.21	1,055.28	104.69	(47.28)	0.00	(47.28)
01 3535 221 000 000	High Ability Fica	230.00	18.44	221.95	96.50	8.05	0.00	8.05
01 3535 231 000 000	High Ability Retirement	297.00	24.69	296.28	99.76	0.72	0.00	0.72
01 3535 580 000 000	High Abilt Learn Mileage	320.00	0.00	0.00	0.00	320.00	0.00	320.00
01 3535 610 000 000	High Abilt Learn Supplies	2,820.00	0.00	7,492.17	265.68	(4,672.17)	0.00	(4,672.17)
01 3535 733 000 000	High Abilt Learn Equip	4,644.00	0.00	0.00	0.00	4,644.00	0.00	4,644.00
01 3535 735 000 000	HIGH ABIL SOFTWARE	520.00	0.00	0.00	0.00	520.00	0.00	520.00
01 3535 810 000 000	High Abilt Learn Registration	4,000.00	0.00	9,605.00	240.13	(5,605.00)	0.00	(5,605.00)
3535 HIGH ABILITY LEARNERS		16,839.00	389.34	21,670.68	128.69	(4,831.68)	0.00	(4,831.68)
01 6200 111 000 000	REGULAR SALARIES	51,375.00	5,848.13	70,178.00	136.60	(18,803.00)	0.00	(18,803.00)
01 6200 211 000 000	HEALTH INSURANCE	15,758.00	1,263.20	18,642.50	118.30	(2,884.50)	0.00	(2,884.50)
01 6200 221 000 000	FICA	3,713.00	426.93	5,123.67	137.99	(1,410.67)	0.00	(1,410.67)
01 6200 231 000 000	RETIREMENT	5,075.00	577.67	6,932.04	136.59	(1,857.04)	0.00	(1,857.04)
01 6200 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	228.42	3,046.62	0.00	(3,046.62)	0.00	(3,046.62)
01 6200 580 000 000	Travel	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 6200 610 000 000	Supplies/Materials	120.00	0.00	0.00	0.00	120.00	0.00	120.00
6200 TITLE 1 PART A		76,291.00	8,344.35	103,922.83	136.22	(27,631.83)	0.00	(27,631.83)
01 6210 610 000 000	SUPPLIES	8,151.00	0.00	0.00	0.00	8,151.00	0.00	8,151.00
01 6210 890 000 000	MISCELLANEOUS EXPENDITURES	0.00	0.00	1,619.27	0.00	(1,619.27)	0.00	(1,619.27)
6210 TITLE 1 ACCOUNTABILITY		8,151.00	0.00	1,619.27	19.87	6,531.73	0.00	6,531.73
01 6310 110 000 000	Title IIA Class Size Reduction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6310 111 000 000	TEACHERS SALARIES	28,800.00	2,346.13	28,153.56	97.76	646.44	0.00	646.44
01 6310 211 000 000	TITLE IIA Health	11,624.00	801.57	9,618.84	82.75	2,005.16	0.00	2,005.16
01 6310 221 000 000	TITLE IIA Fica	1,912.00	161.67	1,940.04	101.47	(28.04)	0.00	(28.04)
01 6310 231 000 000	TITLE IIA Retirement	2,845.00	231.74	2,780.88	97.75	64.12	0.00	64.12
01 6310 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	144.95	1,739.40	0.00	(1,739.40)	0.00	(1,739.40)
6310 TITLE IIA		45,181.00	3,686.06	44,232.72	97.90	948.28	0.00	948.28
01 6315 810 000 000	DUES AND FEES TITLE 2B	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
6315 TITLE II, PART B		2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 6330 111 000 000	SALARIES-REAP	18,825.00	0.00	0.00	0.00	18,825.00	0.00	18,825.00
01 6330 211 000 000	GROUP INSURANCE REAP	7,598.00	0.00	0.00	0.00	7,598.00	0.00	7,598.00
01 6330 221 000 000	FICA REAP	1,221.00	0.00	0.00	0.00	1,221.00	0.00	1,221.00
01 6330 231 000 000	RETIREMENT REAP	1,860.00	0.00	0.00	0.00	1,860.00	0.00	1,860.00
6330 TITLE VI, PART B REAP		29,504.00	0.00	0.00	0.00	29,504.00	0.00	29,504.00

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01 6403 591 000 000	IDEA Vocational/Vision	7,469.00	0.00	0.00	0.00	7,469.00	0.00	7,469.00
6403 IDEA PART B-SCHOOL AGE		7,469.00	0.00	0.00	0.00	7,469.00	0.00	7,469.00
01 6404 111 000 000	SPED IDEA instr	25,253.00	3,156.49	17,885.21	70.82	7,367.79	0.00	7,367.79
01 6404 112 000 000	SPED IDEA PARA	14,855.00	1,631.00	7,109.67	47.86	7,745.33	0.00	7,745.33
01 6404 211 000 000	SPED IDEA HEALTH	15,588.00	1,644.61	5,855.93	37.57	9,732.07	0.00	9,732.07
01 6404 212 000 000	GROUP INSURANCE-AIDES	0.00	435.82	2,443.02	0.00	(2,443.02)	0.00	(2,443.02)
01 6404 221 000 000	SPED IDEA FICA	2,363.00	240.18	956.97	40.50	1,406.03	0.00	1,406.03
01 6404 222 000 000	FICA-AIDES	0.00	110.04	495.40	0.00	(495.40)	0.00	(495.40)
01 6404 231 000 000	SPED IDEA RETIRE	3,962.00	311.79	1,273.60	32.15	2,688.40	0.00	2,688.40
01 6404 232 000 000	RETIREMENT AIDES	0.00	161.11	789.49	0.00	(789.49)	0.00	(789.49)
01 6404 282 000 000	INSTRUCTIONAL AIDES HSA	0.00	75.90	417.90	0.00	(417.90)	0.00	(417.90)
01 6404 591 002 000	SPED IDEA PRE-K	7,514.00	0.00	0.00	0.00	7,514.00	0.00	7,514.00
6404 IDEA PART B: 0-4		69,535.00	7,766.94	37,227.19	53.54	32,307.81	0.00	32,307.81
01 6406 111 000 000	BASE 3-4 SPED INSTR	2,464.00	264.66	2,464.66	100.03	(0.66)	0.00	(0.66)
01 6406 211 000 000	BASE 3-4 SPED HEALTH	1,051.00	137.90	437.90	41.67	613.10	0.00	613.10
01 6406 221 000 000	BASE 3-4 SPED FICA	188.00	20.14	20.14	10.71	167.86	0.00	167.86
01 6406 231 000 000	BASE 3-4 SPED RETIR	244.00	26.14	26.14	10.71	217.86	0.00	217.86
6406 IDEA PRESCHOOL: 3-4		3,947.00	448.84	2,948.84	74.71	998.16	0.00	998.16
01 6408 111 002 000	SALARIES TEACHERS/PROFESSIONAL STAFF	0.00	0.00	19,993.00	0.00	(19,993.00)	0.00	(19,993.00)
01 6408 112 002 000	SALARIES INSTRUCTIONAL AIDES	0.00	0.00	9,994.00	0.00	(9,994.00)	0.00	(9,994.00)
01 6408 211 002 000	GROUP INSURANCE TEACHERS/ADMINS	0.00	0.00	11,466.00	0.00	(11,466.00)	0.00	(11,466.00)
01 6408 212 002 000	GROUP INSURANCE-AIDES	0.00	0.00	2,351.00	0.00	(2,351.00)	0.00	(2,351.00)
01 6408 221 002 000	FICA TEACHERS/ADMIN	0.00	0.00	1,939.00	0.00	(1,939.00)	0.00	(1,939.00)
01 6408 222 002 000	FICA-AIDES	0.00	0.00	472.00	0.00	(472.00)	0.00	(472.00)
01 6408 231 002 000	RETIREMENT TEACHERS/ADMINS	0.00	0.00	2,602.00	0.00	(2,602.00)	0.00	(2,602.00)
01 6408 232 002 000	RETIREMENT AIDES	0.00	0.00	766.00	0.00	(766.00)	0.00	(766.00)
01 6408 282 002 000	CASH IN LIEU AIDES/HSA	0.00	0.00	417.00	0.00	(417.00)	0.00	(417.00)
01 6408 330 002 000	EMPLOYEE TRAINING/DEVELOPMENT	0.00	0.00	53,833.00	0.00	(53,833.00)	0.00	(53,833.00)
6408 IDEA Part B (611) Base & EP 0-21		0.00	0.00	103,833.00	0.00	(103,833.00)	0.00	(103,833.00)
01 6700 111 000 000	Vocational Wages	2,400.00	0.00	0.00	0.00	2,400.00	0.00	2,400.00
01 6700 211 000 000	Vocational Health	303.00	0.00	0.00	0.00	303.00	0.00	303.00
01 6700 221 000 000	Vocational FICA	183.00	0.00	0.00	0.00	183.00	0.00	183.00
01 6700 231 000 000	Vocational Retire	238.00	0.00	0.00	0.00	238.00	0.00	238.00
6700 VOCATIONAL		3,124.00	0.00	0.00	0.00	3,124.00	0.00	3,124.00
01 6992 111 000 000	REAP Salary	0.00	2,091.66	25,099.92	0.00	(25,099.92)	0.00	(25,099.92)
01 6992 211 000 000	REAP Health	0.00	714.64	8,704.89	0.00	(8,704.89)	0.00	(8,704.89)
01 6992 221 000 000	REAP Fica	0.00	144.12	1,729.47	0.00	(1,729.47)	0.00	(1,729.47)
01 6992 231 000 000	REAP Retirement	0.00	206.61	2,479.32	0.00	(2,479.32)	0.00	(2,479.32)
01 6992 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	129.23	1,421.53	0.00	(1,421.53)	0.00	(1,421.53)
6992 REAP		0.00	3,286.26	39,435.13	0.00	(39,435.13)	0.00	(39,435.13)
01 6996 610 001 000	GENERAL SUPPLIES	0.00	8,300.37	9,650.42	0.00	(9,650.42)	0.00	(9,650.42)
01 6996 610 002 000	GENERAL SUPPLIES	0.00	1,995.00	3,023.84	0.00	(3,023.84)	0.00	(3,023.84)
6996 ESSER		0.00	10,295.37	12,674.26	0.00	(12,674.26)	0.00	(12,674.26)
01 8000 912 000 000	Lunch Fund	25,000.00	0.00	15,700.00	62.80	9,300.00	0.00	9,300.00
01 8000 913 001 000	Activity Transfer	25,000.00	0.00	0.00	0.00	25,000.00	0.00	25,000.00
01 8000 915 000 000	Depreciation Fund	71,959.00	0.00	0.00	0.00	71,959.00	0.00	71,959.00
8000 TRANSFERS (OUTGOING)		121,959.00	0.00	15,700.00	12.87	106,259.00	0.00	106,259.00
000 DISTRICT WIDE		7,192,417.00	530,693.72	6,129,620.55	85.22	1,062,796.45	0.00	1,062,796.45
01 1100 610 002 001	Grade 1 Materials	400.00	139.48	813.20	203.30	(413.20)	0.00	(413.20)

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01 1100 640 002 001	Classroom Periodical	1,800.00	196.35	282.92	15.72	1,517.08	0.00	1,517.08
1100 SALARIES		2,200.00	335.83	1,096.12	49.82	1,103.88	0.00	1,103.88
001 FIRST GRADE		2,200.00	335.83	1,096.12	49.82	1,103.88	0.00	1,103.88
01 1100 610 002 002	Grade 2 Materials	400.00	169.94	684.46	171.12	(284.46)	0.00	(284.46)
01 1100 640 002 002	Classroom Periodical	1,750.00	254.40	917.73	52.44	832.27	0.00	832.27
1100 SALARIES		2,150.00	424.34	1,602.19	74.52	547.81	0.00	547.81
002 SECOND GRADE		2,150.00	424.34	1,602.19	74.52	547.81	0.00	547.81
01 1100 610 002 003	Grade 3 Materials	400.00	55.72	317.76	79.44	82.24	0.00	82.24
01 1100 640 002 003	Classroom Periodical	1,550.00	164.70	565.42	36.48	984.58	0.00	984.58
1100 SALARIES		1,950.00	220.42	883.18	45.29	1,066.82	0.00	1,066.82
003 THIRD GRADE		1,950.00	220.42	883.18	45.29	1,066.82	0.00	1,066.82
01 1100 610 002 004	Grade 4 Materials	400.00	99.72	344.43	86.11	55.57	0.00	55.57
01 1100 640 002 004	Classroom Periodical	650.00	0.00	1,101.48	169.46	(451.48)	0.00	(451.48)
1100 SALARIES		1,050.00	99.72	1,445.91	137.71	(395.91)	0.00	(395.91)
004 FOURTH GRADE		1,050.00	99.72	1,445.91	137.71	(395.91)	0.00	(395.91)
01 1100 610 002 005	Grade 5 Materials	400.00	50.16	160.59	40.15	239.41	0.00	239.41
01 1100 640 002 005	Classroom Periodical	550.00	504.78	763.11	138.75	(213.11)	0.00	(213.11)
1100 SALARIES		950.00	554.94	923.70	97.23	26.30	0.00	26.30
005 FIFTH GRADE		950.00	554.94	923.70	97.23	26.30	0.00	26.30
01 1100 610 002 006	Grade 6 Materials	400.00	89.16	564.88	141.22	(164.88)	0.00	(164.88)
01 1100 640 002 006	Classroom Periodical	300.00	0.00	467.42	155.81	(167.42)	0.00	(167.42)
1100 SALARIES		700.00	89.16	1,032.30	147.47	(332.30)	0.00	(332.30)
006 SIXTH GRADE		700.00	89.16	1,032.30	147.47	(332.30)	0.00	(332.30)
01 1100 610 002 007	Kingrt Materials	300.00	177.24	382.03	127.34	(82.03)	0.00	(82.03)
01 1100 640 002 007	Classroom Periodical	800.00	229.08	756.84	94.61	43.16	0.00	43.16
1100 SALARIES		1,100.00	406.32	1,138.87	103.53	(38.87)	0.00	(38.87)
007 Kindergarten		1,100.00	406.32	1,138.87	103.53	(38.87)	0.00	(38.87)
01 1100 610 002 017	Elem Art Materials	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1100 SALARIES		500.00	0.00	0.00	0.00	500.00	0.00	500.00
017 ELEM. ART		500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 610 001 018	Music Materials	1,000.00	0.00	4,811.09	481.11	(3,811.09)	0.00	(3,811.09)
01 1100 610 002 018	Music Materials	727.00	25.36	440.10	60.54	286.90	0.00	286.90
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	0.00	0.00	831.00	0.00	831.00
1100 SALARIES		3,558.00	25.36	5,251.19	147.59	(1,693.19)	0.00	(1,693.19)
018 MUSIC		3,558.00	25.36	5,251.19	147.59	(1,693.19)	0.00	(1,693.19)
01 1100 610 002 019	Elem Pe Materials	200.00	0.00	522.58	261.29	(322.58)	0.00	(322.58)
01 1100 733 002 019	Equipment	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1100 SALARIES		500.00	0.00	522.58	104.52	(22.58)	0.00	(22.58)
019 ELEM. PE		500.00	0.00	522.58	104.52	(22.58)	0.00	(22.58)
01 1100 610 001 020	Lang Arts Materials	500.00	138.49	313.14	62.63	186.86	0.00	186.86
01 1100 640 001 020	Classroom Periodical	600.00	329.67	329.67	54.95	270.33	0.00	270.33
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	468.16	642.81	29.22	1,557.19	0.00	1,557.19

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
020 LANGUAGE ARTS		2,200.00	468.16	642.81	29.22	1,557.19	0.00	1,557.19
01 1100 610 001 021	Math Materials	200.00	31.08	438.68	219.34	(238.68)	0.00	(238.68)
1100 SALARIES		200.00	31.08	438.68	219.34	(238.68)	0.00	(238.68)
021 MATH		200.00	31.08	438.68	219.34	(238.68)	0.00	(238.68)
01 1100 430 001 022	Science Equip Repair	750.00	0.00	0.00	0.00	750.00	0.00	750.00
01 1100 610 001 022	Materials	5,000.00	206.22	4,091.60	81.83	908.40	0.00	908.40
01 1100 640 001 022	Classroom Periodical	350.00	0.00	0.00	0.00	350.00	0.00	350.00
01 1100 733 001 022	Equipment	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1100 735 001 022	Computer Software	250.00	0.00	0.00	0.00	250.00	0.00	250.00
1100 SALARIES		9,350.00	206.22	4,091.60	43.76	5,258.40	0.00	5,258.40
022 SCIENCE		9,350.00	206.22	4,091.60	43.76	5,258.40	0.00	5,258.40
01 1100 610 001 023	Soc Stud Materials	150.00	49.80	124.33	82.89	25.67	0.00	25.67
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	49.80	124.33	26.45	345.67	0.00	345.67
023 SOCIAL STUDIES		470.00	49.80	124.33	26.45	345.67	0.00	345.67
01 1100 430 001 025	Ag Equip Repair Ser	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	238.02	1,495.46	37.39	2,504.54	0.00	2,504.54
01 1100 640 001 025	Expendable Wrbk	65.00	0.00	0.00	0.00	65.00	0.00	65.00
01 1100 733 001 025	Equipment Secon	125.00	0.00	0.00	0.00	125.00	0.00	125.00
01 1100 735 001 025	Comp Software Secon	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 810 001 025	FEES	950.00	0.00	84.00	8.84	866.00	0.00	866.00
1100 SALARIES		8,940.00	238.02	1,579.46	17.67	7,360.54	0.00	7,360.54
025 AGRICULTURE		8,940.00	238.02	1,579.46	17.67	7,360.54	0.00	7,360.54
01 1100 430 001 026	Business Repair Ser	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	5.29	78.74	7.87	921.26	0.00	921.26
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	799.00	79.90	201.00	0.00	201.00
01 1100 810 001 026	FEES	1,400.00	0.00	110.00	7.86	1,290.00	0.00	1,290.00
1100 SALARIES		5,000.00	5.29	987.74	19.75	4,012.26	0.00	4,012.26
026 BUSINESS		5,000.00	5.29	987.74	19.75	4,012.26	0.00	4,012.26
01 1100 610 001 027	Secon Art Materials	1,800.00	1,782.94	3,201.96	177.89	(1,401.96)	0.00	(1,401.96)
1100 SALARIES		1,800.00	1,782.94	3,201.96	177.89	(1,401.96)	0.00	(1,401.96)
027 SECONDARY ART		1,800.00	1,782.94	3,201.96	177.89	(1,401.96)	0.00	(1,401.96)
01 1100 350 001 028	Other Purchased Services	0.00	0.00	552.40	0.00	(552.40)	0.00	(552.40)
01 1100 430 001 028	Instrument Repair Secon	2,500.00	0.00	704.28	28.17	1,795.72	0.00	1,795.72
01 1100 430 002 028	Instrument Repair	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 610 001 028	Instr Materials	1,000.00	66.66	984.55	98.46	15.45	0.00	15.45
01 1100 610 002 028	Instrument Materials	1,000.00	0.00	740.59	74.06	259.41	0.00	259.41
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	0.00	0.00	500.00	0.00	500.00
01 1100 810 002 028	Student Registration	500.00	0.00	170.00	34.00	330.00	0.00	330.00
1100 SALARIES		10,000.00	66.66	3,151.82	31.52	6,848.18	0.00	6,848.18
028 BAND		10,000.00	66.66	3,151.82	31.52	6,848.18	0.00	6,848.18
01 1100 430 001 029	REPAIR	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	2,125.00	32.69	4,375.00	0.00	4,375.00

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01 1100 610 001 029	Instr Materials	800.00	0.00	1,768.24	221.03	(968.24)	0.00	(968.24)
01 1100 733 001 029	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
1100 SALARIES		8,800.00	0.00	3,893.24	44.24	4,906.76	0.00	4,906.76
029 SECONDARY PE		8,800.00	0.00	3,893.24	44.24	4,906.76	0.00	4,906.76
01 1100 610 001 030	FCS Instr Materials	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1100 SALARIES		500.00	0.00	0.00	0.00	500.00	0.00	500.00
030 FCS		500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 430 001 031	Ind Art Equip Repair	300.00	0.00	108.60	36.20	191.40	0.00	191.40
01 1100 580 001 031	Instructor Travel	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 1100 610 001 031	Instruc Materials	2,000.00	0.00	1,419.96	71.00	580.04	0.00	580.04
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	250.00	83.33	50.00	0.00	50.00
01 1100 810 001 031	Instru Registration	1,080.00	0.00	0.00	0.00	1,080.00	0.00	1,080.00
1100 SALARIES		4,930.00	0.00	1,778.56	36.08	3,151.44	0.00	3,151.44
031 INDUSTRIAL ARTS		4,930.00	0.00	1,778.56	36.08	3,151.44	0.00	3,151.44
01 1100 610 001 032	Foreign Lang Mater	200.00	45.85	93.84	46.92	106.16	0.00	106.16
01 1100 640 001 032	Classroom Period	150.00	0.00	154.61	103.07	(4.61)	0.00	(4.61)
01 1100 810 001 032	REGISTRATION	50.00	0.00	0.00	0.00	50.00	0.00	50.00
1100 SALARIES		400.00	45.85	248.45	62.11	151.55	0.00	151.55
032 FOREIGN LANGUAGE		400.00	45.85	248.45	62.11	151.55	0.00	151.55
01 1100 610 001 033	Journalism Materials	300.00	0.00	79.66	26.55	220.34	0.00	220.34
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	79.66	13.28	520.34	0.00	520.34
033 JOURNALISM		600.00	0.00	79.66	13.28	520.34	0.00	520.34
01 1200 562 001 600	SpEd LVL III OT/PT	35,000.00	0.00	608.99	1.74	34,391.01	0.00	34,391.01
1200 SPEDICAL ED School Age		35,000.00	0.00	608.99	1.74	34,391.01	0.00	34,391.01
01 1291 591 002 600	PRE PT Services (3-5)	0.00	0.00	60.88	0.00	(60.88)	0.00	(60.88)
1291 SPED AGES 3-5		0.00	0.00	60.88	0.00	(60.88)	0.00	(60.88)
01 2171 591 001 600	PT SERVICES	0.00	0.00	3,462.57	0.00	(3,462.57)	0.00	(3,462.57)
01 2171 591 002 600	PT Therapy	12,070.00	0.00	3,462.57	28.69	8,607.43	0.00	8,607.43
2171 PHYSICAL THERAPY-SPED SCHOOL AGE		12,070.00	0.00	6,925.14	57.37	5,144.86	0.00	5,144.86
01 2172 591 002 600	PT SPED 3-5	3,794.00	0.00	865.64	22.82	2,928.36	0.00	2,928.36
2172 PHYSICAL THERAPY:SPED 3-5		3,794.00	0.00	865.64	22.82	2,928.36	0.00	2,928.36
01 2173 591 002 600	PT SPED 0-2	1,380.00	0.00	865.64	62.73	514.36	0.00	514.36
2173 PHYSICAL THERAPY:SPED 0-2		1,380.00	0.00	865.64	62.73	514.36	0.00	514.36
01 6410 591 002 600	IDEA PT Therapy Preschool	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
6410 IDEA ENROLLMENT/POVERTY		2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
600 PT Services		54,244.00	0.00	9,326.29	17.19	44,917.71	0.00	44,917.71
01 2161 591 001 601	OT THERAPY SPED - School Age	0.00	0.00	10,558.82	0.00	(10,558.82)	0.00	(10,558.82)
01 2161 591 002 601	OT THERAPY-SPED School Age	25,387.00	0.00	10,558.82	41.59	14,828.18	0.00	14,828.18
2161 OCCUPATIONAL THERAPY-SPED SCHOOL AGE		25,387.00	0.00	21,117.64	83.18	4,269.36	0.00	4,269.36
01 2162 591 002 601	OT SPED 3-5	4,821.00	0.00	2,639.70	54.75	2,181.30	0.00	2,181.30
2162 OCCUPATIONAL THERAPY-SPED 3-5		4,821.00	0.00	2,639.70	54.75	2,181.30	0.00	2,181.30
01 2163 591 002 601	OT SPED 0-2	1,929.00	0.00	2,639.70	136.84	(710.70)	0.00	(710.70)
2163 OCCUPATIONAL THERAPY-SPED 0-2		1,929.00	0.00	2,639.70	136.84	(710.70)	0.00	(710.70)
01 6410 591 002 601	IDEA OT Therapy Preschool	4,000.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00
6410 IDEA ENROLLMENT/POVERTY		4,000.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00

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601 OT Services		36,137.00	0.00	26,397.04	73.05	9,739.96	0.00	9,739.96
01 1200 562 001 602	LEVEL III SPEECH	0.00	0.00	2,292.77	0.00	(2,292.77)	0.00	(2,292.77)
1200 SPEDICAL ED School Age		0.00	0.00	2,292.77	0.00	(2,292.77)	0.00	(2,292.77)
01 2151 591 001 602	Speech Therapy	0.00	0.00	34,849.58	0.00	(34,849.58)	0.00	(34,849.58)
01 2151 591 002 602	Speech Therapy Elem	163,618.00	0.00	99,130.97	60.59	64,487.03	0.00	64,487.03
2151 SPEECH PATH/AUDIOLOGY-SPED School Age		163,618.00	0.00	133,980.55	81.89	29,637.45	0.00	29,637.45
01 2152 591 002 602	PRE SCHL SPEECH (3-5)	9,090.00	66.99	66.99	0.74	9,023.01	0.00	9,023.01
2152 SPEECH PATH/AUDIOLOGY-SPED Ages 3-5		9,090.00	66.99	66.99	0.74	9,023.01	0.00	9,023.01
01 2153 591 002 602	SPEECH (0-2)	9,090.00	150.73	526.66	5.79	8,563.34	0.00	8,563.34
2153 SPEECH PATH/AUDIOLOGY-SPED Ages 0-2		9,090.00	150.73	526.66	5.79	8,563.34	0.00	8,563.34
01 6410 591 002 602	IDEA Speech Teacher Preschool	22,000.00	0.00	0.00	0.00	22,000.00	0.00	22,000.00
6410 IDEA ENROLLMENT/POVERTY		22,000.00	0.00	0.00	0.00	22,000.00	0.00	22,000.00
602 Speech		203,798.00	217.72	136,866.97	67.16	66,931.03	0.00	66,931.03
01 1291 591 002 603	PRE SPED Supervision (3-5)	6,695.00	0.00	3,264.62	48.76	3,430.38	0.00	3,430.38
1291 SPED AGES 3-5		6,695.00	0.00	3,264.62	48.76	3,430.38	0.00	3,430.38
01 1292 591 002 603	Pre Sped Services (0-2)	5,000.00	0.00	1,246.30	24.93	3,753.70	0.00	3,753.70
1292 SPED AGES 0-2		5,000.00	0.00	1,246.30	24.93	3,753.70	0.00	3,753.70
01 6410 591 002 603	IDEA Sped Supervision Preschool	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
6410 IDEA ENROLLMENT/POVERTY		5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
603 Sped Super		16,695.00	0.00	4,510.92	27.02	12,184.08	0.00	12,184.08
01 1200 591 001 604	Deaf Ed	862.00	0.00	0.00	0.00	862.00	0.00	862.00
01 1200 591 002 604	DEAF ED	0.00	0.00	4,464.65	0.00	(4,464.65)	0.00	(4,464.65)
1200 SPEDICAL ED School Age		862.00	0.00	4,464.65	517.94	(3,602.65)	0.00	(3,602.65)
01 1291 591 002 604	PRE Deaf Ed Services (3-5)	862.00	0.00	1,545.44	179.29	(683.44)	0.00	(683.44)
1291 SPED AGES 3-5		862.00	0.00	1,545.44	179.29	(683.44)	0.00	(683.44)
01 2153 591 002 604	Pre Deaf Ed Services (0-2)	862.00	0.00	0.00	0.00	862.00	0.00	862.00
2153 SPEECH PATH/AUDIOLOGY-SPED Ages 0-2		862.00	0.00	0.00	0.00	862.00	0.00	862.00
604 Deaf Ed		2,586.00	0.00	6,010.09	232.41	(3,424.09)	0.00	(3,424.09)
01 2181 591 001 605	Vision	3,568.00	0.00	2,035.36	57.04	1,532.64	0.00	1,532.64
01 2181 591 002 605	VISION	0.00	0.00	1,579.36	0.00	(1,579.36)	0.00	(1,579.36)
2181 VISUALLY IMPAIRED:SPED SCHOOL AGE		3,568.00	0.00	3,614.72	101.31	(46.72)	0.00	(46.72)
605 Vision		3,568.00	0.00	3,614.72	101.31	(46.72)	0.00	(46.72)
01 2141 591 001 606	SCHOOL PSYCH	0.00	0.00	21,882.87	0.00	(21,882.87)	0.00	(21,882.87)
01 2141 591 002 606	Diagnostic Testing (School Psych)	46,700.00	0.00	21,882.87	46.86	24,817.13	0.00	24,817.13
2141 PSYCHOLOGICAL SERVICES: SPED SCHOOL AGE		46,700.00	0.00	43,765.74	93.72	2,934.26	0.00	2,934.26
01 2142 591 002 606	PSYCH SERVICES SPED 3-5	5,838.00	0.00	5,470.72	93.71	367.28	0.00	367.28
2142 PSYCHOLOGICAL SERVICES: SPED 3-5		5,838.00	0.00	5,470.72	93.71	367.28	0.00	367.28
01 2143 591 002 606	PSYC SERVICES SPED 0-2	5,838.00	0.00	5,470.72	93.71	367.28	0.00	367.28
2143 PSYCHOLOGICAL SERVICES: SPED 0-2		5,838.00	0.00	5,470.72	93.71	367.28	0.00	367.28
01 6410 591 002 606	IDEA Psychological Services Preschoo	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
6410 IDEA ENROLLMENT/POVERTY		5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
606 D/E Psychological		63,876.00	0.00	54,707.18	85.65	9,168.82	0.00	9,168.82
01 2151 591 001 607	Audiology Secon	0.00	0.00	736.58	0.00	(736.58)	0.00	(736.58)
01 2151 591 002 607	Audiology Elem	1,614.00	0.00	528.80	32.76	1,085.20	0.00	1,085.20
2151 SPEECH PATH/AUDIOLOGY-SPED School Age		1,614.00	0.00	1,265.38	78.40	348.62	0.00	348.62

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2152 591 002 607	AUDIOLOGY SPED 3-5	202.00	0.00	158.19	78.31	43.81	0.00	43.81
2152 SPEECH PATH/AUDIOLOGY-SPED Ages 3-5		202.00	0.00	158.19	78.31	43.81	0.00	43.81
01 2153 591 002 607	AUDIOLOGY SPED 0-2	202.00	0.00	158.19	78.31	43.81	0.00	43.81
2153 SPEECH PATH/AUDIOLOGY-SPED Ages 0-2		202.00	0.00	158.19	78.31	43.81	0.00	43.81
01 6410 591 002 607	Audiology	250.00	0.00	0.00	0.00	250.00	0.00	250.00
6410 IDEA ENROLLMENT/POVERTY		250.00	0.00	0.00	0.00	250.00	0.00	250.00
607 Audiology		2,268.00	0.00	1,581.76	69.74	686.24	0.00	686.24
01 1200 591 000 608	Vocational	5,343.00	0.00	4,119.25	77.10	1,223.75	0.00	1,223.75
1200 SPEDICAL ED School Age		5,343.00	0.00	4,119.25	77.10	1,223.75	0.00	1,223.75
608 VOCATIONAL		5,343.00	0.00	4,119.25	77.10	1,223.75	0.00	1,223.75
01 General		7,648,780.00	535,961.55	6,410,869.12	83.82	1,237,910.88	0.00	1,237,910.88

Ravenna Public Schools
GENERAL FUND
Ending July 31st, 2020

Beginning Balance:		**$4,335,843.04**
Receipts:		
Tax Collection (Sherman)	$5,520.08	
Tax Collection (Buffalo)	$65,810.34	
State of NE Sped		
Title I	$56,086.00	
Title II	$11,115.00	
Title IV	$10,000.00	
Distance Learning	$23,200.00	
ESU 10	$825.00	
Sale of Prop/Equip.	$245.00	
Medicaid (MAC)		
State Aid		
State of NE (MIPS)		
Closed Jr. Sr. High Account	$7,513.22	
Other	$289.02	
Interest	$359.95	
Total Receipts:		**$180,963.61**
Disbursements:		
Board Bills (July)	$528,897.20	
		$528,897.20
Ending Balance:		$3,987,909.45
Cash on Hand:	**$3,987,909.45**	
Outstanding checks	$70,775.35	
Bank Balance:	$4,058,684.80	
Investments:		**$160,118.77**
Accounted for as Follows:		
General Fund		
General Fund Checking	$3,987,909.45	
CD #42554	$135,118.77	
CD # 70099 (9 mo)	$25,000.00	
Total Available:	**$4,148,028.22**	**$4,148,028.22**

Revenue Detail

Account Number		Account Description	Budget	Month to Date	Year to Date
8	Revenue				
01 1100 1000		District Taxes - Buffalo	4,187,472.00	32,696.72	3,562,043.99
01 1100 1100		District Taxes - Sherman	800,000.00	1,235.93	941,442.19
01 1115 1000		Carline-Buffalo	12,000.00	0.00	6,797.29
01 1115 1100		Carline - Sherman	3,000.00	495.58	2,449.57
01 1120 1000		Public Power Tax - Buffalo	110,000.00	0.00	171,422.84
01 1120 1100		Public Power Tax - Sherman	20,000.00	0.00	1,277.37
01 1125 1000		Motor Vehicle Taxes - Buffalo	180,000.00	19,029.39	162,274.90
01 1125 1100		Motor Vehicle Taxes - Sherman	40,000.00	2,329.01	29,739.90
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	20,000.00	23,200.00	23,200.00
01 1323		Tuit Sp Ed Oth Dist.	0.00	0.00	0.00
01 1410		Trans. Individual	0.00	0.00	0.00
01 1411		Trans Sp Ed Individ.	0.00	0.00	0.00
01 1421		Trans. Other Dist.	0.00	0.00	0.00
01 1423		Trans Sp Ed Oth Dist	0.00	0.00	0.00
01 1510		Interest On Invest.	5,000.00	359.95	7,736.80
01 1701		Bond Fund Transfer	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	100.00	0.00	300.00
01 1911		Local License Fees	1,500.00	0.00	3,100.00
01 1920		CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00
01 1921		Police Court Fines	0.00	0.00	0.00
01 1925		Tobacco Grant	0.00	0.00	0.00
01 2110 1000		Buffalo Co Fines-lic	22,000.00	3,752.30	24,950.82
01 2110 1100		Sherm Fines-license	3,000.00	176.81	2,515.69
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	825.00	4,390.44
01 3110		State Aid	112,231.00	0.00	112,231.00
01 3120		Spec. Ed Programs	350,000.00	0.00	568,458.00
01 3125		Special Ed Transpor.	3,250.00	0.00	7,315.00
01 3130 1000		Homestead Exemption - Buffalo	0.00	10,331.93	51,167.55
01 3130 1100		Sherm Homestead Ex	0.00	1,282.75	6,413.75
01 3131		PROPERTY TAX CREDIT	0.00	0.00	407,618.06
01 3132		PERSONAL PROPERTY TAX CREDIT	0.00	0.00	1,769.93
01 3134		PERSONAL PROPERTY TAX CREDIT-RR & PSE	0.00	0.00	1,042.87
01 3170		State Vocational	0.00	0.00	0.00
01 3180 1000		Pro-rata Motor Veh.Buffalo	8,500.00	0.00	7,581.32
01 3180 1100		Sher Pro Rat Moto V	2,500.00	0.00	1,826.22
01 3400		State Apportionment	50,000.00	0.00	65,514.45
01 3500		Other State Categorical Programs	5,000.00	0.00	0.00
01 3512		DIST ED INCENTIVE	0.00	0.00	32,117.22
01 3535		High Abilt Learners	5,000.00	0.00	0.00

Account Number		Account Description	Budget	Month to Date	Year to Date
01 3550		School Tech Fund	0.00	0.00	5,008.00
01 3570		Teacher Evaluation	0.00	0.00	0.00
01 3990		Other State Funds	0.00	0.00	0.00
01 4100		Title 1 Carry Over	0.00	0.00	0.00
01 4105		UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00
01 4311		Title VI Past Year	0.00	0.00	0.00
01 4312		Title VI Current	0.00	0.00	0.00
01 4315		Title V	0.00	0.00	0.00
01 4325		Title IIA Class Size Reduction	0.00	0.00	0.00
01 4401		IDEA PRESCHOOL	0.00	0.00	0.00
01 4402		Preschool Travel	0.00	0.00	0.00
01 4403		Spec Ed Medicaid	0.00	0.00	0.00
01 4505		Title 1 Current	42,000.00	56,086.00	56,086.00
01 4506		Title 1 NCLB	8,000.00	0.00	7,958.57
01 4509		TITLE II, PART A NCLB TCHR QULTY GRANTS	11,000.00	11,115.00	11,115.00
01 4511		REAP GRANT	0.00	0.00	0.00
01 4512		IDEA Base	0.00	0.00	0.00
01 4516		IDEA Pre-school Handicapp	0.00	0.00	0.00
01 4519		IDEA E-P	125,000.00	0.00	61,451.00
01 4525		Fed. Vocational	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)	0.00	0.00	12,364.68
01 4709		Medicaid Administrative Activities	4,500.00	0.00	10,264.82
01 4900		Other Fed. Non-cat	0.00	0.00	0.00
01 4969		Title IV, Part A	0.00	10,000.00	10,000.00
01 5200		From Other Funds	0.00	0.00	0.00
01 5300		Sale Of Prop & Equip	0.00	534.02	1,482.52
01 5301		Insurance Adjustment	0.00	0.00	13,968.00
01 5690		Other Non-revenue	0.00	7,513.22	11,272.97
01 9000		Non-program Receipts	0.00	0.00	0.00
01 9100		NE ST REVENUE	0.00	0.00	0.00
01 9200		Interlocal Agreement	0.00	0.00	0.00
01	General		6,131,053.00	180,963.61	6,407,668.73
8	Revenue		6,131,053.00	180,963.61	6,407,668.73

BIMBO BAKERIES USA
PO BOX 846243
DALLAS TX 75284-6243
HELP DESK: 1-800-922-0611
EMAIL: BILLING@GRUPOBIMBO.COM

Statement Date:	7/18/20
Customer #:	99-64091-9999-99
Due Date:	7/25/20
Current Amount:	$0.00
Total Due:	$82.46

BILL TO:

RAVENNA PUBLIC SCHOOLS #10-0069
41750 CARTHAGE RD
RAVENNA, NE 68869-4051

REMIT TO:

BIMBO BAKERIES USA
PO BOX 846243
DALLAS, TX 75284-6243

1474
1.2

009964091037938

▼ PLEASE DETACH HERE AND RETURN WITH PAYMENT ▼

STATEMENT

STATEMENT #	DATE	TERMS	DUE DATE	CUSTOMER #
37938	7/18/20	NET7	7/25/20	99-64091-9999-99

NAME	CUSTOMER #	CURRENT STATEMENT	TOTAL
RAVENNA PUBLIC SCHOOLS 10-0069	**54-00000-1438-04**		**82.46**

06 3W 630

Kenneth E. Schrad
8-1-20

Current 1 - 7 days	PAST DUE				TOTAL DUE
	8-14 days	15-21 days	22-28 days	Over 28 days	
$0.00	**$0.00**	**$0.00**	**$0.00**	**$82.46**	**$82.46**

1474 ac1B2

BIMBO BAKERIES USA
PO BOX 846243
DALLAS TX 75284-6243
HELP DESK: 1-800-922-0611
EMAIL: BILLING@GRUPOBIMBO.COM

STATEMENT

RAVENNA PUBLIC SCHOOLS 10-0069
41750 CARTAGE RD
RAVENNA, NE 68869-0000
Customer #:54-00000-1438-04

Current 1 - 7 days	$0.00
8-14 days	$0.00
15-21 days	$0.00
22-28 days	$0.00
Over 28 days	$82.46

STORE #	STATEMENT #	DATE	TERMS	DUE DATE	TOTAL DUE
000000	37938	7/18/20	Net7	7/25/20	82.46

INVOICE	CURRENT ACTIVITY	DATE	REFERENCE	TOTAL

No activity in this period.

1474
2.2

1474 ac2B2

PO Number	Invoice Number	Vendor Name		Invoice Date	Amount
Account Number		Detail Description		Amount	
Checking Account ID 06		Fund Number 06	Lunch		
	37938	Bimbo Bakeries USA		07/18/2020	82.46
06 3100 630 000		FOOD		82.46	
Total Bimbo Bakeries USA				82.46	
Fund Number 06				82.46	
Checking Account ID 06				82.46	

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	10,000.00	0.00	14,336.45	143.36	(4,336.45)	0.00	(4,336.45)
06 3100 630 000	FOOD	156,000.00	82.46	120,839.58	77.46	35,160.42	0.00	35,160.42
3100 FOOD SERVICES		166,000.00	82.46	135,176.03	81.43	30,823.97	0.00	30,823.97
		166,000.00	82.46	135,176.03	81.43	30,823.97	0.00	30,823.97
06 3100 110 000 000	Salary	144,000.00	6,458.42	97,917.93	68.00	46,082.07	0.00	46,082.07
06 3100 120 000 000	Sub Salaries	0.00	0.00	1,783.79	0.00	(1,783.79)	0.00	(1,783.79)
06 3100 130 000 000	Overtime Salaries	0.00	0.00	101.45	0.00	(101.45)	0.00	(101.45)
06 3100 210 000 000	Health Insurance	25,000.00	1,697.94	25,788.24	103.15	(788.24)	0.00	(788.24)
06 3100 220 000 000	Fica	7,000.00	463.59	7,037.64	100.54	(37.64)	0.00	(37.64)
06 3100 230 000 000	Retirement	8,000.00	637.95	9,682.17	121.03	(1,682.17)	0.00	(1,682.17)
06 3100 691 000 000	Other Misc.	0.00	0.00	1,027.26	0.00	(1,027.26)	0.00	(1,027.26)
06 3100 810 000 000	Registration	0.00	0.00	125.00	0.00	(125.00)	0.00	(125.00)
06 3100 890 000 000	Other Supplies	0.00	0.00	21,774.08	0.00	(21,774.08)	0.00	(21,774.08)
3100 FOOD SERVICES		184,000.00	9,257.90	165,237.56	89.80	18,762.44	0.00	18,762.44
000 DISTRICT WIDE		184,000.00	9,257.90	165,237.56	89.80	18,762.44	0.00	18,762.44
06 Lunch		350,000.00	9,340.36	300,413.59	85.83	49,586.41	0.00	49,586.41

Ravenna Public School
Lunch Fund Report
Ending July 31st, 2020

Beginning Balance:	$	20,505.38
RECEIPTS:		
Deposit	$	57.29
Interest	$	1.53
Total Receipts:	$	58.82
DISBURSEMENTS:		
Lunch Bills	$	9,394.94
Outstanding Checks	$	(1,576.02)
Total Disbursements:	$	7,818.92
Bank Balance:	$	12,745.28
Book Balance:	$	11,169.26

Revenue Detail

Account Number		Account Description	Budget	Month to Date	Year to Date
8	Revenue				
06 1510		Interest	0.00	1.53	34.79
06 1611		Student Lunches	170,000.00	0.00	94,351.38
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	0.00	8,928.92
06 2100		State Reimbursement	0.00	0.00	0.00
06 2200		Breakfast	0.00	0.00	0.00
06 3150		STATE REIMBURSEMENT	20.00	0.00	0.00
06 3400		Adult Lunches	0.00	0.00	78.35
06 4210		FEDERAL REIMB. NSLP	146,440.00	0.00	148,913.76
06 5000		Trans From Savings	0.00	0.00	0.00
06 5200		School Dist Contrib.	25,000.00	0.00	15,700.00
06 5690		Other Income	0.00	57.29	22,717.88
06 9000		Non Program Receipts	0.00	0.00	0.00
06	Lunch		341,460.00	58.82	290,725.08
8	Revenue		341,460.00	58.82	290,725.08

Scholarship Recipient Form

Name of Scholarship Brent Zeller Memorial Scholarship

Amount of Scholarship $300.00

Recipient Adam Betke

Alternate #1 McKayla Switzer

Alternate #2 (optional) _____

Name and address where a thank you should be mailed Ravenna High School / Scholarship Committee
P.O. Box 8400
Ravenna, NE 68869

How will the student receive the scholarship?

Student needs to provide a copy of Fall registration ~~form~~ schedule to Hilary Bollmy at Ravenna High School.

When will the student receive the scholarship?

Fall semester

Any other special instructions?

Thank you. Please return this form to Ravenna Public Schools, Attn: Angie Drahota, School Counselor, P.O. Box 8400, Ravenna NE 68869 by Monday, April 13, 2020.

&k2S

10:24:37 06-23-20 Student Schedule

ID/Name: 0607130 Adam M. Betke
Advisor: Bradley J. Lang

Academic Program(s): AAS_AGRI
Ant Cmpl Date.....: 05/01/22

Course	Crs	Days	Meeting Times	Location	Bldg/Room	Inst Meth	Start Date	End Date	Term	Credits	Status
MATH*1050*CHF31		MW	01:00PM 02:15PM	H	NUCK 111	LEC	08/17/20	12/09/20	20/FA	3.00	New
Occupational Math											
C. Ng											
AGRI*1700*CHH31		TBA	TBA		74PT LESS	H	08/17/20	12/09/20	20/FA	4.00	New
Animal Science		MW	11:00AM 11:50AM	H	WEBS 106	LEC	08/17/20	12/09/20			
Lang, B											
AGRI*1410*CHF31		MWF	08:00AM 08:50AM	H	PLAT 236	LEC	08/17/20	12/11/20	20/FA	3.00	New
Agricultural Economic											
Lang, B											
AGRI*1350*CHF21		TH	11:00AM 01:50PM	H	WEBS 101	I/L	08/17/20	12/11/20	20/FA	1.00	New
Plant Science Lab											
D. Charlson											
AGRI*1310*CHF31		MWF	09:00AM 09:50AM	H	WEBS 106	LEC	08/17/20	12/11/20	20/FA	3.00	New
Plant Science											
D. Charlson											
AGRI*1030*CHF31		MWF	10:00AM 10:50AM	H	WEBS 120	LEC	08/17/20	12/11/20	20/FA	3.00	New
Intro to Ag/Natural R											
Lang, B											

Total Credits: 17.00

Scholarship Recipient Form

Name of Scholarship Farmers Cooperative Association of Ravenna

Amount of Scholarship $500

Recipient Adam Betke

Alternate #1 Jake Jarzynka

Alternate #2 (optional) _____

Name and address where a thank you should be mailed Farmer's Coop c/o Pam Treffer

Ravenna, NE 68869

How will the student receive the scholarship?

Student will need to provide copy of fall class schedule to Hilary Bolling at RHS.

When will the student receive the scholarship?

Fall semester.

Any other special instructions?

Thank you. Please return this form to Ravenna Public Schools, Attn: Angie Drahota, School Counselor, P.O. Box 8400, Ravenna NE 68869 by Monday, April 13, 2020.

&k2S

10:24:37 06-23-20 Student Schedule

ID/Name: 0607130 Adam M. Betke
Advisor: Bradley J. Lang

Academic Program(s): AAS_AGRI
Ant Cmpl Date.....: 05/01/22

Course	Crs	Days	Meeting Times	Location	Bldg/Room	Inst Meth	Start Date	End Date	Term	Credits	Status
MATH*1050*CHF31		MW	01:00PM 02:15PM	H	NUCK 111	LEC	08/17/20	12/09/20	20/FA	3.00	New
Occupational Math											
C. Ng											
AGRI*1700*CHH31		TBA	TBA		74PT LESS	H	08/17/20	12/09/20	20/FA	4.00	New
Animal Science		MW	11:00AM 11:50AM	H	WEBS 106	LEC	08/17/20	12/09/20			
Lang, B											
AGRI*1410*CHF31		MWF	08:00AM 08:50AM	H	PLAT 236	LEC	08/17/20	12/11/20	20/FA	3.00	New
Agricultural Economic											
Lang, B											
AGRI*1350*CHF21		TH	11:00AM 01:50PM	H	WEBS 101	I/L	08/17/20	12/11/20	20/FA	1.00	New
Plant Science Lab											
D. Charlson											
AGRI*1310*CHF31		MWF	09:00AM 09:50AM	H	WEBS 106	LEC	08/17/20	12/11/20	20/FA	3.00	New
Plant Science											
D. Charlson											
AGRI*1030*CHF31		MWF	10:00AM 10:50AM	H	WEBS 120	LEC	08/17/20	12/11/20	20/FA	3.00	New
Intro to Ag/Natural R											
Lang, B											

Total Credits: 17.00

Scholarship Recipient Form

Name of Scholarship Jane Ryan Ag Scholarship

Amount of Scholarship $500.00

Recipient 1. Adam Bettke 2. Jake Jarzynka

Alternate #1

Alternate #2 (optional)

Name and address where a thank you should be mailed Jane Ryan
126 E. Syracuse St.
Ravenna, NE 68869

How will the student receive the scholarship?

Give class schedule to Hilary Billing and she will mail you a check.

When will the student receive the scholarship?

fall

Any other special instructions?

Kenneth E. Schroeder
8-1-20

Thank you. Please return this form to Ravenna Public Schools, Attn: Angie Drahota, School Counselor, P.O. Box 8400, Ravenna NE 68869 by Monday, April 13, 2020.

&k2S

10:24:37 06-23-20 Student Schedule

ID/Name: 0607130 Adam M. Betke
Advisor: Bradley J. Lang

Academic Program(s): AAS_AGRI
Ant Cmpl Date.....: 05/01/22

Course	Crs	Days	Meeting Times	Location	Bldg/Room	Inst Meth	Start Date	End Date	Term	Credits	Status
MATH*1050*CHF31		MW	01:00PM 02:15PM	H	NUCK 111	LEC	08/17/20	12/09/20	20/FA	3.00	New
Occupational Math											
C. Ng											
AGRI*1700*CHH31		TBA	TBA		74PT LESS	H	08/17/20	12/09/20	20/FA	4.00	New
Animal Science		MW	11:00AM 11:50AM	H	WEBS 106	LEC	08/17/20	12/09/20			
Lang, B											
AGRI*1410*CHF31		MWF	08:00AM 08:50AM	H	PLAT 236	LEC	08/17/20	12/11/20	20/FA	3.00	New
Agricultural Economic											
Lang, B											
AGRI*1350*CHF21		TH	11:00AM 01:50PM	H	WEBS 101	I/L	08/17/20	12/11/20	20/FA	1.00	New
Plant Science Lab											
D. Charlson											
AGRI*1310*CHF31		MWF	09:00AM 09:50AM	H	WEBS 106	LEC	08/17/20	12/11/20	20/FA	3.00	New
Plant Science											
D. Charlson											
AGRI*1030*CHF31		MWF	10:00AM 10:50AM	H	WEBS 120	LEC	08/17/20	12/11/20	20/FA	3.00	New
Intro to Ag/Natural R											
Lang, B											

Total Credits: 17.00

May 13, 2020

Hastings College
710 N Turner Ave.
Hastings, NE 68901-7621

Program/Degree/Curriculum: UG/BA/Undecided
Advisor: Dr. Bobbi Jean Buchholz
Class Level: Freshman
Full/Part Time: Full Time

Mr. Jacob A Jarzynka
802 W Piedmont St
Ravenna, NE 68869-4054

2020/FALL for Jacob A Jarzynka

Session	Course	Name	Credits	Duration
1	CORE100/Lecture/01	Introduction to HC	2.00	Aug 19, 2020 Sep 1, 2020
	Day: MTRF **Time:** 9:00 am 11:50 am **Campus:** HC **Building:** MR **Room:** 144			
	Day: W **Time:** 9:00 am 11:00 am **Campus:** HC **Building:** MR **Room:** 144			
	Instructors: Dr. Lisa Kristine Smith			
2	COMM200/Lecture/01	Human Communication	4.00	Sep 3, 2020 Oct 23, 2020
	Day: MTRF **Time:** 12:20 pm 2:00 pm **Campus:** HC **Building:** KIEGYM **Room:** 243			
	Instructors: Dr. Charles Austin McDonald, II			
2	PEHP316/Lecture/01	Healthy Lifestyles	4.00	Sep 3, 2020 Oct 23, 2020
	Day: MWR **Time:** 10:20 am 11:40 am **Campus:** HC **Building:** KIEGYM **Room:** 113			
	Day: TF **Time:** 9:30 am 11:40 am **Campus:** HC **Building:** KIEGYM **Room:** 113			
	Instructors: Mr. Casey Daniel Ta'aga Molifua			
3	CORE101/Lecture/02	Interdis. Inquiry	4.00	Oct 28, 2020 Dec 18, 2020
	Day: All Wk Day **Time:** 10:20 am 11:20 am **Campus:** HC **Building:** **Room:**			
	Instructors: Dr. A. Staff			
3	MATH150/Lecture/01	Calculus I	4.00	Oct 28, 2020 Dec 18, 2020
	Day: MR **Time:** 8:00 am 10:10 am **Campus:** HC **Building:** WILSON **Room:** 130			
	Day: TWF **Time:** 8:00 am 9:20 am **Campus:** HC **Building:** WILSON **Room:** 130			
	Instructors: Dr. David B. Cooke			

Total courses for 2020/FALL: 5 **Total Credits: 18.00**

Scholarship Recipient Form

Name of Scholarship Ray Reader Memorial Scholarship

Amount of Scholarship $400 / $1000 Total

Recipient Madison McAlevy

Alternate #1 Annessa Crowell

Alternate #2 (optional) _____

Name and address where a thank you should be mailed Ravenna High School / Scholarship Committee
P.O. Box 8400
Ravenna, NE 68869

How will the student receive the scholarship?

Student needs to submit a copy of class schedule to Hilary Bolling in the fall at Ravenna High School

When will the student receive the scholarship?

Fall semester.

Any other special instructions?

Thank you. Please return this form to Ravenna Public Schools, Attn: Angie Drahota, School Counselor, P.O. Box 8400, Ravenna NE 68869 by Monday, April 13, 2020.

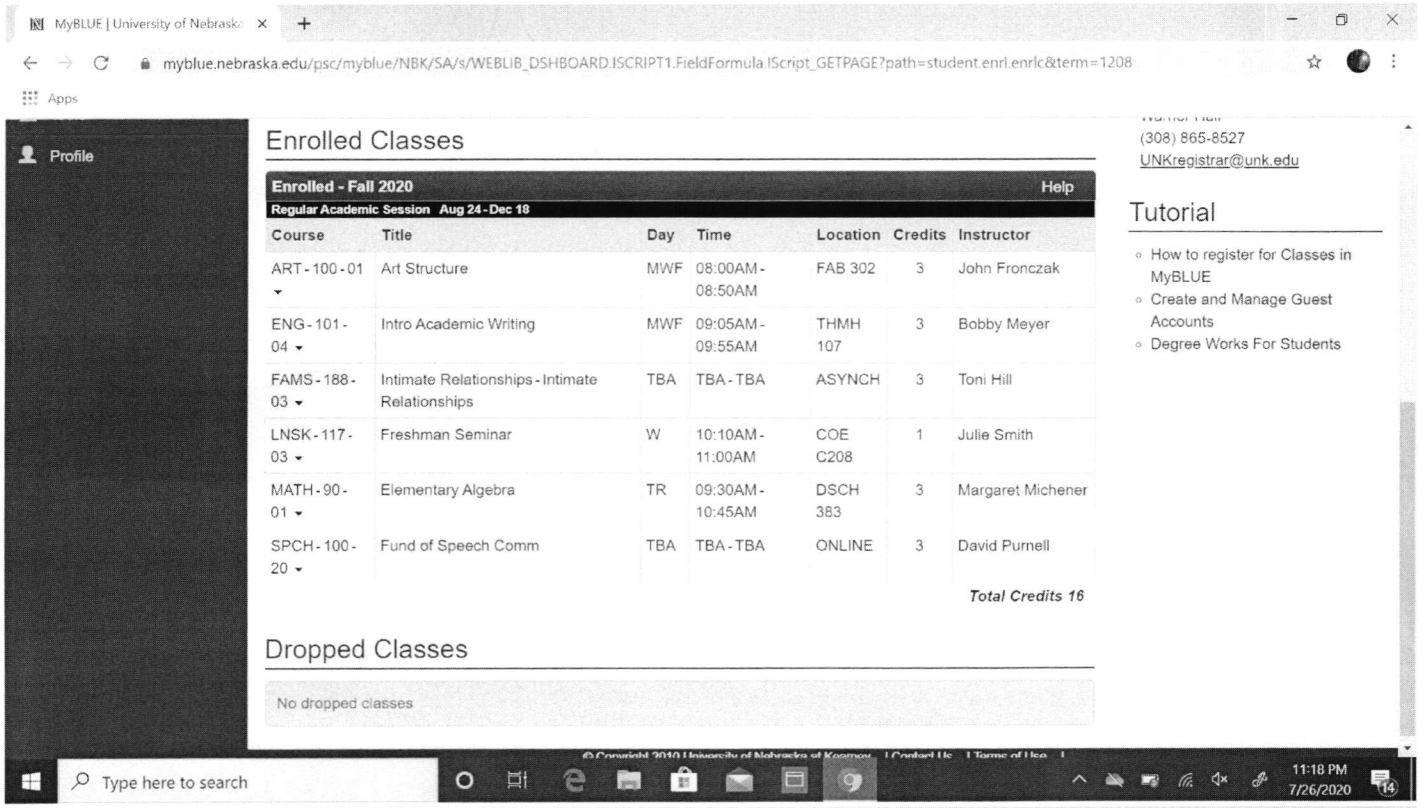
Ravenna Public Schools

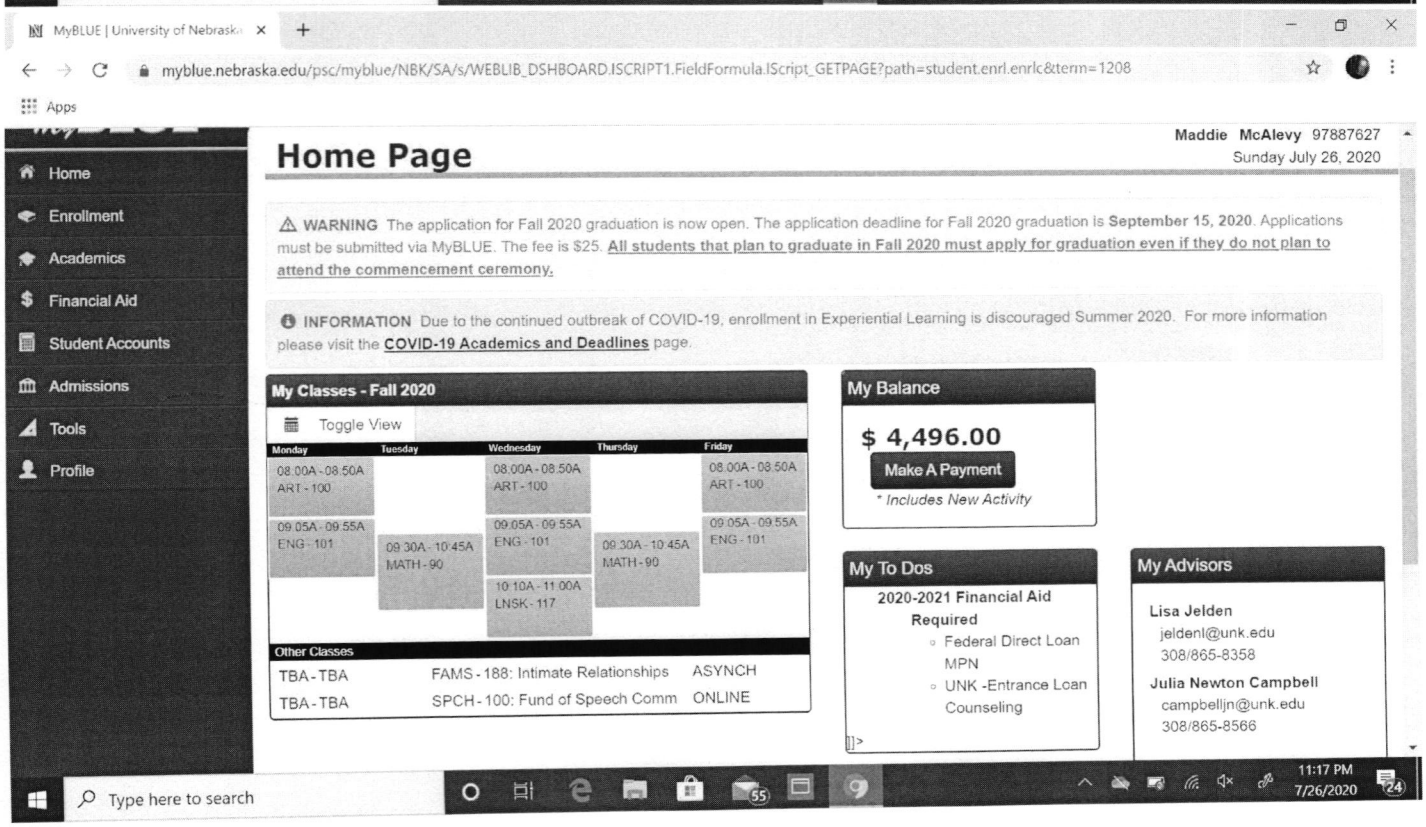
Hilary Bolling <hilary.bolling@ravennabluejays.org>

Proof of enrollment at UNK for local scholarships

1 message

Madison McAlevy <madison.mcalevy@ravennabluejays.org> Mon, Jul 27, 2020 at 3:59 PM
To: Hilary Bolling <hilary.bolling@ravennabluejays.org>





Scholarship Recipient Form

Name of Scholarship Paul Beranek Memorial Scholarship

Amount of Scholarship $500.00

Recipient 1. Jacob Jarzynka ✓ 2. Kooper Schirmer

Alternate #1 Abe Schroeder

Alternate #2 (optional) Jack Drahota

Name and address where a thank you should be mailed Brenda Beranek
918 Milan Ave.
Ravenna, NE 68869

How will the student receive the scholarship?

send class schedule to Hilary Bolling in the fall.

When will the student receive the scholarship?

Fall.

Any other special instructions?

Thank you. Please return this form to Ravenna Public Schools, Attn: Angie Drahota, School Counselor, P.O. Box 8400, Ravenna NE 68869 by Monday, April 13, 2020.



Wayne State College
Records & Registration
1111 Main St.
Wayne, NE 68787
(402)375-7239

Name: Kooper Schirmer
Date: Mon Jun 29 2020 12:26:13 GMT-0500 (Central Daylight Time)

Enrolled - Fall 2020

Regular Academic Session Aug 24Dec 18					
Course	**Title**	**Day/Time**	**Location**	**Credits**	**Instructor**
CNA1000005	PRIN HUMAN COMMUNICATION	TR12:30PM01:45PM	W-HU 302	3	DawnDolesh
HIS1500002	HISTORY OF U.S./GEN STUDIES	TR09:30AM10:45AM	W-CH-123	3	DonaldHickey
MAT1300001	PRECALCULUS	MTWRF11:00AM11:50AM	W-CH-227	5	AlexanderMitchell
MAT2100002	MATH/ELEM SCH TCHRS I	MWF01:00PM01:50PM	W-CS-108	3	MaryKuchta
PHY2010002	GENERAL PHYSICS I	MWF09:00AM09:50AM	W-CS-G05	3	AdamDavis
PHY3210001	PHYSICS LAB I	M02:00PM04:50PM	W-CS-G04	1	AdamDavis

Scholarship Recipient Form

Name of Scholarship Leo Bernard Zeller Scholarship

Amount of Scholarship $500

Recipient Kooper Schirmer

Alternate #1 Jacob Jarzynka

Alternate #2 (optional)

Name and address where a thank you should be mailed Ravenna High School / Angie Drahota
P. O. Box 8400
Ravenna, NE 68869

How will the student receive the scholarship?

Student needs to provide a copy of class registration to Hilary Bolling in the fall.

When will the student receive the scholarship?

Fall semester

Any other special instructions?

Thank you. Please return this form to Ravenna Public Schools, Attn: Angie Drahota, School Counselor, P.O. Box 8400, Ravenna NE 68869 by Monday, April 13, 2020.



Wayne State College
Records & Registration
1111 Main St.
Wayne, NE 68787
(402)375-7239

Name: Kooper Schirmer
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MAT1300001	PRECALCULUS	MTWRF11:00AM11:50AM	W-CH-227	5	AlexanderMitchell
MAT2100002	MATH/ELEM SCH TCHRS I	MWF01:00PM01:50PM	W-CS-108	3	MaryKuchta
PHY2010002	GENERAL PHYSICS I	MWF09:00AM09:50AM	W-CS-G05	3	AdamDavis
PHY3210001	PHYSICS LAB I	M02:00PM04:50PM	W-CS-G04	1	AdamDavis

Gottlob Asphalt, LLC

PO Box 5163
Grand Island, NE 68802
Phone # 308-384-3865

Invoice

Date	Invoice #
6/28/2020	1167

Bill To
Ravenna Public Schools Attn: Ken Schroeder 41750 Carthage Road Ravenna, NE 68869

P.O. No.	Terms
	Due on receipt

Quantity	Description	Amount
	REPAIR: Removed damaged asphalt to the base, leveled and re-compacted the dirt, and then installed new hot mix asphalt to match the level of existing surface in the damaged center area of the parking lot discussed with Dan on 4/4/2018.	1,971.00
	CRACK SEAL: Blew cracks clean of dirt and debris then sealed with hot pour rubberized sealant. Sealant was Crafco 221 which meets all standards for the State of Nebraska road specifications.	575.00
	OPTIONAL SEAL COAT: Cleaned lot surface and then applied sealcoat. Material was coal tar concentrated sealant manufactured by Vance Brothers.	690.00

Kenneth E. Schroeder
8-6-20

Special Building

Thank you for your business.

Total $3,236.00

Gottlob Asphalt, LLC

PO Box 5163
Grand Island, NE 68802
Phone # 308-384-3865

Invoice

Date	Invoice #
6/28/2020	1168

Bill To
Ravenna Public Schools Attn: Ken Schroeder 41750 Carthage Road Ravenna, NE 68869

P.O. No.	Terms
	Due on receipt

Quantity	Description	Amount
	CRACK SEAL: Blew cracks clean of dirt and debris in the small piece of asphalt located between buildings as looked at with Dan Cyboron and then sealed with hot pour rubberized sealant. Sealant was Crafco 221 which meets all standards for the State of Nebraska road specifications.	495.00
	OPTIONAL SEAL COAT: Cleaned lot surface and then applied sealcoat. Material was coal tar concentrated sealant manufactured by Vance Brothers. .	465.00
	Kenneth E. Schroeder 8-6-20 Special Building	

Thank you for your business.

Total $960.00

SHILOH RAGER CONSTRUCTION LLP

40505 370th Road
RAVENNA, NE 68869

Invoice

Date	Invoice #
7/23/2020	989

Bill To
Ravenna Schools 41750 Carthage Rd. Ravenna NE 68869

P.O. No.	Terms	Project

Item	Description	Est Amt	Prior Amt	Prior %	Qty	Rate	Curr %	Total %	Amount
04 Conc...	Labor to form and pour elementary driveway				8	200.00			1,600.00
04 Conc...	28 yards of cement				28	120.00			3,360.00
04 Conc...	60 sticks of rebar				60	5.75			345.00
04 Conc...	Joint sealant				8	20.00			160.00

Kenneth E. Schrader
8-2-20
Special Building

Total	$5,465.00
Payments/Credits	$0.00
Balance Due	$5,465.00

Board of Education Regular Meeting
High School Library
P.O. Box 8400
Ravenna, NE 68869-8400
Monday, July 13, 2020 8:00 PM

Marilyn Bohn: Present
Misti Fiddelke: Present
Ryan Osten: Present
Tara Schirmer: Absent
Dawn Standage: Present
Marc Vacek: Present
Tara Schirmer: Present

1. Call to Order and Roll Call - Open Meeting Law
Motion to excuse Tara Schirmer passed with a motion by Ryan Osten and a second by Marilyn Bohn. Tara Schirmer arrived at 8:19 and was present for the remainder of the meeting.

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. Financial Report

6. Consent Agenda
Motion to approve the consent agenda passed with a motion by Ryan Osten and a second by Dawn Standage.

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

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

6.3. Discuss, consider, and take all action necessary to intelocal agreement with Central Community College

6.4. Discuss, consider, and take all action necessary to declared safe as surplus for immediate sale or disposal

7. Request to Address the Board and Correspondence

8. Blue Jay Celebration of Success-None This Month

9. ABC Bluejay Staff Member of the Month-None This Month

10. Information and Action Items

10.1. Discuss, consider, and take all action necessary to the "Jr/Sr High Account" at Town & Country Bank
Motion to approve closing of the Jr/Sr High Account and to transfer the amount of $7513.22 to the General Fund passed with a motion by Ryan Osten and a second by Marc Vacek.

10.2. Discuss, consider, and take all action necessary to the High School Wrestling Activity Account
Motion to disburse $2,974.55 from the wrestling activity account to Sonya Rasmussen, Jr. Jays Wrestling Program Secretary/Treasurer, for the purpose of separating school district funds and the Jr. Jays Wrestling Program Funds passed with a motion by Ryan Osten and a second by Marc Vacek.

10.3. Discuss, consider, and take all action necessary to the Annual Board Policy Review-Policy
#'s: 2002, 3003, 3039, 3046, 3056, 4003, 4062, 5016, 5035, 5054, 6020, 6021, & 6033
Motion to approve second and final reading of policies: 2002, 3003, 3039, 3046, 3056, 4003, 4062, 5016, 5035, 5054, 6020, 6021, & 6033 and to nullify and remove all pre-existing copies of these policies passed with a motion by Marc Vacek and a second by Ryan Osten.

10.4. Discuss, consider, and take all action necessary to Policy 2008 "Meetings"
Motion to approve board policy 2008 “Meetings” passed with a motion by Dawn Standage and a second by Ryan Osten.

10.5. Annual Parental Involvement Policy Review Hearing (Policy #5018)
Motion to adopt policy #5018 passed with a motion by Dawn Standage and a second by Marc Vacek.

10.6. Annual Title I Parental Involvement Policy Review Hearing (Policy # 5057)
Motion to adopt policy #5057 passed with a motion by Dawn Standage and a second by Marc Vacek.

10.7. Annual Student Fees Policy Hearing (#5045)
Motion to adopt Student Fees Policy (#5045) passed with a motion by Dawn Standage and a second by Marc Vacek.

10.8. Annual Bullying Policy Review (#5054)

Motion to adopted revised policy #5054 passed with a motion by Dawn Standage and a second by Marc Vacek.

10.9. Annual Attendance and Excessive Absenteeism Policy Review (#5001)
Motion to approve Policy #5001 passed with a motion by Dawn Standage and a second by Marc Vacek.

10.10. Discuss, consider, and take all action necessary to school re-opening plan
Motion to approve the draft of the school re-opening plan passed with a motion by Marilyn Bohn and a second by Ryan Osten.

10.11. Discuss, consider, and take all action necessary to the "2020-21 School Re-Opening Resolution"
Motion to approve the 2020-21 School Re-Opening Resolution passed with a motion by Marc Vacek and a second by Dawn Standage.

11. Discussion Items

12. Elementary Principal's Report

13. Secondary Principal's Report

14. Superintendent's Report

15. Board Report

16. Positive Comments

17. Adjournment
Motion to adjourn at 10:11 PM passed with a motion by Tara Schirmer and a second by Ryan Osten.

PUBLIC PARTICIPATION

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

- **Getting Started**: When you have been recognized, please stand and state your name.

- **Time Limit**: The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.

- **Personnel or Student Topic**: If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.

- **General Rules**: This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.

- **No Action by the Board**: The board will not act on any matter unless it is on the published agenda.

2006
Complaint Procedure

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

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.

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 believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint her or she may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.

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 shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 calendar days after it received complainant's written appeal.

e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

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

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

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

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. 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.

Adopted on: July 9, 2018
Revised on: August 10, 2020
Reviewed on: August 10, 2020

2006
Complaint Procedure

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

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.

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 believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

    c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the

administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint her or she may appeal the decision to the superintendent.

   a) This appeal must be in writing.

   b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

   c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

   d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.

   a) This appeal must be in writing.

   b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

   c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.

e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

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.

Adopted on: July 9, 2018
Revised on: July 9, 2018
Reviewed on: July 9, 2018

3057
Title IX Policy

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

1. Title IX Coordinator

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

2. Definitions.

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

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

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

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

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

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

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

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

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it

effectively denies a person equal access to the district's education program or activity;

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

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

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

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

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

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

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

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

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

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **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.

2.6.6. **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—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. 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. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. **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. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. 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.

4.2. **General Response to Sexual Harassment.** 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. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. 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 response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment**.

5.1. **General Requirements**.

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members**. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **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.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause 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.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, 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.

5.1.8. **Range of Supportive Measures**. The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at

the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals**. The district **<u>may</u>** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. 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.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. 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;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding

responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, 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;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district

does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, 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 or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. **Determination Regarding Responsibility**

5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the

preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. 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, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. 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

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **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.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. 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 (from subsection 5.8.2 below) 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 under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) 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.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that

reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. 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;

5.9.1.3. 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

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping**.

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. 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.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of 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.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools**.

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** 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, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **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).

10.1. **Specific Circumstances**.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. 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, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **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.

12. **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).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **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: August 10, 2020
Revised on: _____
Reviewed on: _____

Centers for Disease Control and Prevention

Coronavirus Disease 2019 (COVID-19)

MENU >



Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations

Screening Students for Symptoms

Updated July 23, 2020 Print

This document provides guidance to K-12 schools on COVID-19 symptom screening as part of a school reopening process. The guidance detailed here is intended only for **students in K-12** school settings. The number of reported children with SARS-CoV-2 (the virus that causes COVID-19) infection who experience symptoms, the types of symptoms they experience, and the severity of those symptoms differs from adults. Additionally, the consequences of excluding students from essential educational and developmental experiences differ from excluding individuals from other settings. Therefore, the considerations described here are different than those for other settings and populations. For guidance related to screening of teachers and staff, please refer to CDC's Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 and the "Prevent Transmission Among Employees" section of CDC's Resuming Business Toolkit .

We learn more about COVID-19 every day, and as more information becomes available, CDC will continue to update and share information. As our knowledge and understanding of COVID-19 evolves, this guidance may change. **However, based on the best available evidence at this time:**

- **CDC does not currently recommend universal symptom screenings (screening all students grades K-12) be conducted by schools.**
- **Parents or caregivers should be strongly encouraged to monitor their children for signs of infectious illness every day.**
- **Students who are sick should not attend school in-person.**

COVID-19 is a newly identified disease caused by the virus, SARS-CoV-2. Scientists are still learning about how it spreads, how it impacts children, and what role children may play in its spread. Limited data about COVID-19 in children suggest that children are less likely to get COVID-19 than adults, and if they do contract COVID-19, they generally have less serious illness than adults. While uncommon, deaths and rare illness such as multisystem inflammatory syndrome in children (MIS-C) may still occur.

People with COVID-19 have had a wide range of reported symptoms – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to** SARS-CoV-2. Symptoms can include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell

- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms and children and youth with SARS-CoV-2 infection may experience any, all, or none of these symptoms. (See Symptoms of Coronavirus for more information).

Given the wide range of symptoms and the fact that some people with SARS-CoV-2 infection (the virus that causes COVID-19) are asymptomatic, there are limitations to symptom screening conducted by schools for the identification of COVID-19.

Limitations of Symptom Screenings as Part of a School Reopening Strategy

- **Symptom screenings will fail to identify some students who have SARS-CoV-2 infection**. Symptom screenings are not helpful in identifying individuals with SARS-CoV-2 infection who are asymptomatic or pre-symptomatic (they have not developed signs or symptoms yet but will later). Others may have symptoms that are so mild, they may not notice them. In fact, children are more likely than adults to be asymptomatic or to have only mild symptoms. [1], [2], [3] The exact percentage of children with SARS-COV-2 infection who are asymptomatic is still unknown, but recent large studies have suggested around 16% of children with SARS-CoV-2 infection do not develop symptoms. [4] This means that even when schools have symptom screenings in place, some students with SARS-CoV-2 infection, who can potentially transmit the virus to others, will not be identified.

- **Symptom screenings will identify only that a person may have an illness, not that the illness is COVID-19.** Many of the symptoms of COVID-19 are also common in other childhood illnesses like the common cold, the flu, or seasonal allergies. The table below illustrates some of the overlap between the symptoms of COVID-19 and other common illnesses.

Table. Many symptoms of COVID-19 are also present in common illnesses

Symptoms of COVID-19	Strep Throat	Common Cold	Flu	Asthma	Seasonal Allergies
Fever or chills	X		X		
Cough		X	X	X	X
Sore throat	X	X	X		X
Shortness of breath or difficulty breathing				X	
Fatigue		X	X	X	X
Nausea or Vomiting	X		X		
Diarrhea	X		X		
Congestion or Runny Nose		X	X		X
Muscle or body aches	X	X	X		

Note: The table above does not include all COVID-19 symptoms

Available for Download

The overlap between COVID-19 symptoms with other common illnesses means that many people with symptoms of COVID-19 may actually be ill with something else. This is even more likely in young children, who typically have multiple viral illnesses each year. For example, it is common for young children to have up to eight respiratory illnesses or "colds" every year. [1]Although COVID-19 and illnesses like colds or the flu have similar symptoms, they are different disease processes.

Some studies have tried to identify which symptoms may best predict whether an individual has COVID-19, although these studies have primarily focused on those over 18-years-old. [6], [7], [8], [9] In children, fever has been the most frequently reported symptom. However, fever is common in many other illnesses, and temperatures can be taken improperly and falsely interpreted as fever. Additionally, there is no symptom or set of symptoms that only occurs in children diagnosed with COVID-19.

Additionally, students with chronic conditions like asthma or allergies may have symptoms like cough or nasal congestion without having any infection at all. As a result, symptom screenings have the potential to exclude some students from school repeatedly even though they do not have COVID-19 or any contagious illness. This in turn may worsen disparities in students who already miss school frequently because of chronic medical conditions.

Students who are sick with contagious illnesses should not attend school, but most illnesses do not require the same level or length of isolation that COVID-19 does. Excluding students from school for longer than what is called for in existing school policies (e.g., fever free without medication for 24-hours) based on COVID-19 symptoms alone risks repeated, long-term unnecessary student absence.

Symptom screenings alone are inadequate to reduce SARS-CoV-2 transmission because of the limitations mentioned. Even when symptom screenings are implemented, other mitigation strategies (such as promoting healthy behaviors, maintaining healthy environments, maintaining healthy operations, and preparing for when someone gets sick) are still needed to help protect students, teachers, and staff from COVID-19.

The exact level of effectiveness of symptom screening in schools is not known at this time. While screening may reduce some SARS-COV-2 transmission in schools, transmission may still occur because of asymptomatic, pre-symptomatic, and mildly symptomatic students. Additionally, because symptom screenings will likely identify individuals who have symptoms that are unrelated to COVID-19 and, at times, unrelated to any infectious illness, students may be inappropriately excluded from school, which may cause unintended harm. It is because of these limitations that CDC does not currently recommend that universal symptom screenings be conducted at schools.

Considerations If Symptom Screenings Are Used in School Settings

For schools that choose to implement on-site symptom screenings, CDC offers the following considerations:

- Consider the scientific evidence outlined above and weigh the risks and benefits to students, staff, and the larger community.
- Consider how school policies regarding symptom screenings can balance the resources required and feasibility of implementation and the risk of transmission in schools.
- Consider ways to reduce the likelihood of excluding students who do not have COVID-19 from essential instructional and critical developmental experiences.
- Before sharing personally identifiable information on students concerning COVID-19, consider Federal, state, and local requirements, including provisions in the Family Educational Rights and Privacy Act (FERPA).

Some of the factors schools may weigh include:

Feasibility

- If symptom screenings are implemented by the school, are there enough staff who are sufficiently trained in screening procedures as well as in putting on and taking off personal protective equipment (PPE)?
- How will results of screening be verified (e.g., temperatures taken improperly can lead a falsely elevated temperature to be interpreted as a fever)?
- Is proper equipment (e.g., thermometers, PPE) available in sufficient quantities?

- How will proper cleaning of the screening area and equipment be ensured?
- Will processes be in place to ensure screeners and students maintain safe distance during screening?
- If symptom screenings are conducted by parents, guardians, or caregivers, will results be reported and verified?
- Will processes be used to follow-up if parents, guardians, or caregivers do not report screening results?
- What training for teachers and other school personnel will be provided regarding how to have conversations with parents about conducting home symptom screening? What protections will be included for staff who are more susceptible to COVID-19?

Harm mitigation

- What strategies are needed to reduce the harms to students and their families when students are excluded from school, such as students who rely on school meals or impact on parental ability to work, when screenings falsely identify their chronic symptoms as symptoms of COVID-19?
- How will students with chronic conditions or special health care needs be accommodated to minimize the risk of symptom screenings falsely identifying chronic symptoms as symptoms of COVID-19?
- How will stigma be reduced for students who are identified as having symptoms of COVID-19, regardless of whether they actually have COVID-19?
- What is the emotional impact of daily screenings on young children and how can fear of new mitigation protocols, such as adults wearing personal protective equipment (PPE), be reduced?
- How will ill students be afforded the opportunity to make up any missed classwork without penalty to reduce mental or physical anxieties about missed academic opportunities when screening falsely identifies their chronic symptoms as symptoms of COVID-19?

Level of community transmission in the area where the school is located

- If there is minimal COVID-19 transmission in the community, symptom screenings will be more likely to identify people with symptoms who have something other than COVID-19. Symptom screening in this scenario will be more likely to identify other things, not SARS-CoV-2/COVID-19, including certain chronic symptoms, some of which may not require staying home.
- When there is more community transmission, the likelihood that individuals with symptoms actually have COVID-19 is higher. Therefore, symptom screenings may be more helpful when COVID-19 transmission in the community is high.

Recommendations of local public health authorities

- Regardless of above factors, schools should ensure that their policies follow the recommendations of local public health officials and are consistent with Federal, state, and local laws, including FERPA.
- Schools that chose to conduct symptoms screening should contact their local health departments with questions regarding practices and implementation.

Uses of symptom screening

Schools should also understand what symptoms screening does and does not do. When implemented, the purpose of symptom screening is to identify individuals who may have COVID-19 and exclude those individuals from a setting to reduce the risk of transmission to others. Symptom screening **does not** assess whether it is safe for an individual student to attend school or whether a student has an increased risk for severe illness if they develop COVID-19. Symptom screenings also do not provide enough information to diagnose someone with COVID-19.

There is not a single symptom that is uniquely predictive of a COVID-19 diagnosis. A COVID-19 viral test is needed to confirm if someone has a current infection. Schools may already have illness management criteria in place for school admittance; this is an opportunity to review that criteria and consider recommending stricter adherence to their existing illness management criteria.

Although CDC does not currently recommend conducting universal symptom screening at school, students should not attend school when they are sick. Home symptom screenings rely on students and their parents, guardians, or caregivers initially identifying when the student may have signs and symptoms of illness and to take action (such as staying home). This process

can also be followed by school staff by monitoring children for overt symptoms of any infectious illness that may develop during the school day and helping the student and family take needed actions.

It is essential for schools to reinforce to students, parents or caregivers, and staff **the importance of students staying home when sick** until at least 24 hours after they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine (e.g., Tylenol). Policies that encourage and support staying home when sick will help prevent the transmission of SARS-CoV-2 (and other illnesses including flu) and help keep schools open.

Symptom screening at home can be helpful to determine if a student:

1. currently has an infectious illness that could impair their ability to learn, or
2. is at risk of transmitting an infectious illness to other students or to school staff.

What content should schools include in a home screening process for parents or caregivers?

Schools that elect to encourage parents, guardians, or caregivers to conduct daily home screenings should ask parents to report their answers on two topics: **Symptoms** and **Close Contact/Potential Exposure** (see below). Parents, guardians, and caregivers can self-report the answers to these questions through existing school health portals or school communication platforms in the morning before the student leaves for school. Schools can use the template below to share with parents and aid in daily reporting.

Daily Home Screening for Students

Parents: Please complete this short check each morning and report your child's information [INSERT YOUR SCHOOL REPORTING INSTRUCTIONS] in the morning before your child leaves for school.

Daily Home Screening for Students [1 page]

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

- ☐ Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- ☐ Sore throat
- ☐ **New** uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- ☐ Diarrhea, vomiting, or abdominal pain
- ☐ New onset of severe headache, especially with a fever

SECTION 2: Close Contact/Potential Exposure

- ☐ Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- ☐ Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
- ☐ Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open

Return-to-School Policies

If the student/parent/caregiver answers YES to any question in Section 1 but NO to any questions in Section 2, the student would be excused from school in accordance with existing school illness management policy (e.g., until symptom-free for 24 hours without fever reducing medications).

If the student or parent or caregiver answers YES to any question in Section 1 and YES to any question in Section 2, the student should be referred for evaluation by their healthcare provider and possible testing. CDC strongly encourages local health departments to work with local school systems to develop a strategy to refer symptomatic individuals to an appropriate healthcare provider or testing site. State, Tribal, territorial, and local health officials and/or healthcare providers will determine when viral testing for SARS-CoV-2 is appropriate. Schools should not require testing results as a part of return to school policies. Students who have received a negative test result should be allowed to return to school once their symptoms have otherwise improved in accordance with existing school illness management policies.

Students diagnosed with COVID-19 or who answer YES to any question in Section 1 and YES to any question in Section 2 without negative test results should stay home, isolate themselves from others, monitor their health, and follow directions from their state or local health department. Students and their families should be advised that the local health department may contact the family for contact tracing. If contacted, families should notify the contract tracer that the student attended school.

Students diagnosed with COVID-19 or who answer YES to any component of Section 1 AND YES to any component of Section 2 without negative test results should be permitted to return to school should be in line with current CDC recommendations in "When Can I Be Around Others". A negative test or doctor's note should **not** be required for return. Questions regarding return to school should be jointly decided in consultation with parents or caregivers, school personnel, and the student's healthcare provider.

Students who are excluded from school should be afforded the opportunity, as soon as feasible when they are well enough to participate in classwork, to make up any missed classwork without penalty in order to reduce mental or physical anxieties about missed academic opportunities.

School Isolation Protocols

Some students may develop symptoms of infectious illness while at school. Schools should take action to isolate students who develop these symptoms from other students and staff.

- Students with any of the symptoms in Section 1 should follow their school's current illness management policy to minimize transmission to others, to optimize learning opportunities, and to allow for these symptoms to resolve (at least 24 hours without fever reducing medications or in accordance with existing school illness policy).

- Students who develop any of the symptoms in Section 1 while at school should be placed in an isolation area separate from staff and other students:
  - School staff (e.g., workers, teacher aides, school health staff) who interact with a student who becomes ill while at school should use Standard and Transmission-Based Precautions when caring for sick people.
  - Students who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.

- Students identified at school who develop any of the symptoms in Section 1 AND answer YES to any of the questions in Section 2 should be placed in an isolation area separate from staff and other students (e.g., a nurse's office) and then sent home or to a healthcare facility if symptoms indicate a need for further evaluation:
  - If a school needs to call an ambulance or bring a student to the hospital, they should first alert the healthcare staff that the student may have been exposed to someone with COVID-19.
  - After the student is placed in an isolation area, school staff who work in the isolation area should follow CDC's Considerations for Cleaning and Disinfecting your Building or Facility.
  - **Note:** In developing plans for placing students with symptoms in an isolation area, schools should be mindful of appropriate safeguards to ensure that students are isolated in a non-threatening manner, within the line of sight of adults, and for very short periods of time.

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[9] Assaker, Rita, et al. "Presenting symptoms of COVID-19 in children: a meta-analysis of published studies." *BJA: British Journal of Anaesthesia* (2020).

Last Updated July 23, 2020

2020–2021 SCHOOL RE-OPENING RESOLUTION

WHEREAS, the school district was closed during a portion of the 2019–2020 school year based on the statewide outbreak of COVID-19; and

WHEREAS, the President and the Governor have declared a state of emergency; and

WHEREAS, the State of Nebraska and Two Rivers Health Department have issued various directed health measures in response to the novel coronavirus and the COVID-19 pandemic; and

WHEREAS, the directed health measures currently in place allow the school facilities to be reopened to in-person student attendance; and

WHEREAS, the Board of Education wishes to support student learning while taking reasonable precautions to keep students, staff, and administrators safe; and

WHEREAS, the school district is also completing reopening plans with contingencies for changes in circumstances, but for the time being, the Board of Education believes it is important to address these critical issues to assist the administration in preparing for plans when school resumes;

NOW, THEREFORE, be it resolved that the Board of Education has determined as follows:

Site for Instruction

Student instruction will occur in-person in the classroom unless otherwise required by law. All students who are enrolled in the school district must attend school on all days when school is open for in-person instruction unless the student's illness makes attendance impossible or impractical or is otherwise excused by board policy.

Masks

All district teachers, staff, employees, and volunteers will not be required to wear face coverings at all times, but are strongly encouraged to do so.

All staff and students must wear masks when entering the building at the beginning of the day, until they have completed their temperature and symptoms screening.

All students will not be required to wear masks, but will be strongly encouraged to wear masks in all classrooms and common areas (hallways, media center, etc.).

Students may opt to remove the face covering while the student is seated at his/her desk in a classroom or commons areas, which allow for at least 6 feet of social distancing from others. Students riding district transportation vehicles for transport to and from school or to and from a school-sponsored activities will be required to wear a mask, when at least 6 feet of social distancing from others is not possible.

Students and staff will be required to wear a mask at all times, if the school district enters into the "orange" or "red" operational zone of the school district's school re-opening plan and is operating under and on-campus alternate learning schedule. Staff retain the professional autonomy to remove masks as necessary for instructional purposes, provided they socially distance themselves at least 6 feet away from others while doing so.

The student mask requirement in effect while the school is in the "orange" and "red" operational zone may be excused for any of the following reasons:

- The student has a disability and a reasonable accommodation excuses the student from wearing a mask for some or all of the school day;
- The student's Individualized Education Program (IEP) team has determined that wearing a mask for some or all of the school day would interfere with the student's ability to receive a free, appropriate public education and that determination is documented in the student's IEP;
- The student's Section 504 committee has determined that wearing a mask for some or all of the school day would interfere with the student's ability to receive a free, appropriate public education and that determination is documented in the student's Section 504 Plan; OR
- Another legally valid reason exists to excuse the student from the face covering requirement and such reason has been approved in writing by the building Principal.

Leave / Staff Attendance

Employees will be permitted to take leave (paid or otherwise) provided by the terms of employment (staff contract or negotiated agreement) and as provided by law (e.g., ADA, FMLA, FFCRA, etc.).

The superintendent is authorized to take all reasonable and necessary action to implement this resolution without further action of the Board.

If there is any conflict between this resolution and any provision of Board policy or of staff or student handbooks, the terms in this resolution shall control.

NOW, THEREFORE, be it finally resolved that this resolution will expire upon the sooner of action taken by the Board to rescind it or the expiration of the 2020-2021 school year.

Approved by the Board on July 13, 2020.

Board President

Ravenna Public Schools

Return to School Plan 2020-21

UPDATED 8/6/20

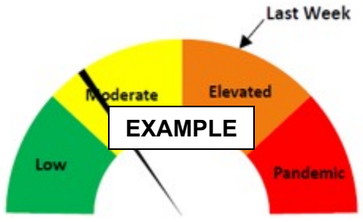
RAVENNA PUBLIC SCHOOLS Mission Statement:

Preparing students today to succeed tomorrow: Family-Community-Schools

Ravenna Public Schools intends to be prepared to meet the health and safety needs of its students and staff during the 2020-21 school year, in light of the COVID-19 pandemic. This framework is structured to allow the district to be responsive to the current health climate and to articulate expectations for students, staff, and parents, amid changing school and community health conditions. The tiered structure of this framework coincides with the "Risk Dial for COVID-19" from the Two Rivers Health Department. This framework may be adjusted, as needed, to meet the needs of students, staff, and parents of Ravenna Public Schools.

The risk dial illustration below is only an example. For the current risk dial, please visit our website www.ravennabluejays.org or Two Rivers Public Health Department www.trphd.org.

Risk Dial Zones



Description & Rationale for Use of Risk Dial Zones:

Two Rivers Health Department provides a Covid-19 "Risk Dial" for the geographic area it serves, which informs the public about the activity level of COVID-19 virus in its service area and the area medical services' ability to respond to current demands. This "risk dial" will serve as a barometer for the school's operational response to the virus. The school will use the "risk dial" in conjunction with the school's monitoring of the virus activity within the school to determine which "risk dial operational zone" the school will operate in. The current "risk dial operational zone" will be clearly communicated to students, staff, and parents through the school's website and through the school's messaging system, along with specific guidance based on the school's current operational zone. By fostering collaboration between the Two Rivers Health Department, the school's nurse, and the school's administration to closely monitor current health conditions relevant to the COVID-19 virus, the administration will be able to assess the safest and most non-restrictive educational environment for students, staff, and parents at Ravenna Public Schools.

Risk Zone Indicators

Green--DHM Phase IV--Low Risk	Yellow--DHM Phase III--Moderate Risk	Orange--DHM Phase II--Elevated Risk	Red--DHM Phase I--Pandemic
• No confirmed cases in the immediate geographic area (Buffalo County) or within in the school • No Directed Health Measures that limit the school building capacity • A vaccine for the virus is available	• Limited confirmed case(s) in the immediate geographic area (Buffalo County) or within the school • Consultation with Health Department • Directed Health Measures • Governor or Commissioner of Education Guidance	• Confirmed and increasing case(s) and transmission in the immediate geographic area (Buffalo County) and within the school • Consultation with Health Department • Directed Health Measures which limit building capacity • Governor or Commissioner of Education Guidance	• Widespread confirmed case(s) and transmission in the immediate geographic area (Buffalo County) or within the school • Consultation with Health Department • Directed Health Measures • Governor or Commissioner of Education Guidance

Risk Zone Procedures

	Green--DHM Phase IV--Low Risk	Yellow--DHM Phase III--Moderate Risk	Orange--DHM Phase II--Elevated Risk	Red--DHM Phase I--Pandemic
School/Academic Plan	• School conducted as normal • School open	• Increased social distancing • School open	• Limited student contact • Possible alternate learning schedule	• School buildings closed • Remote learning for PK-12 students
Self-Screening & Temperature Checks	All students and staff should perform "self-screening" before reporting to school each day. If students or staff display any of the following symptoms, they are advised to stay home: • Flu-like or COVID-like symptoms • Temperature of 100.4 or greater • Difficulty breathing • Sore throat • New uncontrolled cough that causes difficulty breathing (for students or staff with chronic allergic/asthmatic cough, a change in their cough from baseline) Students and staff with a temperature is 100.4 or greater will need to be fever free without the assistance of medication for 24 hours before returning to school. Staff Temperature Check: • Staff will take their own temperature every morning and perform a "self-screening." All students or staff who have a temperature of 100.4 or greater while at school will be sent to the school nurse and be required to be fever free without the	All students and staff should perform "self-screening" before reporting to school each day. If students or staff display any of the following symptoms, they are advised to stay home: • Flu-like or COVID-like symptoms • Temperature of 100.4 or greater • Difficulty breathing • Sore throat • New uncontrolled cough that causes difficulty breathing (for students or staff with chronic allergic/asthmatic cough, a change in their cough from baseline) Students and staff with a temperature is 100.4 or greater will need to be fever free without the assistance of medication for 24 hours before returning to school. Staff Temperature Check: • Staff will take their own temperature every morning and perform a "self-screening." All students or staff who have a temperature of 100.4 or greater while at school will be sent to the school nurse and be required to be fever free without the assistance of medication for 24 hours before returning to school.	All students and staff should perform "self-screening" before reporting to school each day. If students or staff display any of the following symptoms, they are advised to stay home: • Flu-like or COVID-like symptoms • Temperature of 100.4 or greater • Difficulty breathing • Sore throat • New uncontrolled cough that causes difficulty breathing (for students or staff with chronic allergic/asthmatic cough, a change in their cough from baseline) Temperature checks will be conducted twice per day. • Students with a temperature of 100.4 or greater will be required to stay home 24 hours and be fever free, without medication, before returning to school. • Temperatures for tardy students will be taken in the office prior to going to class. ○ Temperature checks in classroom indicating a temperature of 100.4 or greater will be verified by the school nurse through a second temperature check by the school nurse before sending a student home.	• Daily temperature checks are required for all essential personnel upon entry into the building.

	assistance of medication for 24 hours before returning to school. A screening log will be maintained by the school district for all school district personnel and students. Information will be recorded on the screening log each time a temperature and symptoms check are performed.	A screening log will be maintained by the school district for all school district personnel and students. Information will be recorded on the screening log each time a temperature and symptoms check are performed.	• Temperatures will be taken in the morning upon arrival and prior to the start of the school day and again before lunch, while in the lunch line. Elementary classes that have PE immediately before lunch will have their temperatures taken prior to PE. Temperatures will not be taken immediately after recess (preK-6) or open gym (7-12) to minimize false elevated temperature readings due to physical activity. Staff Temperature Check: • Staff will take their own temperature every morning and again at lunch. A screening log will be maintained by the school district for all school district personnel and students. Information will be recorded on the screening log each time a temperature and symptoms check are performed.	

Custodial	• Daily routine cleaning procedures of student attendance centers
	• Routine infectious disease protocol
	  ○ Staff will comply with State and/or local health department requirements and CDC cleaning and disinfecting protocols
	  ○ Staff will follow manufacturer's instructions regarding the use and maintenance of equipment & use & storage of chemicals for cleaning & sanitizing.
	• Spray bottles with disinfectant or disinfectant wipes will be provided for all PK-12 classrooms.
	• HVAC system will be adjusted to allow as much fresh air as feasibly possible to be introduced into the HVAC system while operating.
	• Air filters in the HVAC system will be of the highest MERV rating possible to allow for maximum filtration and cleanliness of air.
	• Windows of classrooms will be open whenever possible, to allow as much fresh air as possible to circulate through the room.
		• Continue Level I cleaning and disinfecting procedures in addition to heightened disinfection of frequent high touch points and high traffic areas.
		• School nurse, head of maintenance, and administration will identify and address any additional areas in need of intensive cleaning and disinfecting.
		• Head of Maintenance and superintendent will determine routine cleaning schedules at each building and will modify cleaning schedules and work assignments of custodial staff to meet any heightened disinfection needs.
		• Spray bottles with disinfectant or disinfectant wipes will be provided for all PK-12 classrooms.
		• HVAC system will be adjusted to allow as much fresh air as feasibly possible to be introduced into the HVAC system while operating.
		• Air filters in the HVAC system will be of the highest MERV rating possible to allow for maximum filtration and cleanliness of air.
		• Windows of classrooms will be open whenever possible, to allow as much fresh air as possible to circulate through the room.
			• Continue Level I & Level II cleaning and disinfecting procedures in addition to heightened disinfection of frequent high touch points and high traffic areas.
			• School nurse, head of maintenance, and administration will identify and address any additional areas in need of intensive cleaning and disinfecting.
			• Head of Maintenance and superintendent will determine routine cleaning schedules at each building and will modify cleaning schedules and work assignments of custodial staff to meet any heightened disinfection needs.
			• Spray bottles with disinfectant or disinfectant wipes will be provided for all PK-12 classrooms.
			• HVAC system will be adjusted to allow as much fresh air as feasibly possible to be introduced into the HVAC system while operating.
			• Air filters in the HVAC system will be of the highest MERV rating possible to allow for maximum filtration and cleanliness of air.
			• Windows of classrooms will be open whenever possible, to allow as much fresh air as possible to circulate through the room.
			• Closing affected buildings
			  ○ Superintendent will shut down and secure affected building(s) for deep cleaning and disinfecting. Building access prohibited by all user will be closed until the area is cleaned and disinfected.
				• The school will be secured and no unauthorized or essential personnel will be allowed to enter the school.
				• Cleaning of buildings
				  ○ The school will be cleaned as directed by the Health Department, with heightened disinfecting and cleaning performed.
				  ○ Superintendent will determine staffing assignments and/or required procedure modifications.

			○ Superintendent will coordinate and communicate with staff, students, and parents regarding reopening procedures for affected areas, after consultation with Two Rivers Health Department.	
Lunch and Breakfast	• Breakfast and lunch served in the cafeteria. • Social distancing "X's" on the floor to provide for adequate social distancing spacing in the lunch line. • Students will tell the point of sale cafeteria personnel their account number, rather than manually enter it using a keypad. • All students will wash hands or use hand sanitizers before getting in the lunch line. • All kitchen staff will wear gloves and face coverings while serving meals	• Breakfast in cafeteria, provided adequate social distancing can be provided. If more space is required, high school gym space will be used. • Lunch in the cafeteria and high school gym to provide adequate social distancing between students in the lunch line. • Social distancing "X's" on the floor to provide for adequate social distancing spacing. • Students will tell the point of sale cafeteria personnel their account number, rather than manually enter it using a keypad. • All students will wash hands or use hand sanitizers before getting in the lunch line. • Extra sanitation procedures will be used. • Some food items may be limited. • All kitchen staff will wear gloves and face coverings while serving meals • Parents will not be allowed to eat lunch with students. • Microwaves will not be available for student use in the lunchroom. • Vending machines will not be operational.	• "Grab & Go" breakfast and lunch will be eaten in the classroom. • Social distancing "X's" on the floor to provide for adequate social distancing spacing in the lunch line. • Students will tell the point of sale cafeteria personnel their account number, rather than manually enter it using a keypad. • All students will wash hands or use hand sanitizers before getting in the lunch line. • Extra sanitation procedures will be used in the kitchen and meal preparation area. • Some food items may be limited to ease preparation time and to ensure meal items are easily consumed in a classroom setting. "Grab & Go Breakfast," sack/boxed lunches may be used. • All kitchen staff will wear gloves and face coverings while serving meals • Parents will not be allowed to eat lunch with students. • Microwaves will not be available for student use in the lunchroom. • Vending machines will not be operational.	• Meals will be provided during any long-term school closure. • Meals will be delivered to families by placing meals in a cooler located outside the residence of all students who choose to participate in the meal delivery program. • Student accounts will be charged for the meals that are delivered, unless assistance is provided through the school meals program to allow for free meals during the closure.
Recess	• Schools will continue to have recess as scheduled with handwashing or hand sanitizer upon entry to the playground area.	• Elementary will implement recess zones for assigned students to support physical distancing. • Schedules will be modified to ensure adequate spacing on the playground at one time. • Cleaning and sanitizing of playground equipment will be completed daily. • No balls, jump ropes, or hula hoops available. • No entry into the Gaga Ball Pit.	• Elementary will implement recess zones for assigned students to support physical distancing. • Schedules will be modified to ensure adequate spacing on the playground at one time. • Cleaning and sanitizing of playground equipment will be completed daily. • No balls, jump ropes, or hula hoops available. • No entry into the Gaga Ball Pit.	• The playground is closed.
PK-12 Field Trips	• Regular field trip opportunities can be scheduled.	• No off-site field trips.	• No field trips will be available.	
Specials	• Students transition to music, art, PE, and media as normal.	• Specialists teachers transition to classrooms to provide instruction, as feasible. If teachers transitioning is not possible, student transitions to music, art, PE and media will be allowed.	• All specialist teachers transition to classrooms.	
Handwashing/Hand Sanitizer	• PK-6 teachers schedule handwashing and use of hand sanitizer 3 times a day. • 7-12--Announcements supporting hand washing and hand sanitizer available in all classrooms and commons areas.	• PK-6 teachers schedule handwashing and use of hand sanitizer 3 times a day. • 7-12--Announcements supporting hand washing and hand sanitizer available in all classrooms and commons areas.	• PK-6 teachers schedule handwashing and use of hand sanitizer 3 times a day. • 7-12--Announcements supporting hand washing and hand sanitizer available in all classrooms and commons areas.	
Hallways	• PK-6 students transition normally with staff support	• PK-6 students transition normally and specialists come to classrooms, whenever feasible. When it is	• PK-6 students transition and all specialists come to classrooms.	

	• 7-12--Regular transitions with encouraged social distancing in hallway areas.	not feasible for teachers to come to classroom, students are allowed to transition to specialist teachers' classrooms. • 7-12--Scheduled transitions through the hallways using a "one-way traffic pattern".	• PK-12 students may be in isolated classrooms with only limited and scheduled hallway access.	
Lockers	• Lockers will be used as normal	• 7-12 students will have limited and staggered use of lockers, in conjunction with scheduled transitions during class period breaks.	• 7-12 students will implement a limited and staggered use of lockers.	
Beginning of the day staff	PK-6 • Teachers should be outside their room and ready to receive students by 7:50 AM. Ravenna JR./SR. High • Students in the building prior to 7:50 AM need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the 8:00 AM bell. • Students who are dropped off or arrive with a ride before 8:00 should remain in the cafeteria or high school gym and socially distance themselves. • When the 8:00 bell rings, all students will report to their 1st period classroom. • Teachers should be outside rooms and ready to receive students by 7:50 AM.	PK-6 • Teachers should be outside their room and ready to receive students by 7:50 AM. Ravenna JR./SR. High • Teachers should be outside rooms and ready to receive students by 7:50 AM. • Students in the building prior to 7:50 AM need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the 8:00 AM bell. • Students who are dropped off or arrive with a ride before 8:00 should remain in the cafeteria or high school gym and socially distance themselves. • When the 8:00 bell rings, all students will report to their 1st period classroom.	• Teachers will report based on the instructional schedule created and direction provided by the administration. PK-6 • Students must wear a mask to enter the building. • Teachers should be outside their room, wearing a mask, and ready to receive conduct temperature checks by 7:50 AM. • Students will enter the building, wearing a mask, when the doors open at 7:50 and report outside the door of their classroom, while wearing a mask, for temperature checks. Ravenna JR./SR. High • Students must wear a mask to enter the building. • Teachers should be outside their room, wearing a mask, and ready to receive conduct temperature checks by 7:50 AM. • Students will enter the building, wearing a mask, when the doors open at 7:50 and report outside the door of their classroom for temperature checks. • Students in the building prior to 7:50 AM need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the 8:00 AM bell. • Students who are dropped off or arrive with a ride before 8:00 should remain in the cafeteria or high school gym and socially distance themselves. • When the 8:00 bell rings, all students will report to their 1st period classroom for temperature checks.	
Beginning of the day students	PK--6th Grade • Students will enter the building when doors open at 7:50 and wait outside of assigned classroom, observing 3-6 ft. of social distancing, while wearing a mask. Ravenna JR./SR. High • Students will enter the building when the doors open at 7:50 and report to their first period classroom and wait in the hallway, observing 3-6 ft. of social distance.	PK--6 • Students will enter the building when doors open at 7:50 and go directly to the hallway outside their classroom for temperature checks. Ravenna JR./SR. High • Students in the building prior to 7:50 need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the 8:00 bell • Students who are dropped off or arrive with a ride before 8:00 should remain in the cafeteria or high	• Students will report based on the instructional schedule created and direction provided by the administration. • Students must wear a mask to enter the building. PK--6 • Students will enter the building, while wearing a mask, when doors open at 7:50 and go directly to the hallway outside their classroom for temperature checks.	

		school gym and socially distancing themselves. ● When the 8:00 bell rings, all students will be released from their practice/meeting/cafeteria and will report outside their 1st period classroom	Ravenna JR./SR. High ● Students will enter the building, while wearing a mask, when doors open at 7:50 and go directly to the hallway outside their classroom for temperature checks. ● Students in the building prior to 7:50 need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the 8:00 bell ● Students who are dropped off or arrive with a ride before 8:00 should remain in the cafeteria or high school gym and socially distancing themselves. ● When the 8:00 bell rings, all students will be released from their practice/meeting/cafeteria and will report outside their 1st period classroom for temperature checks.	
End of the day	● Regular dismissal. ● All students will be required to leave the building at the end of the day unless in an activity, assigned to Jay Time, or working under the direct supervision of a teacher. ● Parents are encouraged to wait in their cars and not enter the building to pick up their students when possible.	● Regular dismissal. ● All students will be required to leave the building at the end of the day unless in an activity, assigned to Jay Time, or working under the direct supervision of a teacher. ● Parents are encouraged to wait in their cars and not enter the building to pick up their students when possible.	● Dismissal from classrooms will be conducted in 10-minute time frame to allow for adequate social distancing. ● All students will be required to leave the building at the end of the day unless in an activity, assigned to Jay Time, or working under the direct supervision of a teacher. ● Parents are required to wait in their cars and not enter the building to pick up their students when possible.	
Building Access	● Visitors that enter the building must report to the office for a temperature check and to sign into the building. ● Ravenna Public Schools events will not require a mask. However, wearing masks and maintaining social distancing at events is encouraged. ● Non-Ravenna Public Schools event guidelines (community use) are at the discretion of the event sponsors. ● Parents will not be allowed to eat lunch with students	● Parents and visitors to the school must be regularly scheduled and check into the school office upon arrival. ● Masks are encouraged but not required for all visitors to the school and not provided by the school district. ● Some Ravenna Public Schools events may require a mask. Wearing masks and maintaining social distancing at events is encouraged. ● Non-Ravenna Public Schools event guidelines (community use) are at the discretion of the event sponsors. ● Parents will not be allowed to eat lunch with students	● No outside visitors or user groups allowed on campus. ● Some Ravenna Public Schools events may require masks and seating may be limited depending upon the current district health measure.	● No campus access available beyond required personnel.
Facemasks	● Facemasks and/or shields will be provided and encouraged to be used by staff and students on school fleet vehicles, in classrooms, and during passing periods, and when social distancing of 6 ft. or more is not possible. ● Facemasks for symptomatic individuals (coughing, fever, congestion, runny nose) may be required, unless a doctor's note is provided indicating the symptoms are due to some other medical condition. ● Facemasks are required to be worn by NSAA	● Facemasks and/or shields will be provided and strongly encouraged to be used by staff and students on school fleet vehicles, in classrooms, and during passing periods, and when social distancing of 6 ft. or more is not possible. ● Teachers may use professional judgment and remove facemasks when necessary for instruction and are encouraged to maintain a distance of 6 ft. or more when the facemask is removed. ● Facemasks for symptomatic individuals (coughing, fever, congestion, runny nose) may be required, unless a doctor's note is provided indicating the	● Students and staff must wear a mask to enter the building for temperature screening upon morning arrival. ● Facemasks and/or face shields provided and required to be worn by all staff and students on school fleet vehicles, in classrooms, and during passing periods, and when social distancing of 6 ft. or more is not possible. ● Teachers may use professional judgment and remove facemasks when necessary for instruction and are encouraged to maintain a distance of 6 ft. or more when the facemask is	● Facemasks will be worn by all who enter the building.

	Activity Participants, while they are not competing in the event (sitting the bench, waiting to perform), as per NSAA Guidelines.	symptoms are due to some other medical condition. ● Facemasks are required to be worn by NSAA Activity Participants, while they are not competing in the event (sitting the bench, waiting to perform), as per NSAA Guidelines.	removed. ● Anyone who has difficulty breathing, is unable to remove their own facemask without assistance, or incapacitated in any manner should not wear a facemask. ● Facemasks are required to be worn by NSAA Activity Participants, while they are not competing in the event (sitting the bench, waiting to perform), as per NSAA Guidelines.	
Restrooms	● Regularly scheduled	● Scheduled restroom breaks for elementary students are conducted, with a limited number of students using the bathroom at a time and with proper handwashing and hand sanitizer use. ● Restroom use during passing periods in grades 7-12 is discouraged. ● 7-12 students are encouraged to use the restroom with permission from their classroom teacher.	● Restroom use is prohibited during passing periods, except in case of an emergency or as a medical requirement.	
Water Fountains/Bottle Fillers	● Regularly scheduled water breaks. ● Students are encouraged to bring individual water bottles.	● Regularly scheduled water breaks. ● Students are encouraged to bring individual water bottles. ● Increased sanitation of water foundation is performed by custodial staff.	● The water fountain is closed for casual use and students are required to use personal water bottles or disposable cups. ● Increased sanitation of water foundation is performed by custodial staff. ● Scheduled refills of student water bottles are scheduled to provide for sanitation and social spacing during refilling.	
Classroom Seating/Materials Usage/Sanitization	● Regular classroom/teacher preferred arrangement is used. ● Social distancing will be utilized in seating arrangement, when possible. ● Regular classroom supply usage. ● Regular classroom cleaning.	● Desks separated ● Row seating ● All desks facing in the same direction towards the front of the classroom. ● Require student individual supplies and avoid shared use of classroom materials by students whenever possible. ● Minimize furniture and center items. ● For K-12, where tables are utilized, space students as far apart as possible. ● Teachers should try to maintain 6 ft. of spacing between themselves and the students, whenever possible. ● PE and other “common use” equipment is cleaned between classes. ● Contaminated materials will be isolated for cleaning each day. ● Assemblies of 50 or more students are not permitted.	● Students will be limited to specific classrooms. ● Locations in the building as determined and outlined in the alternate instruction schedule. ● Increased sanitization measures. ● Desks will be spaced at least 6 ft. apart. ● Students individual learning supplies will be kept separate from each other and classroom supplies should not be shared among students. ● Only items essential for learning may be brought into the school building. ● Teachers should try to maintain 6 ft. of spacing between themselves and the students, whenever possible. ● Assemblies of 25 or more students are not permitted. Assemblies of 25 or fewer students are permitted provided facemasks are worn.	
Transportation	● Regular transportation schedule and practices. ● Parents will perform a symptom screening and temperature reading for the students each morning before putting them on the bus, if the child’s temperature is 100.4 or greater, or	● Regular transportation schedule and practices. ● Parents will perform a symptom screening and temperature reading for the students each morning before putting them on the bus, if the child’s temperature is 100.4 or greater, or if they have flu-like or covid-like symptoms, they will not be	● Parents who are able to transport their children to and from school will be encourage to do so. ● Parents will perform a symptom screening and temperature reading for the students each morning before putting them on the bus, if the child’s temperature is 100.4 or greater, or if they	● All district transportation is suspended.

	if they have flu-like or covid-like symptoms, they will not be allowed on the bus. • Students are encouraged to use hand sanitizer upon entering the bus. • Students who become sick during the day, may not use “group” transportation vehicles and will be transported home by a parent. • If 6 ft. of social distancing is not possible on a bus or van, students are required to wear masks while in transit. • Windows should be open, whenever it is deemed appropriate and safe by the driver, to maximize fresh air in the vehicle cabin. • Transportation fleet vehicles should be aired out and disinfected daily. • Drivers “self-monitor” symptoms and temperature. If they are sick or believe they may be sick, they should not transport students. • Drivers wear face masks.	allowed on the bus. • Students are encouraged to use hand sanitizer upon entering the bus. • Facemasks are required to ride in all school district vehicles. • Students ride in assigned seats to provide maximum social distancing. • Students who become sick during the day, may not use “group” transportation vehicles and will be transported home by a parent. • If 6 ft. of social distancing is not possible on a bus or van, students are required to wear masks while in transit. • Windows should be open, whenever it is deemed appropriate and safe by the driver, to maximize fresh air in the vehicle cabin. • Transportation fleet vehicles should be aired out and disinfected daily. • Drivers “self-monitor” symptoms and temperature. If they are sick or believe they may be sick, they should not transport students. • Drivers wear face masks.	have flu-like or covid-like symptoms, they will not be allowed on the bus. • Temperature checks are performed by drivers for all riders, prior to getting on the bus. If the child’s temperature is 100.4 or greater, they will not be allowed on the bus. • Facemasks are required to ride in all school district vehicles. • Students are encouraged to use hand sanitizer upon entering the bus. • Students ride in assigned seats to provide maximum social distancing, preferably 6 ft. or greater. • Students who become sick during the day, may not use “group” transportation vehicles and will be transported home by a parent. • Bus routes, such as the “Town Route” may be broken up into smaller groupings sizes to allow for greater social distancing. • Routes may be adjusted to reflect any modified learning schedule implemented by the school. • Windows should be open, whenever it is deemed appropriate and safe by the driver, to maximize fresh air in the vehicle cabin. • Transportation fleet vehicles should be aired out and disinfected after each route. • Drivers “self-monitor” symptoms and temperature. If they are sick or believe they may be sick, they should not transport students. • Drivers wear face masks.	
Technology	• 1-to-1 devices provided to all 1st-12 students, as needed, and at the discretion of the classroom teacher and building principal.	• 1-to-1 devices provided to all K-12 students, as needed, and at the discretion of the classroom teacher and building principal. • Devices will be cleaned daily according to tech department guidance.	• 1-to-1 devices sent home daily 1st-12. • Devices will be cleaned daily according to tech department guidance.	• Chromebooks are used to complete online/remote learning.
7-12 Activities	• Activities and Athletics will be conducted in accordance with NSAA guidelines.	• Activities and athletics will be conducted in accordance with NSAA guidelines and DHM guidelines.	• Cancellations and postponements of activities and athletics are possible. Activities and athletics will be conducted in accordance with NSAA guidelines and DHM guidelines. • Some Ravenna Public Schools events may require masks and seating may be limited depending upon the current district health measure. When limiting seating is used, family members of students participating in the event will have priority over others.	• Cancellations and postponements of activities and athletics are likely. Any activities and athletics will be conducted in accordance with NSAA guidelines and DHM guidelines.
Student Attendance	• All students in grades PK-12 will attend school in person. • Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous online learning through Zoom, Google Classroom, and other remote learning tools. Synchronous means that	• All students in grades PK-12 will attend school in person. • Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous online learning through Zoom and other remote learning tools. Synchronous means that students log on to receive instruction with their	• If district health measures (DHM’s) allow for regular occupancy of the school, all students in grades K-12 will attend school in person Monday-Thursday. Friday, will be a remote learning day for all students. • If district health measures (DHM’s) require limited occupancy of classrooms spaces (50%	• Students will not be permitted on campus and remote learning will be provided by the school following the regular school calendar.

	students log on to receive instruction with their class at certain set times during the school day. Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated or in conjunction with their IEP (Individualized Education Plan).	class at certain set times during the school day. Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated or in conjunction with their IEP (Individualized Education Plan).	or less), students will attend school on an A/B Schedule grouped by household on an "every other day basis." Group A will attend on Monday and Wednesday. Group B will attend on Tuesday and Thursday. Both Group A and Group B will engage in remote learning on Friday, through Zoom and Google Classroom. ● Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous online learning through Zoom and Goggle Classroom. Synchronous means that students log on to receive instruction with their class at certain set times during the school day. Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated or in conjunction with their IEP (Individualized Education Plan).	
Special Education/504	● Students will be served as per their IEP/504 Plan. ● Revisit the IEP/504 with the team before or early in the school year to discuss, whether or not there are underlying student medical conditions that make school attendance impractical or undesirable to parents, should there be an increase in active virus transmission.	● Revisit the IEP/504 with the team before or early in the school year to discuss, whether or not there are underlying student medical conditions that make school attendance impractical or undesirable to parents, should there be an increase in active virus transmission. ● At the IEP/504 team meeting, ask "Have the student's needs changed based on the lack of in-person instruction during the 4th quarter of the 2019-20 school year?" If the answer is "yes," bring the team together to determine how services can be modified to meet the student's need. ● If the answer is "no," carry out services to support goals. ● At the IEP/504 team meeting, develop contingency plans for support services in the event of a modified instruction schedule or school closure, due to a potential future increase in transmission of the virus.	● Discuss whether or not continued attendance under the selected alternate learning schedule is feasible for the student, given any underlying health concerns. ● If school attendance is not possible or desirable, as it may pose a substantial health risk to the student, conduct an IEP, change the student's placement, and coordinate delivery of services through the IEP process. ● If school attendance is possible during elevated transmission of the virus, discuss with the IEP/504 team any additional supports or modifications that need to be made to the students plan during the time that the school is engaged in an alternate learning schedule.	● Students will not be allowed on school grounds. ● Prior written notice will need to be provided to students' parents. ● IEP Team Meetings will need to be held to discuss services during an extended school closure.
Mental & Social/Emotional Health	● Continue universal supports offered to all students through the school-wide MTSS Model ● Increase staff awareness regarding the need to support the mental and social/emotional needs of students as they return to school.	● Continue universal supports offered to all students through the school-wide MTSS Model ● Designate a mental health liaison, who will work with the school and mental health providers to ensure students' mental health needs are being addressed. ● Provide staff re-fresher on trauma informed care early in the year, perhaps during pre-service or the first professional development day after the start of the school year. ● Conduct universal screener of students as early in the year as possible, to help identify potential students in need of assistance. ● Provide staff self-care and resiliency strategies to staff. ● Encourage staff to use Wholeness Healing Center of Grand Island, NE, if they are experiencing a need	● Continue universal supports offered to all students through the school-wide MTSS Model ● Use Access at the secondary level and counseling time at the elementary level to teach students resiliency and coping strategies.	● Continue to reach out to students through digital media to remind them that if they are struggling socially, emotionally, or psychologically, that the school can provide them with support. ● If school is closed, assign staff to check in on them once every week through email or by phone.

		for emotional or psychological support.		
Staff Attendance	• All staff will report as normal. • Any questions or concerns relative to work expectations should be directed to the building principal.	• All staff will report as directed. • Any questions or concerns relative to work expectations should be directed to the building principal.	• All staff will report as directed. • Teachers may be asked to teach remotely from home. • Any questions or concerns relative to work expectations should be directed to the building principal.	• All staff will report as directed and provide remote instruction. • Staff may be asked to teach remotely from home while providing instruction. • Any questions or concerns relative to work expectations should be directed to the building principal.
Communication	• Signage will be posted on all fleet vehicles, school entryways, and in conspicuous areas throughout the building indicating the common symptoms of COVID-19 and the steps to take when these symptoms are present. • The school's current "risk dial operation zone" will be posted on the school's webpage. • Weekly updates from the principal will be sent out via the school's messaging system regarding the school's "risk dial operational zone" and accompanying information to parents, students, and staff. • Parents, students, and staff will be notified via the school's messaging system, whenever there is a confirmed case of the virus in the school.	• Signage will be posted on all fleet vehicles, school entryways, and in conspicuous areas throughout the building indicating the common symptoms of COVID-19 and the steps to take when these symptoms are present. • The school's current "risk dial operation zone" will be posted on the school's webpage. • Weekly updates from the principal will be sent out via the school's messaging system regarding the school's "risk dial operational zone" and accompanying information to parents, students, and staff. • Parents, students, and staff will be notified via the school's messaging system, whenever there is a confirmed case of the virus in the school. • Any short-term closures, long-term closures, or adjustments to the learning schedule, due to the virus, will be communicated to students, staff, and parents by the principals via the school's messaging system.	• The school's current "risk dial operation zone" will be posted on the school's webpage. • Weekly updates from the principal will be sent out via the school's messaging system regarding the school's "risk dial operational zone" and accompanying information to parents, students, and staff. • Parents, students, and staff will be notified via the school's messaging system, whenever there is a confirmed case of the virus in the school. • Any short-term closures, long-term closures, or adjustments to the learning schedule, due to the virus, will be communicated to students, staff, and parents by the principals via the school's messaging system.	• The school's current "risk dial operation zone" will be posted on the school's webpage. • Weekly updates from the principal will be sent out via the school's messaging system regarding the school's "risk dial operational zone" and accompanying information to parents, students, and staff. • District PSA's will be provided to parents, students, and staff via the school's messing system. • Principals will continue to conduct weekly staff meetings via Zoom.

Potential Scenarios & Potential Responses to Elevated Risk Levels

Ravenna Public Schools recognizes that while it is best practice to have responses planned and to be prepared for a wide range of scenarios, individual health situations are unique and private information. Ravenna Public Schools will work with the staff, students, and families to develop the best possible response to the scenarios that actually occur and reserves the right to act in the best interest of the health of all students and staff of Ravenna Public Schools.

1 or more *confirmed case(s)* if COVID-19 in the school of a student or staff member.	• The school will immediately consult with the health department for guidance on operational procedures. • A more restrictive learning environment will be implemented, which ***may*** include elevating the "risk dial operational zone," a short-term, or a long-term school closure. • The school district will communicate the situation with students, staff, and parents through the school's messaging system. • The school nurse will provide guidance to the administration on both the closure and reopening of the school, if the school is closed. • The sanitization plan will be executed by the head of maintenance to sanitize and disinfect the school. • The school will immediately implement a remote learning plan for all grades PK-12, if the building is closed for a short-term or long-term school closure. • Reopening communications will be provided to students, staff, and parents through the school's messaging system. • The staff member must self-quarantine for 10-14 days. • Quarantined teachers will teach virtually from home with a substitute in the classroom, unless the staff member is unable to do so due to illness. • If the quarantined teacher is unable to virtually teach, due to a confirmed case of the virus, the teacher will apply for FFCRA and/or illness leave, and a substitute teacher will be placed in the classroom. • The quarantined teacher continues to teach the class virtually by following the remote learning plan (based on the situation) and/or a sub may be provided. • The staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work. • The student must self-quarantine for 10-14 days. • The student will be provided remote instruction, as tolerated by his/her medical condition.

	• The student must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.
1 or more *confirmed case(s)* of COVID-19 in the immediate household of a staff member.	• The staff member must self-quarantine for 10-14 days, be fever free without the assistance of medication, and be non-symptomatic before returning to work. • Teachers will teach virtually from home with a substitute in the classroom, unless the staff member is unable to do so, due to caring for a family member. • If the teacher is unable to virtually teach, due to caring for an immediate family member, the teacher will apply for FFCRA and/or illness leave, and a substitute teacher will be placed in the classroom. • The teacher will teach the class virtually by following the remote learning plan (based on the situation) and/or a sub may be provided. • The superintendent will coordinate and communicate a return date with the staff member.
1 *confirmed case* of COVID-19 in the immediate household of a student.	• The student must self-quarantine for 10-14 days. • Teachers will provide remote learning opportunities and send learning materials home to the student during the self-quarantine period. • The student must be fever free, without the assistance of medication, and be non-symptomatic before returning to school. • The building principal will coordinate and communicate a return date with the student's parents.
Confirmed exposure of staff member or travel by a staff member to a state, country, or location impacted by the COVID-19 virus.	• The staff member must self-quarantine for 10-14 days. • The staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work. • Teachers will teach virtually with a substitute in the classroom, following the remote learning plan. • If the teacher is unable to virtually teach due to caring for an immediate family member with COVID-19, the teacher will apply for FFCRA or other leave, and a substitute teacher will be placed in the classroom.
Confirmed exposure of student or travel by a student to a state, country, or location impacted by the COVID-19 virus.	• The student must self-quarantine for 10-14 days. • Teachers will provide remote learning opportunities and send learning materials home to student during self-quarantine period. • The student must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.
Visitor who has entered our building and has a *confirmed case* of COVID-19.	• District officials will confer with the health department to determine whether a closure of the building is necessary. • The school district will communicate the situation with students, staff, and parents through the school's messaging system. • A more restrictive environment (elevated risk dial operational zone) could be implemented or the building could be closed to allow for cleaning. The length of the closure will be determined through consultation with Two Rivers Health Department, the head of maintenance, the school nurse, and the superintendent to ensure a safe re-entry to the school for students and for staff. • The school nurse will provide guidance to the administration for building both school closure and reopening. • The sanitization plan will be executed by the head of maintenance to "deep clean" and sanitize the building. • If the school is closed, the school will execute the remote learning plan or modified attendance schedule. • Reopening communications will be provided to parents, students, and staff through the school's messaging system.
Student or staff member has fever of 100.4 or greater.	• Student or staff will immediately be sent to the school nurse for a temperature check and symptoms screening. • The student or staff member will be required to go home and be fever free for 24 hours, without the assistance of medication, before returning to school. • Student or staff will be immediately asked to wear a mask to reduce the threat of transmission to others. • Parents of students will be contacted and informed of the student's symptoms and be asked to pick up their student. • Student will remain in quarantine at the school, until the parents arrive to pick them up. • Students sent home will engage in remote learning with the teacher during their absence. • Teachers will teach remotely, if able and willing to do so. If they are not able or willing to do so, a substitute will be placed in the classroom. • The student or staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.
Student or staff member is displaying COVID-like or flu-like symptoms	• Student or staff will immediately be sent to the school nurse for a temperature check and symptoms screening. • Student or staff will be immediately asked to wear a mask to reduce the threat of transmission to others. • Parents of students will be contacted and informed of the student's symptoms and be asked to pick up their student. • Student will remain in quarantine at the school, until the parents arrive to pick them up. • Students sent home will engage in remote learning with the teacher during their absence, as health permits. • Parents are asked to voluntarily keep their student home for 24-hours and communicate symptoms to the school for monitoring purposes. • The student or staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.

Terms Defined for Potential Scenarios & Elevated Risk Levels		
"Confirmed Case"	When the individual has had a positive test for COVID-19 conducted by a medical professional.	• Resources for Confirmation-Medical professionals performing COVID-19 testing & Two Rivers Health Department.
"Confirmed Exposure"	When the individual's exposure has been validated by contract tracing performed by the medical community.	• Resources for Confirmation-Medical professionals, contact tracers, & Two Rivers Health Department.
"Short Term Closure"	School building closed for to 2-5 school days.	• Remote learning will be used by teachers and students during the closure.
"Extended Building Closure"	School building closed for 6 school days or more.	• Remote learning will be used by teachers and students during the closure.

School Attendance & Calendar Options		
Risk Level Operational Zone	**Description of Response Strategy**	**Action & Rationale**
LOW/ MODERATE	**School is in session on campus for students and staff in August as planned.**	• School and school activities resume as normal, with increased sanitation and moderate medical precautions in place at the school to prevent the spread of the virus.
MODERATE/ ELEVATED	**Alter the School Calendar During the School Year in Response to Required School Closures**	• Calendar adjustments to the beginning and ending of school year, vacation days, and professional development days can be altered as needed to meet instructional requirements for students in NDE Rule 10, to ensure students receive enough instructional time. Adjusting the calendar during the year in response to short-term or long-term closures caused by the COVID-19 virus is a strong option, provided the number of instructional days lost due to school closure isn't too large. This strategy could be effectively used for a limited number (3 long-term closures or 15 school days) or less of school closure.
ELEVATED	**Short-Term Closure**	• Used when a student or staff member who has been on campus tests positive for COVID-19, a short-term closure (2-5 days) will be used to contact trace, deep clean, and ensure the necessary exclusion of students and staff from campus for 10-14 days or as directed by public health officials.
ELEVATED	**Long-Term Closure**	• Used when a large number of students or staff members on campus have tests positive for COVID-19, a long-term closure (6 or more days) will be used to contact trace, deep clean, and consults with public health officials regarding re-opening procedures and/or evaluate whether or not to have the school remain

		closed.
ELEVATED	**Traditional School Monday Through Thursday with Friday as a Remote Learning Day** **Or** **“A/B Schedule” With Group A Attending in Person on Monday/Wednesday, Group B Attending on Tuesday/Thursday, & Groups A&B Learning Remotely on Friday**	One of these alternate instruction plans will be used in the event that there is a directed health measures that requires social distancing in classrooms or limits the number of students in a classroom. The plan chosen will be based on the guidance regarding building occupancy provided in the district health measure and through consultation with the health department.
PANDEMIC	**Remote Learning**	● Teachers will teach remotely and students will learn remotely. Students and staff will not be allowed on campus for learning or activities.

Academic Plans	Insert Link to Academic Remote Learning Plans Here for PK-6 & for 7-12

Return to School Plan - Timeline

Date	Group	Focus
Wednesday, July 8th	Administration, Teaching, Guidance, Activities Director, Nursing, Custodial, Food Service, Office Staff, REA Representatives, & Transportation	Discuss draft of Return to School Plan
Wednesday, July 8th	Two Rivers Health Department & Administrative Team	Discuss and modify draft of Return to School Plan based on Two Rivers Health Department’s Recommendations
Monday, July 13th	Ravenna Board of Education & Administrative Team	Discuss, consider, and take all action necessary to the draft of Return to School Plan
Friday, July 17th	RPS Staff & Administration	Digitally share the proposed Return to School Plan with RPS Staff for feedback and suggestions

Wednesday, July 22nd	RPS Staff & Administration	Digitally share the proposed Return to School Plan with RPS Parents and the Community for feedback and suggestions
Monday, July 27	Administrative Team	Finalize Return to School Plan & Present to the Board for Review
Wednesday, July 29th	Administrative Team	Publish final draft of Return to School Plan & Present to the Public
Friday, July 31st	Principals & Superintendent	Begin weekly communication of “risk dial operational zones” and corresponding information regarding the operational status of the school to all stakeholders (parents, students, staff, public) through the school’s messaging system. This communication will be weekly or as needed throughout the 2020-21 school year.

Public Health Recommendations for the Screening, Exclusion, and Re-Admittance of Ill Students and Staff for COVID-19 in Schools

The following symptom screening criteria for ill students and staff is based on the most current research. Because people with COVID-19 have reported a wide range of symptoms – ranging from mild symptoms to severe illness, the following criteria has been developed to assist schools in identifying presumptive positive COVID-19 cases.

Students with two of the following:

Fever (measured or subjective), chills, cold/shivering, muscle pain, headache, sore throat, nausea, vomiting, diarrhea

OR

At least one of the following: new cough, shortness of breath, difficulty breathing, loss of taste and smell

→ Students and staff who screen positive should be immediately isolated in the designated area and sent home as soon as possible. Require the symptomatic person to wear a surgical or procedure mask while waiting, if tolerable.

Re-Admittance to School

Symptomatic staff /student who tests positive:

Exclude for:
-At least 10 days since symptoms first appeared
AND:
-At least 24 hours with no fever without fever-reducing medication
AND:
Symptoms have improved

Symptomatic staff /student not tested:

Exclude for:
-At least 10 days since symptoms first appeared
AND:
-At least 24 hours with no fever without fever-reducing medication
AND:
Symptoms have improved

May return to school if a doctor establishes an alternative diagnosis and presents a doctor's note.

Symptomatic staff /student who tests negative:

Exclude until fever free for 24 hours (or meets the schools requirements for readmission) **AND** improved respiratory symptoms

There is no reason for a student or staff member to get a "negative test" to be cleared for the return to school. A COVID-19 positive individual does not need a repeat COVID-19 test or a doctor's note in order to return.

If a student or staff member tests positive for COVID-19, please call the Central District Health Department at (308) 385-5715.

Central District Health Department
HALL•HAMILTON•MERRICK

1137 South Locust Street, Grand Island, NE 68801 - Phone: (308) 385-5175 - Fax: (308) 385-5181

@CDHD_NE_GOV

Website: www.cdhd.ne.gov

Healthy People, Healthy Community!

Symptoms and response for Schools

The purpose of this document is to clarify signs and symptoms that indicate mild illnesses that don't require the use of quarantine protocol. The intention is to support staff and parents in consistently applying the safety and wellness protocols.

Symptom	Conditions	Response	Protocol for returning to school
Headache	•Individual only has a headache and no other symptoms such as fever, body aches, or cough	•Individual goes home and gets plenty of rest, drinks water, and takes medication to reduce the headache • By the next morning the individual feels 100% with no lingering symptoms and no additional symptoms have emerged	•Individual may return to school the following morning
	•Individual only has a headache and no other symptoms such as fever, body aches, or cough	•Individual goes home and gets rest, drinks water, and takes medication to reduce the headache **but** • The symptoms persist the next day • New symptoms develop • The symptoms become more severe	•Individual must remain home and follow the ten day protocol or •Individual goes to the doctor and is not COVID positive and brings a doctor's note saying it is ok to return to school

Created by Shanna Gannon of
Shelton Schools

Two Rivers
PUBLIC HEALTH DEPARTMENT

Symptoms

Symptom	Conditions	Response	Protocol for returning to school
Upset Stomach	•Individual has an upset stomach but no vomiting or diarrhea and is not running a fever	•Individual goes home and rests, is able to take in some fluids and light food • By the next morning the individual feels 100% with no lingering symptoms and no additional symptoms have emerged	•Individual may return to school the following morning
	•Individual has an upset stomach but no vomiting or diarrhea and is not running a fever	•Individual goes home and rests, **but** • Symptoms persist • Symptoms worsen and individual begins to vomit or has episodes of diarrhea • New symptoms develop	•Individual must remain home and follow the ten day protocol or •Individual goes to the doctor and is not COVID positive and brings a doctor's note saying it is ok to return to school
Sore Throat	•Individual has a sore throat but no other symptoms such as fever or cough	•Individual goes home and rests, drinks plenty of water • By the next morning the individual feels 100% with no lingering symptoms and no additional symptoms have emerged	•Individual may return to school the following morning
	•Individual has a sore throat but no other symptoms such as fever or cough	•Individual goes home and rests, **but** • Symptoms persist • Symptoms worsen • New symptoms develop	•Individual must remain home and follow the ten day protocol or •Individual goes to the doctor and is not COVID positive and brings a doctor's note saying it is ok to return to school

Created by Shanna Gannon of Shelton Schools

Two Rivers PUBLIC HEALTH DEPARTMENT

Symptoms

Symptom	Conditions	Response	Protocol for returning to school
Runny Nose/ Congestion	•Individual has a runny nose/ congestion or a history of allergies but no other symptoms such as a fever or body aches	•Individual may remain at school • Parents may administer allergy medications at home as needed	
	•Individual has a runny nose/ congestion or a history of allergies but no other symptoms such as a fever or body aches	•Individual remains in school and symptoms become worse or new symptoms develop •Individual goes home to rest **but** • Symptoms persist • Symptoms worsen • New symptoms develop	•Individual must remain home and follow the ten day protocol or •Individual goes to the doctor and is not COVID positive and brings a doctor's note saying it is ok to return to school
Protocol for Close Contacts and Household Members	•Individual comes in close contact (closer than 6 ft for 15 min. or longer) with another individual experiencing COVID like symptoms	•Individual must go home and quarantine for 14 days •Unless the household member that is a direct contact is old enough to self-isolate from all household members during the 14 day quarantine, household members should quarantine with their child.	•If the individual remains symptoms free for 14 days they may return to school •If the individual begins showing symptoms, the individual must remain home for 10 days beginning on 1st day of symptoms

Created by Shanna Gannon of Shelton Schools

Two Rivers PUBLIC HEALTH DEPARTMENT

FOR IMMEDIATE RELEASE
August 6, 2020
6:44 AM

CONTACT PERSON
Jeremy Eschliman
Health Director,
888-669-7154

Two Rivers Public Health Department
Board of Health Endorses Face Mask Usage

KEARNEY – The Board of Health of Two Rivers Public Health Department met in regular session on Tuesday, August 4, 2020. One of the items presented on the agenda was a resolution addressing face mask usage during the current COVID-19 crisis.

The resolution outlined recommendations from the Board, which includes the use of face masks on individuals above the age of five (5) years old, and if a social distance of six (6) feet cannot be maintained.

The Board highly recommends that all businesses within the district require face masks to be worn by employees and patrons at all times, and also expressed support for City and County ordinances and Court rules requiring face coverings while people are indoors.

It is important to note that this endorsement is not a mandate, but shows the dedication of the Board in their endeavor to protect the citizens of the district from the COVID-19 virus.

The resolution was passed with 11 members approving, one saying nay, and two abstaining. Five members were absent.

ABOUT TWO RIVERS PUBLIC HEALTH DEPARTMENT

Two Rivers Public Health Department engages collaborative partners, community leaders and the public to promote healthy lifestyles, provide preventative education, assure environmental quality, and create more healthy and safe communities for all who live within the district. Follow TRPHD on Facebook and Twitter @2RPHD

RAVENNA PUBLIC SCHOOLS

STUDENT HANDBOOK

2020-2021 Edition

Ravenna Public Schools
41750 Carthage Road
Ravenna, NE 68869

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

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WELCOME

Dear Students and Parents:

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

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

There are several forms at the end of this handbook which you must read, sign and return no later than August 21, 2020.

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

Dr. Ken Schroeder – Superintendent

Intent of Handbook

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

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

Notice of Nondiscrimination

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

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

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

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

MISSION STATEMENT

FAMILY – COMMUNITY – SCHOOL

Preparing Students Today to Succeed Tomorrow

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 5 Year Old Students

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

school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

Attendance Officer

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

Excused Absences

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

1. Physical or mental illness of the student (a physician's verification is required after three (3) consecutive days of absence for illness)

2. Severe weather

3. Medical appointments for the student
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

Excessive Absenteeism

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

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

Absences due to illness

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

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the

teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

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

Parents are obligated to:

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

Pregnant and Parenting Students

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

Make up allowance

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

Loss of Credit

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

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

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

Band

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

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. to the school bookkeeper's office or building secretary. Any check for these payments should be made out to Ravenna Public Schools unless

otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of $30 for any check returned from the bank for insufficient funds.

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

Books and Supplies

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

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

Bulletin Boards

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

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

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.

3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

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

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

Reporting Bullying

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

Bullying Investigations

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

Cafeteria Rules

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited

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

Candy & Pop

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

Cell Phones and Other Electronic Devices

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

Students may use cell phones or other electronic devices on the school sidewalks, in hallways, and in the common areas of the school before school, after school, during lunch, and passing periods so long as they do not create a distraction or a disruption. Students may not have cell phones or other electronic devices while they are in locker rooms, classrooms or restrooms. In the event that a student is in the office for school disciplinary reasons they will not be allowed to have their cell phone.

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

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

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

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

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

Child Abuse and Neglect

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

or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

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

Classroom Behavior

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

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

Teachers will establish classroom conduct rules which students must obey.

Closed Campus

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

Coats and Boots

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

Elementary students may choose to wear 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.

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

College Visits

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

Communicable Diseases

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

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through access to Infinite Campus, report cards, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated

to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

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

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

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 believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the

superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.

   a) This appeal must be in writing.

   b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

   c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

   d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.

   e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

   a) Determine whether the complainant has discussed the matter with the superintendent.

      1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation.

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

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

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director

of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

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

Bad Faith or Serial Filings.

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

Computer Network Use by Students

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

I. **Student Expectations in the Use of the Internet**

A. **Acceptable Use**

1. Students may use the Internet to conduct research assigned

by teachers.

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

B. **Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers that are not approved by the school.
4. Students shall not use school computers to participate in on-line auctions, non-educational on-line gaming or file sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator or supervising teacher.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow

students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.

10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, malware or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

II. **Enforcement**

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research.

The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

4. The school district staff will monitor students' use of the Internet and cell phone usage through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
   a. Loss of computer privileges;
   b. Short-term suspension;
   c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act;
   d. Taking a class administered by the district administration for the purpose of reteaching students appropriate use of technology in accordance with this policy; and
   e. Other 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 Online Behavior

1. School district staff will educate students about appropriate

online behavior, both in specific computer usage units and in the general curriculum.

2. Staff will specifically educate students on
   a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
   b. Cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Conferences

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

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

Contact Information

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

Contraband

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

Damage to School Property

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

Dances and Outside Dates

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 outside dates must have these dates 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 outside dates must be approved by the guest's school administration. Once at the dance, if a student leaves, they will not be permitted to return.

The 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.

Dating Violence

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

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

The district will provide appropriate training to staff and incorporate within its educational program age- appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating

violence warning signs, and identifying characteristics of healthy dating relationships.

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

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

Discrimination and Harassment

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

Dress Code

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

Students are prohibited from wearing the following attire:

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

20. Sleeveless tops are allowed providing the armhole openings are appropriate and do not show chest, undergarments (including sports bras) or side chest portions of the body.
21. Clothing may not include symbols that cause a significant disruption to the educational environment.

This list is not all encompassing. The administration reserves the right to determine whether any piece of clothing is appropriate for a school setting and will make the final determination as to whether or not a student's attire is acceptable for a school setting. Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Driving and Parking Personal Vehicles

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

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

Drones and Unmanned Aircraft

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

all state and federal regulations governing the operation of drones, including FAA regulations.

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

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

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

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

Drug Free Schools

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

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

Emergency Contact Information

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

Evacuations

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

Eye Exams

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

Field Trips

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

First-Aid

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

Food Service Program

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

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 7:50 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 $2.00, 7-12 $2.15 and adults $2.70 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 $2.95, Lunch for 7-12 lunch is $3.15 for students and $4.25 for adults.

Milk Break/Snack

The school will offer a milk program to students in grades preK-3. All milk served to a student (except the initial carton served with lunch) will cost $.40 per half pint and $.15 per half pint and $.40 per snack for preschool 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 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 sacked 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 head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

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

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

Health Problems

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

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

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental 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.

Immunizations

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

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

Provisional Enrollment.

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

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

Initiations and Hazing

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

Lockers and Other School Property

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

Lost and Found

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

Medications

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

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

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

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

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

Media Center

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

Memorials

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

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

Parental Involvement

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

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities, such as training. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited

English proficiency, parents with disabilities, and parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Parties

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

Personal Hygiene

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

Personal Items

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

Physical Education

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

Physical Exam

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

Pictures

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

Playground Rules

Students must follow these rules to keep the playground safe:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. 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.

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

Police Questioning and Apprehension

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

Protection of Student Rights

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

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this

questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

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

Rights of Custodial and Noncustodial Parents

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

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

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

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

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

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

Secret Organizations

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

School Day

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

Self-Management of Diabetes or Asthma/Anaphylaxis

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

Sexual Harassment

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

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

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

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

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of a student's participation in an education program or activity.
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's participation in an education program or activity.
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include but not be limited to:

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

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

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

Staff Qualifications

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the school district will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The teacher's baccalaureate degree and major. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

Upon request, the school district will inform parents whether their child is being provided services by a paraprofessional and, if so, the paraprofessional's qualifications. The request for such information should be made to the appropriate building administrator.

The school district will provide timely notice to parents if their child has been assigned to, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the No Child Left Behind Act.

Standardized Testing

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

Student Assistance

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

Student Fee Policy

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

Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

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

2. **Safety Equipment and Attire**. The district will provide students with all safety equipment and attire that is required by law. Building

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

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

4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

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

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

- Student activity card- $25.00 (covers admission to all home extracurricular events, away events and certain conference and district events are not covered by the student activity card)
- Future Business Leaders of America- $0
- Cheerleading, drill team, flag corps. Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Football-Students must provide their own football shoes and undergarments.
- Golf-Students must provide their own golf shoes, undergarments, and clubs.
- Track, volleyball, wrestling and basketball. 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.

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

7. **Copies of Student Files or Records**. The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to

search for or retrieve any student's files or records. The district will charge a fee of 5 cents per page for reproduction of student records.

8. **Participation in Before-School, After-School or Pre-Kindergarten Services**. The district may charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.

9. **Participation in Summer School.** The district may charge reasonable fees for participation in summer school. The maximum dollar amount for summer and night school shall be $200.

10. Charges for Food Consumed by Students. The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

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

- Breakfast Program – Grades K-6
  Regular Price $2.00
  Reduced Price $.30
- Breakfast Program – Grades 7-12
  Regular Price $ 2.15
  Reduced Price $ .30
- Lunch Program – Grades K-6
  Regular Price $ 2.95
  Reduced Price $ .40
- Lunch Program – Grades 7-12
  Regular Price $ 3.15
  Reduced Price $.40
- Second milk or second entrée (each) $.40 and $1.50

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

- 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. Through fundraising activities throughout the 7th-12th grade years, students may choose to work for the contributions to the class. Students who choose to work in lieu of contributions to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be $10.00 to $20.00 per year.

Waiver Policy.

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

Voluntary Contributions to Defray Costs.

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

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

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

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation

and scope of the student government shall be administered by the superintendent or designee.

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

Student Records

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

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

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

> name and grade, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study,

participation in activities and sports, degrees and awards received, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

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

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

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

Non-Directory Information

All of the other personally identifiable information about students that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

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

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

Transfer of Records Upon Student Enrollment

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

Complaints

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

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

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 1-8 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 grade

- **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)
- **Business**: **10** credits—Info Tech I
- **Electives**: **90** credits--Must pass a minimum of 90 credits

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

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

Telephone Calls

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

Threat Assessment and Response

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

1. Definitions

a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to 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.

Transportation Services

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

Transportation to School

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

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

Bus Regulations

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

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.

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

Transportation to Activities

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

Video Surveillance and Photographs

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

appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

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

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

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

Weather-Related School Closing

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

believe it is safe to transport their students to school may keep their students home after contacting the district office.

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

Withdrawal from School

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

Work Permits

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

SECTION TWO

ACADEMIC INFORMATION

Academic Dishonesty

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

Certificate of Attendance

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

Class Rank

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

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

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

Credit for Non-Academic Work

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

Correspondence and Online Courses

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

Grades

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.

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.

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)
- **Business**: **10** credits—Info Tech I
- **Electives**: **90** credits--Must pass a minimum of 90 credits

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

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible

to include the courses on the student's schedule while enrolled at this school district.

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

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

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 mid-term 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 mid-term exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Report Cards

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

Study Halls

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

1. Student must sit in an assigned seat when coming into the room.
2. Students must get a tardy slip if late for study hall.
3. Roll shall be taken and recorded.
4. The study hall must be quiet.
5. Students must have studies to work on or material to read with them upon arrival.
6. Students shall not talk or whisper except with the teacher's permission.
7. Students wishing to study together may do so with the teacher's permission.
8. Sleeping will not be allowed.
9. Students shall not have their feet on the furniture nor re-arrange the furniture.

10. No more than one student at a time may go to the restroom, unless an emergency arises.
11. Students shall not leave unless in possession of a student pass from a teacher.
12. Study hall teachers may issue a student a pass to see another teacher. Students are encouraged to pre-arrange visits to classroom teachers during study hall by securing a pass from the teacher they wish to see during the study hall, before reporting to study hall.
13. A student pass may be issued to a student to go to the administration or guidance offices if it is necessary.
14. No food, pop, or candy is allowed in study halls.
15. No online computer games unless it is an educational program approved by the instructor or administration.
16. Ear buds may be worn with the permission of the supervising instructor only. iPods and other music devices are prohibited.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

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

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

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

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

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

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this

handbook or violates classroom-specific conduct rules set by individual teachers.

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

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

- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

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

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

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

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

1. Conduct constituting grounds for expulsion as hereinafter set forth; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student

returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: all assignments due during the time of suspension will be finished/completed upon reentry to school.

Weapons and/or Firearms

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

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

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

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

Exceptions Regarding Firearms. This prohibition does not apply to (1) the issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this state, or Reserve Officers Training Corps or peace officers or other daily authorized law enforcement officers when on duty or training, (2) firearms which may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor, or (3) firearms contained within a private vehicle ***operated by a non-student adult*** which are not loaded and are encased or are in a locked firearm rack that is on a motor vehicle.

Definition of encased. The term encased shall mean enclosed in a case that is expressly made for the purpose of containing a firearm and that is

completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

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

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

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

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

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review**. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not

more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures:** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);

6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the law of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
    a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and

intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;

b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
c. Violating school bus rules as set by the school district or district staff;
d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
f. Possession of pornography;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
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, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on

personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual stimulation and sexual assault;

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; and
l. Knowingly possessing, handling, transmitting any object or material that is ordinarily or generally considered a simulated of "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 with regard to any long-term suspension, expulsion or mandatory reassignment.

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.

2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to

recommend long-term suspension or expulsion. The notice shall include the following:

a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;

d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory

reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

SECTION FOUR

STAFF DIRECTORY

Members of the Board of Education:

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

Administrative Staff:

Dr. Ken Schroeder .....Superintendent
Mr. Brad Kjar ..... High School Principal
Mr. Paul Anderson ..... Elementary Principal

Teaching Staff:

Michelle Abels.....Grade One
Heath Ahrens.....Ag Education
Lisa Anderson.....Speech Path
Dan Bolling.....Physical Education
Brandy Brodersen.....Special Education
Brook Bult.....Grade Four
Shelbi Burke.....Elem Music
Kaleb Christensen.....Science
Libby Clark.....Art
Tiffani Drabek.....Grade Three
Angie Drahota.....Counselor, K-12
Barbara Ellis.....HS Music/Band
Tanner Ellis.....Business
Haley Gadeken.....Grade Five
Caley Greer.....Kindergarten
James Habe.....Grade Six
Paige Havranek.....English, Journalism

Jody Hutsell.....Speech Path
Tiffany Jacobsen.....Social Studies
Erin Jarvi.....Grade Three
Kelley Jarzynka.....Science
Heidi Kjar.....English
Myriah Leisher.....Media Specialist
Katie Lewandowski.....Grade Two
Julie Maulsby.....English, Reading
Noah Maulsby.....Phys Education, HS
Adam Mingus.....Math
Kinsley Musil.....Behavior Interventionist
Sherry Nelson.....Grade Six
Levi Nielsen.....Ind Arts
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 Sorensen.....Kindergarten
Scott Stecklein.....Science, Health
Kayla Wiarda.....Preschool
Korina Wick.....Instructional Coach
Cindy Wilke.....Special Education
Alison Yendra.....Spanish
Teresa Zinnel.....Special Education

Para Professionals

Angie Barent, Tina Cacy, Judith Dunning(elementary librarian), Terry Hervert, Brittney Lutz, Julie McGuigan, Sue Nissen, Julie Otte, Krissy Reisbeck, JoEllen Russell, Vickie Sieczkowski, Amy Styren, Alyssa VanArnam, Stephanie Yost

Support Staff:

Office Staff

Hilary Bolling ……..General Fund/Payroll/HR
Shari Spaulding..... HS/Sup/AD Secretary/Activity Fund
Lacey Rager ……..….Elem Secretary/Lunch Fund

Child Nutrition Program

Lynda Endecott - Manager
Chris Bruning
Violet Wiese
Nancy Chizek
Joana Velez

Custodians

Dan Cyboron (head)
Marcie Gross
Kristi Hagge

Transportation Department

Groundskeeper/Transportation - Todd VanWinkle

Bus Drivers

Cheryl Deines
Richard Douglas
Mary Pernicek
Heidi Downer
Peg Dethlefs
Jill Manring
Gary Psota
Lenay Palser

Title IX Policy

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

1. Title IX Coordinator

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

2. Definitions.

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

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met

when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

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

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

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

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity,

disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

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

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

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

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

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

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

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

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

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

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

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

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

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **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.

2.6.6. **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—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. 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. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. **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. No person will be retaliated against based

on any report of suspected sexual harassment or retaliation. 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.

4.2. **General Response to Sexual Harassment.** 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. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. 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 response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately

following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations

may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members**. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and

informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **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.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause 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.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, 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.

5.1.8. **Range of Supportive Measures**. The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made

at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals**. The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. 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.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. 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;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, 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;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose

of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, 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 or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's

prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. **Determination Regarding Responsibility**

5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. 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, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. 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

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **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.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. 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 (from subsection 5.8.2 below) 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 under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) 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.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. 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;

5.9.1.3. 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

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping**.

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. 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.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of 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.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools**.

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** 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, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **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).

10.1. **Specific Circumstances**.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. 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, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **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.

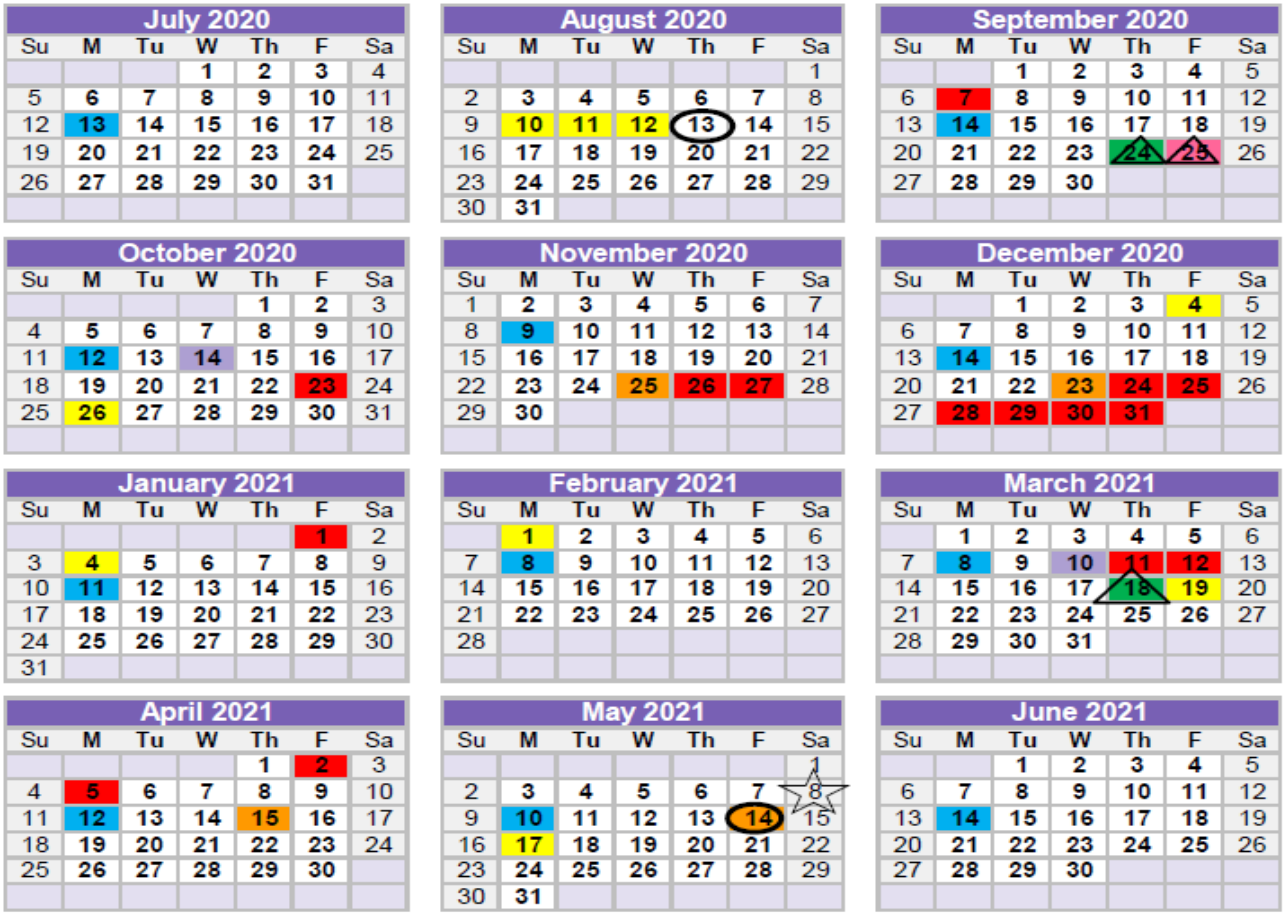
12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective 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).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **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.

Ravenna Public Schools

2020-2021 School Calendar



First Day of School - August 13	Professional Development - February 1 - No School for Students
Labor Day - September 7 - No School	Spring Break - March 11 & 12
Parent/Teacher Conf - Sept 24 (4-8pm) 2:00 pm Dismissal Sept 25	Parent/Teacher Conf - March 18 (4-8pm) 2:00 pm Dismissal
(8:00 am-11:00 am) No School for Students.	Professional Development - March 19 - No School for Students
Fall Break - October 23 - No School	Easter Break - April 2 & 5 - No School
Professional Development - October 26 - No School for Students	Ravenna Track Meet - April 15 - Noon Dismissal
Thanksgiving Break - Nov 25 (Noon Dismissal) 26, 27	Graduation - May 8
Professional Development - December 4 - No School for Students	Last Day of School for Students - May 14 - Noon Dismissal
Winter Break - Dec 23 (Noon Dismissal) Dec 24-Jan 4	Last Day of School for Teachers - May 17 176 Student Days
Professional Development - January 4 - No School for Students	186 Staff Days

SECTION FIVE

FORMS

This section contains forms which students and their parents must complete and return to the school office **NO LATER THAN August 21, 2020**.

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 21, 2020.

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 Parent's Email Address

STUDENT CENSUS SHEET

Student's Name (Print) _____ Student Grade _____

Place of Birth (town and state) _____ Male _____Female _____

Date of Birth_____ Social Security Number_____

Parent's Name_____ Home Phone Number _____

Cell #'s (Dad's) _____ (Mom's) _____

Emergency Number_____ e-mail address _____

Home Address_____ Town_____

Name of Last School Attended _____
(School) (Address) (City) (State) (Zip)

Parents/Guardian Work (Dad's) (Mom's)

Place _____ _____

Address _____ _____

Phone No._____ _____

Contact person besides Parent_____ Phone #_____

Family Physician_____ Phone no._____ Hospital Preference_____

Race: (**Choose one**) Asian/Pacific____ Black____ Hispanic____ Am. Indian____ White_____ Other_____

(Definitions are below)

Race Ethnicity

White, Not Hispanic – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.

Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

American Indian/Alaska Native – A person having origins in any of the original peoples of North America, or who maintains cultural identification through tribal affiliation or community recognition.

Black, Not Hispanic – A person having origins in any of the black racial groups of Africa

Parent's Signature _____

PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF OVER THE COUNTER AND PRESCRIPTION DRUGS TO STUDENTS

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____.
(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through_____. (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

   DATED this _____ day of_____, 20__.

_____
Parent/Guardian

ADMINISTRATION OF OVER THE COUNTER OR PRESCRIPTION MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION MEDICATIONS BY SCHOOL PERSONNEL

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

_____

Dosage and time_____

Date administration of drug is to begin _____

Possible adverse reactions to be reported to physician _____

_____

Special instructions for the administration and storage of the drug _____

_____

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

Name of Physician and Designee

_____

Print or Type

_____

Primary Phone Number

_____

Secondary Phone Number

_____

Signature of Physician

RECORD OF THE ADMINISTRATION OF
SELF-ADMINISTRATION OF MEDICATION

Parent's Phone_____
Student Name_____ Grade _____
Date to Begin _____ Date to End _____
Name of Medication _____
Dosage of Medication _____ Time _____
Doctor_____ Phone #1_____
Phone #_____
Possible Adverse Reaction:_____
_____ gives permission for _____ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.
DATED this _____day of_____. 20___.

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

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physician's' designee has (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

_____

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to "diagnose" a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child's physician, explain what has happened, and follow the physician's instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent's doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices**. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.
Step 2: Running in the gym or on the field. No helmet or other equipment.
Step 3: Non-contact training drills in full equipment. Weight training can begin.
Step 4: Full contact practice or training.
Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a "CT scan" or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no "magic number" of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete's risk for further and potentially more serious concussions. The decision to "retire" from sports is a decision best reached following a complete evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I've read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of "chronic encephalopathy" in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from A Parent's Guide to Concussion in Sports, National Federation of High School Associations.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

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, 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

Ravenna Public School
Activities Handbook

Rules and Regulations
2020-2021

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Introduction

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

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

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

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

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

SECTION ONE:
GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Activity Passes

Activity passes can be purchased in to high school office for the following costs: Student-$25; Adult-$33, & Family-$105.

Academic Eligibility

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

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

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

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 cancelled 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 district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: http://www.ravennabluejays.org.

Concussion Awareness

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

The School District will:

a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury

- Heads UP Concussions in Youth Sports
- *Concussion in Sports—What You Need to Know
- Sports Safety International
- ConcussionWise
- ACTive™Athletic Concussion Training for Coaches; and

*Currently used by Ravenna Public Schools

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

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care 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 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 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 health care 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.

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.

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. 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.

The 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.

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 check 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 determine 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 determining 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 schedules 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- Found on page 48 of this handbook
    b. "NSAA Student & Parent Consent Form" - Found on page 45 of this handbook
    c. "Authorization & Acknowledgement of Serious & Catastrophic Injury"- Found on page 42 of this handbook
    d. "Acknowledgement of Conduct Code"- Found on page 42 of this handbook
    e. "New West Physical Therapy Release Agreement" – Found on page 47 of this handbook
    f. "Family Physical Therapy Release Agreement" – Found on page 46 of this handbook
    g. "Consent to Perform Random Drug Testing"- Found on page 43 of this handbook

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 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.

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 pre-game 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, good will 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 theatre type acting events.

STAR

STAR stands for Students Teaching About Responsibilities. STAR is a group of student leaders selected from grades 7-12, who elect to promote positive leadership in the school and in the community.

Student Publications

The yearbook is published by the Journalism class along with the help of its teacher. The annual is financed by funds raised from the sale of the books.

Vocal Music

Vocal Music provides students with the opportunity to learn the essentials of vocal music performance. Various forms of vocal music are performed. Students have the opportunity to participate in swing choir and show choir competitions throughout the course of the year.

Quiz Bowl

Quiz Bowl is a game in which two teams compete head-to-head to answer questions from all areas of knowledge including history, literature, science, fine arts, current events, sports, and popular culture.

SECTION THREE:
NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at http://nsaahome.org/yearbook.php. A summary of the major rules governing student eligibility and participation is given below. The established NSAA Constitution & Bylaws overrule any conflicting or inaccurate information presented below. Contact the principal, activities director, or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a bonafide student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his/her review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eight, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
9. **Student eligibility related to domicile can be attained in the following manners**:
    a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until

the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

b. If the parents moved during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.

c. If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.

d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile**.

10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall at the transfer high school. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2020-21 school year prior to May 1, 2020; 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, 2020. 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, 2020, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school.
14. A student shall not participate on an all-star team while a high school undergraduate.
15. A student must maintain his/her amateur status.

NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts, which may endanger the personal safety of individuals involved, or acts, which hinder the normal progress of a contest or lead to the restriction 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, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco/nicotine, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under

twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, 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, handbook provision, or a coach’s or activity sponsor’s training rules or rules of conduct.
10. Dressing or grooming in a manner which is (A) dangerous to the student’s health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially

disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.

11. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
12. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited during the school year and while students are participating in school-sponsored events during summer months, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year. Summer months means the period commencing after the last of spring sports practice, events, or attendance at school for a given school year until the first day of fall sports practice.

Discipline - Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events, including but not limited to graduation ceremony and related activities. These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. 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:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The investigator 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 Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

Consequences

First Offense: 10-day activity suspension and a minimum of 1 event/competition suspension.

Second Offense Within One-Calendar Year: 20-day activity suspension and a minimum of 2 event/competition suspension.

Third Offense Within One-Calendar Year: Suspension from all activities for one calendar year from the date of the third offense.

Guidance & Examples Regarding Application of Consequences.

a) The period of activity suspension begins the day the consequence is decided upon and imposed by the AD/Principal and shall be counted in calendar days, not school days.

b) The student may practice/participate, but not compete during the period of activity suspension, at the sponsor's discretion.

c) The student may attend competition, but not compete, during the activity suspension, at the activity sponsor's discretion.

d) The student may not participate in any competition during the suspension period, even if the participant has satisfied the number of event/competition suspension(s) s/he is required to meet to fulfill the activity suspension requirements.

e) If a student is not restricted from participating in an activity event/competition during the activity suspension, due to an absence of activity events/competitions during the period of suspension, the student is then required to be restricted from the next event/competition for which they are eligible that occurs outside of the activity suspension timeframe.

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 Investigator's Decision - A student or the student's parents may, within 5 school days of the notice of disciplinary action from investigator, 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 three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations - Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions - Any parent or student who has questions about board policy, this code, training rules or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance - Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to "diagnose" a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child's physician, explain what has happened, and follow the physician's instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent's doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices**. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.
Step 2: Running in the gym or on the field. No helmet or other equipment.
Step 3: Non-contact training drills in full equipment. Weight training can begin.
Step 4: Full contact practice or training.
Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a "CT scan" or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no "magic number" of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete's risk for further and potentially more serious concussions. The decision to "retire" from sports is a decision best reached following a complete evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I've read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of "chronic encephalopathy" in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from A Parent's Guide to Concussion in Sports, National Federation of High School Associations.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

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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:

Band	One Act Play
Basketball	Quiz Bowl
Cheer	School Dances
Cross Country	Show Choir
Dance Team	Skills USA
DECA	Speech
FBLA	Spring Play
Flag Corp	Student Council
Football	Track
Golf	Volleyball
Musicals	Wrestling

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 a minimum of 3 times per year or as determined by the DTC. Each selection pool will consist of:

Three *students from 7th and 8th grades*
Six *students from 9th through 12th grades*

d. Withdrawal. Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the school year. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the

test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.

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 student will be allowed to attend practice.

ii. The student will be ineligible to publicly perform in any extracurricular activity for 10 calendar days and a minimum of 1 competition. The day of the positive test result shall be the first day for counting purposes. If the activity ends prior to the 10 calendar days the consequence will carry over to the next activity.

iii. The student shall attend drug, alcohol, and/or nicotine/tobacco counseling or educational program at the student's expense or as arranged or approved by the District Testing Coordinator.

iv. The student will have a follow up test to be conducted in conjunction with the next random test. This test will be conducted at the parent's expense. If the student were to test positive it will be considered a second offense. If the student tests negative they will return to the random pool.

b. Second Offense

i. The student shall be allowed to attend practice.

ii. The student will be ineligible to publicly perform in any extracurricular activity for 20 calendar days and a minimum of 2 competitions. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 20 days, the consequence will carry over to the next activity.

iii. The student shall obtain a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to the District Testing Coordinator. The student is strongly encouraged to comply with the assessment recommendations.

iv. The student will have a follow up test to be conducted in conjunction with the next random test. This test will be conducted at the parent's expense. If the student were to test positive it will be considered a third offense. If the student tests negative they will return to the random pool.

c. Third Offense

i. The student will be ineligible to practice or publicly perform in any extracurricular activity for one calendar year from the date

of the third positive test or end upon graduation. The day of the positive test result shall be the first day for counting purposes.

ii. The student must submit to a district administered test and test negative before returning to activities.

d. Fourth Offense

i. The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

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: August 10, 202 Reviewed on: August 10, 2020

SECTION FIVE:
STUDENT FORMS

AUTHORIZATION AND ACKNOWLEDGEMENT
2020-21
WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

_____
Signature of Parent

_____ _____
Printed Name of Parent Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the activities handbook, including the code of conduct. **This means that I may not possess, use or be at parties in the presence of alcohol, tobacco/nicotine, illicit drugs, or controlled substances at any time during the school term unless I am accompanied by a parent.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

_____
Signature of Student

_____ _____
Printed Name of Student Date

I understand that my student is obligated by this handbook, including the statements above.

_____
Signature of Parent

_____ _____
Printed Name of Parent Date

Ravenna Public Schools

Ken Schroeder, Superintendent
Angie Drahota, Guidance Counselor
Dominic Reicks, Activities Director

Brad Kjar, Secondary Principal
Paul Anderson, Elementary Principal

Box 8400
41750 Carthage Rd
Ravenna, NE 68869

ravennabluejays.org

308-452-3249, high school
308-452-3202, elementary school
308-452-3172, fax

CONSENT TO PERFORM RANDOM DRUG TESTING
2020-2021

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_____

Ravenna Public Schools

Ken Schroeder, Superintendent
Angie Drahota, Guidance Counselor
Dominic Reicks, Activities Director

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WITHDRAWAL OF STUDENT FROM ACTIVITY
2020-2021 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: _____

To be completed for students participating in any NSAA activities.

Student and Parent Consent Form

School Year: 2020-2021
Member School: Ravenna Public Schools
Name of Student: _____
Date of Birth: _____ Place of Birth: _____

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above-named Student and are collectively referred to as "Parent".

The Parent and Student hereby:
(1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;

(2) Understand and agree that (a) by this Consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury or illness of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; (d) the severity of an illness, including contagious diseases such as the COVID 19 virus, and bacterial infections may be so severe as to result in disability and death; and, (e) even the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;

(3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating; and,

(4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student, including the student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student being photographed, video recorded, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

(5) Consent and agree to authorize licensed sports injury personnel to evaluate and treat any injury or illness that occurs during the student's participation in NSAA activities. This includes all reasonable and necessary preventive care, treatment and rehabilitation for these injuries. This would also include transportation of the student to a medical facility if necessary. Such licensed sports injury personnel are independent providers and are not employed by the NSAA.

(6) Acknowledge that Parents are obligated to pay for professional medical and/or related services; the NSAA shall not be liable for payment of such services. We give permission to any and all of the Student's health care providers and the NSAA and its employees, staff, agents, and consultants to release and discuss all records and information about the Student including otherwise confidential medical information and records. We understand that this release has been requested and may be used for the purpose of determining eligibility pertaining to activities participation, fitness, injury, injury status, or emergency.

I acknowledge that I have read paragraphs (1) through (6) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities.

_____ _____ _____
Name of Student [Print Name] Student Signature Date

(I am)(We are) the Student's [circle appropriate choice] (Parent) (Guardian). (I)(We) acknowledge that (I)(We) have read paragraphs (1) through (6) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities. Having read the warning in paragraph (2) above and understanding the potential risk of injury to my Student, (I)(we) hereby give (my)(our) permission for _____[insert student name] to practice and compete for the above named high school in activities approved by the NSAA, **except those crossed out below:**

Baseball	Basketball	Bowling	Cross Country	Debate	Football	Golf	Journalism
Music	Play Production	Soccer	Softball	Speech	Swim/Dive	Tennis	Track & Field
Unified Bowling	Unified Track & Field	Volleyball	Wrestling				

Parent(s)/Guardian Printed Name(s)*	Parent/Guardian Signature	Date of Signature

***Both Mother and Father must sign, unless parents are divorced, the custodial parent must sign, or if the student is not living with parents, the student's legal guardian.**
Revised June 2020



Family Physical Therapy & Sports Center

211 West 33rd Street, Suite A
Kearney, NE 68845
308-236-5884

321 Grand Avenue
Ravenna, NE 68869
308-452-7154

905 Main Street
Wood River, NE 68883
308-583-0123

Family Physical Therapy & Sports Center provides Athletic training services to your school at least two times a week. Amber Bendig will visit students on Monday and Wednesday during the school day and provide competition coverage throughout the school year. Athletic trainers are skilled at evaluating, treating, and preventing musculoskeletal injuries. If you would like your child to be evaluated by Amber either have your child inform their coach or call Amber directly at the number below. There is no charge for Family Physical Therapy's outreach program.

Amber Bendig, ATC
Cell Phone: (402) 340-7129

Amber will be available Monday and Wednesday

Wood River: 2-5 (time may vary)

Ravenna: 2-5 (time may vary)

(Please cut here and keep for your personal use)

_____,
Student's name

I authorize Family Physical Therapy and Sports Center to disclose to School District athletic coaches and/or other school district official my protected health information created or obtained by the athletic trainer in the course of conducting an injury clinic and athletic training services.

_____ _____
Printed Parent/Guardian Name Date

_____
Signature of Parent/Guardian Name

* We specialize in the facilitation of scheduling appropriate physician appointments, indicated by the ATCs evaluations; bypassing any unnecessary costs that result from ER visits, ambulance rides, diagnostic testing, and urgent care visits.

New West
sports medicine & orthopaedic surgery

2810 West 35th Street
Kearney, NE 68845
Phone: (308) 865-2570 or (308) 865-2508
Fax: (308) 865-2508

Dear Parent(s):

New West Sports Medicine & Orthopaedic Surgery (New West) of Kearney currently provides an Athletic Trainer as well as sports medicine services to your child's school. The athletic trainer is available to evaluate school and athletic-related injuries at a time that is set by New West and the school. There is no charge for the services provided while at the school. In order for your child to meet with the trainer, it will be necessary to sign the consent to treat/release of information at the bottom of this page.

AGREEMENT:

In the event of need, I hereby give consent for _____(student's name) to consult with the New West Athletic Trainer and for the Athletic Trainer to provide necessary treatment within their scope of practice. I, also, give permission for the New West Athletic Trainer to share my child's injury and treatment information with those that have a need to know; this does include teachers and coaching staff.

This agreement will remain in effect while the child is at the school, unless a parent notifies the school or New West that they'd like to cancel the agreement.

Parent/Guardian Name: _____

Signature: _____

Date: _____/_____/_____

■ PREPARTICIPATION PHYSICAL EVALUATION

HISTORY FORM

Note: Complete and sign this form (with your parents if younger than 18) before your appointment.

Name: _____ Date of birth: _____

Date of examination: _____ Sport(s): _____

Sex assigned at birth (F, M, or intersex): _____ How do you identify your gender? (F, M, or other): _____

List past and current medical conditions. _____

_____

Have you ever had surgery? If yes, list all past surgical procedures. _____

_____

Medicines and supplements: List all current prescriptions, over-the-counter medicines, and supplements (herbal and nutritional).

_____

_____

Do you have any allergies? If yes, please list all your allergies (ie, medicines, pollens, food, stinging insects).

_____

_____

Patient Health Questionnaire Version 4 (PHQ-4)

Over the last 2 weeks, how often have you been bothered by any of the following problems? (Circle response.)

	Not at all	Several days	Over half the days	Nearly every day
Feeling nervous, anxious, or on edge	0	1	2	3
Not being able to stop or control worrying	0	1	2	3
Little interest or pleasure in doing things	0	1	2	3
Feeling down, depressed, or hopeless	0	1	2	3

(A sum of ≥3 is considered positive on either subscale [questions 1 and 2, or questions 3 and 4] for screening purposes.)

GENERAL QUESTIONS (Explain "Yes" answers at the end of this form. Circle questions if you don't know the answer.)	Yes	No
1. Do you have any concerns that you would like to discuss with your provider?		
2. Has a provider ever denied or restricted your participation in sports for any reason?		
3. Do you have any ongoing medical issues or recent illness?		
HEART HEALTH QUESTIONS ABOUT YOU	**Yes**	**No**
4. Have you ever passed out or nearly passed out during or after exercise?		
5. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?		
6. Does your heart ever race, flutter in your chest, or skip beats (irregular beats) during exercise?		
7. Has a doctor ever told you that you have any heart problems?		
8. Has a doctor ever requested a test for your heart? For example, electrocardiography (ECG) or echocardiography.		

HEART HEALTH QUESTIONS ABOUT YOU (*CONTINUED*)	Yes	No
9. Do you get light-headed or feel shorter of breath than your friends during exercise?		
10. Have you ever had a seizure?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	**Yes**	**No**
11. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 35 years (including drowning or unexplained car crash)?		
12. Does anyone in your family have a genetic heart problem such as hypertrophic cardiomyopathy (HCM), Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy (ARVC), long QT syndrome (LQTS), short QT syndrome (SQTS), Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia (CPVT)?		
13. Has anyone in your family had a pacemaker or an implanted defibrillator before age 35?		

BONE AND JOINT QUESTIONS	Yes	No
14. Have you ever had a stress fracture or an injury to a bone, muscle, ligament, joint, or tendon that caused you to miss a practice or game?		
15. Do you have a bone, muscle, ligament, or joint injury that bothers you?		
MEDICAL QUESTIONS	**Yes**	**No**
16. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
17. Are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?		
18. Do you have groin or testicle pain or a painful bulge or hernia in the groin area?		
19. Do you have any recurring skin rashes or rashes that come and go, including herpes or methicillin-resistant *Staphylococcus aureus* (MRSA)?		
20. Have you had a concussion or head injury that caused confusion, a prolonged headache, or memory problems?		
21. Have you ever had numbness, had tingling, had weakness in your arms or legs, or been unable to move your arms or legs after being hit or falling?		
22. Have you ever become ill while exercising in the heat?		
23. Do you or does someone in your family have sickle cell trait or disease?		
24. Have you ever had or do you have any problems with your eyes or vision?		

MEDICAL QUESTIONS (*CONTINUED*)	Yes	No
25. Do you worry about your weight?		
26. Are you trying to or has anyone recommended that you gain or lose weight?		
27. Are you on a special diet or do you avoid certain types of foods or food groups?		
28. Have you ever had an eating disorder?		
FEMALES ONLY	**Yes**	**No**
29. Have you ever had a menstrual period?		
30. How old were you when you had your first menstrual period?		
31. When was your most recent menstrual period?		
32. How many periods have you had in the past 12 months?		

Explain "Yes" answers here.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

I hereby state that, to the best of my knowledge, my answers to the questions on this form are complete and correct.

Signature of athlete: _____

Signature of parent or guardian: _____

Date: _____

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■ PREPARTICIPATION PHYSICAL EVALUATION

ATHLETES WITH DISABILITIES FORM: SUPPLEMENT TO THE ATHLETE HISTORY

Name: _____ Date of birth: _____

1. Type of disability:		
2. Date of disability:		
3. Classification (if available):		
4. Cause of disability (birth, disease, injury, or other):		
5. List the sports you are playing:		
	Yes	**No**
6. Do you regularly use a brace, an assistive device, or a prosthetic device for daily activities?		
7. Do you use any special brace or assistive device for sports?		
8. Do you have any rashes, pressure sores, or other skin problems?		
9. Do you have a hearing loss? Do you use a hearing aid?		
10. Do you have a visual impairment?		
11. Do you use any special devices for bowel or bladder function?		
12. Do you have burning or discomfort when urinating?		
13. Have you had autonomic dysreflexia?		
14. Have you ever been diagnosed as having a heat-related (hyperthermia) or cold-related (hypothermia) illness?		
15. Do you have muscle spasticity?		
16. Do you have frequent seizures that cannot be controlled by medication?		

Explain "Yes" answers here.

_____

_____

_____

Please indicate whether you have ever had any of the following conditions:

	Yes	**No**
Atlantoaxial instability		
Radiographic (x-ray) evaluation for atlantoaxial instability		
Dislocated joints (more than one)		
Easy bleeding		
Enlarged spleen		
Hepatitis		
Osteopenia or osteoporosis		
Difficulty controlling bowel		
Difficulty controlling bladder		
Numbness or tingling in arms or hands		
Numbness or tingling in legs or feet		
Weakness in arms or hands		
Weakness in legs or feet		
Recent change in coordination		
Recent change in ability to walk		
Spina bifida		
Latex allergy		

Explain "Yes" answers here.

_____

_____

_____

I hereby state that, to the best of my knowledge, my answers to the questions on this form are complete and correct.

Signature of athlete: _____

Signature of parent or guardian: _____

Date: _____

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■ PREPARTICIPATION PHYSICAL EVALUATION

PHYSICAL EXAMINATION FORM

Name: _____ Date of birth: _____

PHYSICIAN REMINDERS

1. Consider additional questions on more-sensitive issues.
   - Do you feel stressed out or under a lot of pressure?
   - Do you ever feel sad, hopeless, depressed, or anxious?
   - Do you feel safe at your home or residence?
   - Have you ever tried cigarettes, e-cigarettes, chewing tobacco, snuff, or dip?
   - During the past 30 days, did you use chewing tobacco, snuff, or dip?
   - Do you drink alcohol or use any other drugs?
   - Have you ever taken anabolic steroids or used any other performance-enhancing supplement?
   - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
   - Do you wear a seat belt, use a helmet, and use condoms?
2. Consider reviewing questions on cardiovascular symptoms (Q4–Q13 of History Form).

EXAMINATION		
Height: Weight:		
BP: / (/) Pulse: Vision: R 20/ L 20/ Corrected: ☐ Y ☐ N		
MEDICAL	**NORMAL**	**ABNORMAL FINDINGS**
Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse [MVP], and aortic insufficiency)		
Eyes, ears, nose, and throat • Pupils equal • Hearing		
Lymph nodes		
Heart* • Murmurs (auscultation standing, auscultation supine, and ± Valsalva maneuver)		
Lungs		
Abdomen		
Skin • Herpes simplex virus (HSV), lesions suggestive of methicillin-resistant *Staphylococcus aureus* (MRSA), or tinea corporis		
Neurological		
MUSCULOSKELETAL	**NORMAL**	**ABNORMAL FINDINGS**
Neck		
Back		
Shoulder and arm		
Elbow and forearm		
Wrist, hand, and fingers		
Hip and thigh		
Knee		
Leg and ankle		
Foot and toes		
Functional • Double-leg squat test, single-leg squat test, and box drop or step drop test		

* Consider electrocardiography (ECG), echocardiography, referral to a cardiologist for abnormal cardiac history or examination findings, or a combination of those.

Name of health care professional (print or type): _____ Date: _____

Address: _____ Phone: _____

Signature of health care professional: _____, MD, DO, NP, or PA

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I hereby give permission for the release of the attached student medical history and the results of the actual physical examination to the school for the purposes of participation in athletics and activities.

Parent or Legal Guardian Signature _____ *Date* _____

■ PREPARTICIPATION PHYSICAL EVALUATION

MEDICAL ELIGIBILITY FORM

Name: _____ Date of birth: _____

☐ Medically eligible for all sports without restriction

☐ Medically eligible for all sports without restriction with recommendations for further evaluation or treatment of

_____

_____

☐ Medically eligible for certain sports

_____

_____

☐ Not medically eligible pending further evaluation

☐ Not medically eligible for any sports

Recommendations: _____

_____

_____

I have examined the student named on this form and completed the preparticipation physical evaluation. The athlete does not have apparent clinical contraindications to practice and can participate in the sport(s) as outlined on this form. A copy of the physical examination findings are on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the medical eligibility until the problem is resolved and the potential consequences are completely explained to the athlete (and parents or guardians).

Name of health care professional (print or type): _____ Date: _____

Address: _____ Phone: _____

Signature of health care professional: _____, MD, DO, NP, or PA

SHARED EMERGENCY INFORMATION

Allergies: _____

_____

_____

Medications: _____

_____

_____

Other information: _____

_____

_____

Emergency contacts: _____

_____

_____

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Ravenna Public School
Staff Handbook
2020-21

Rules and Regulations

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INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a "contract" of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

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

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

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

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

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

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

DRUG-FREE WORKPLACE REQUIREMENTS

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form which is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The administrators are responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activities Entry Fees for Staff & Family of Staff

All staff, spouses and their school-age children will be admitted to home events free of charge.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements that are not related to the instructional program or extra-curricular program shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Bell Schedules

2020-21 Schedule			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:50	47
	2nd Period/Access	8:53 - 9:13	20
	3rd Period	9:16 - 10:03	47
	4th Period	10:06 - 10:53	47
	5th Period	10:56 - 11:43	47
Lunch	6th Period	11:46 - 1:03	47
	7th Period	1:06 - 1:52	46
	8th Period	1:55 - 2:41	46
	9th Period	2:44 - 3:30	46
1st Lunch	11:43 - 12:13	2nd Lunch	12:33 - 1:03

Friday 2020-21 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 2020-21			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:41	38
	3rd Period	8:44 - 9:22	38
	4th Period	9:25 - 10:03	38
	5th Period	10:06 - 10:44	38
	6th Period	10:47 - 11:25	38
Lunch	7th Period	11:28 - 12:38	40
	8th Period	12:41 - 1:19	38
	9th Period	1:22 - 2:00	38
1st Lunch	11:25 - 11:55	2nd Lunch	12:08 - 12:38

Noon Dismissal 2020-21			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:29	27
	3rd Period	8:32 - 8:59	27
	4th Period	9:02 - 9:29	27
	5th Period	9:32 - 9:59	27
	6th Period	10:02 - 10:29	27
	7th Period	10:32 - 10:59	27
	8th Period	11:02 - 11:29	27
	9th Period	11:32 - 12:00	28

10:00 Late Start 2020-21			
	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 2020-21			
	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.

Complaint Procedure

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 believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

    c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

    d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

    a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.

e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole

discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

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

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights

adopted by the board of education.

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

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

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for keeping up to date with current education issues, for conducting personal research to enhance management, teaching and learning skills, and as a means of communication. The following procedures and guidelines are intended to ensure appropriate use of the Internet by the school's faculty and staff.

1. **Acceptable Use**
   a) Staff shall be restricted to use the Internet to conduct research for instructional purposes.

   b) Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.

   c) Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.

d) Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

Unacceptable Use

a) Staff shall not access obscene or pornographic material.

b) Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

c) Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

d) The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.

e) Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

2. **Methods of Enforcement**

a) The school district monitors all e-mail and other Internet communications, as well as Internet usage and patterns of Internet usage. The school district owns the computer system, and staff members have no right of privacy to any Internet communications or other electronic files. As with any school property, electronic files on the system are subject to search and inspection at any time.

b) The school district uses a technology protection measure that blocks access to some sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

c) Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for staff research. The system administrator may override the technology protection measure

that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

d) School officials will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

3. **Violations**

Staff members who violate the school policy or rules regarding computer and Internet usage face:

a) Cancellation, non-renewal or termination of employment;
b) The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member; and
c) Other discipline that the school administration and/or the school board deem appropriate.

When appropriate, law enforcement agencies may be involved in investigating and prosecuting wrongdoing by a staff member.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal.

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: Tony Schirmer at 308-452-3249, <tony.schrimer@ravennabluejays.org> or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Tony Schirmer at 308-452-3249, <tony.schrimer@ravennabluejays.org>, PO Box 8400, Ravenna NE, 68869, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Tony Schirmer at 308-452-3249, <tony.schrimer@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.

Drug Testing of Drivers

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. The board's policy on drug testing appears below:

Drug Policy Regarding Drivers-4003

Policy Statement. Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

Designated Contact. The school district has designated Brad Kjar as the individual any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. Mr. Kjar may be contacted by phone at 308-452-3249.

This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

Covered Drivers. Any person who operates a commercial motor vehicle on behalf of the school district is covered by this policy and the school district's drug testing program and procedures for drivers. All covered drivers must provide the school district a signed statement certifying that he or she has received a copy of this policy and related materials.

Covered Workday. A driver is required to comply with this policy and the terms of the school district's drug testing program and procedures for drivers at all times they are assigned, or may be assigned, to perform safety-sensitive functions. This includes all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include: (1) all time at a school district facility or property, contractor facility or property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school district; (2) all time inspecting equipment as required by state or federal law or regulation and any and all other time inspecting, servicing, or conditioning any commercial motor vehicle; (3) all time spent at the driving controls of a commercial motor vehicle

in operation; (4) all time, other than driving time, in or upon any commercial motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and (6) all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Prohibited Conduct. No driver shall: (1) report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater; (2) use alcohol while performing safety-sensitive functions; (3) perform safety-sensitive functions within four hours after using alcohol; or (4) refuse to submit to a pre-employment controlled substance, a post-accident alcohol or controlled substance test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substances test, or a follow-up alcohol or controlled substance test required under state or federal law or this policy. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall: (1) report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 31 CFR 1308.11 Schedule 1; (2) report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle; or (3) report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

Types of Testing. Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

Refusal to Submit to Testing. A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing within three hours of a lawful request, consistent with the required testing protocols. The District

may allow the driver to seek the assistance of a medical professional in producing a sample or specimen. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

Consequences for Violations. Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action which may include termination of the driver's employment, and shall include the immediate removal from safety-sensitive functions in compliance with federal law. No driver tested pursuant to this policy and the school district's drug testing program and procedures who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Return to Duty Process. A driver who has violated this policy or the school district drug testing program and procedures cannot again perform any safety-sensitive functions until and unless the employee completes the return-to-duty process, including the substance-abuse professional's (SAP) evaluation, referral, and recommended education or treatment. The school district will provide employees the relevant contact information for available and acceptable SAPs as necessary, but the school district is not required under the law to provide a SAP evaluation or any subsequent recommended education or treatment for a driver. Any driver completing the return-to-duty process must complete a return-to-duty test and test negatively after providing a sample or specimen under direct observation.

Disqualification. Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

Pre-employment Testing. All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

Reasonable Cause Testing. The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

Post-Accident Testing. A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident. The driver must provide a specimen or sample for post-accident testing within 8 hours of the reportable accident.

Serious Injury to the Driver. If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

Random Testing. All drivers will be subject to unannounced random testing for drugs and alcohol. The district, its agents or contracted providers will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

Frequency of Random Testing. Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 10 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

Testing Procedure. All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive. All such specimens collected and submitted will be maintained securely to safeguard the validity of the test results and maintain the integrity of the testing process while ensuring the results are attributed to the correct driver.

Medical Resource Officer. All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to

contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

Confidentiality. Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release or release is required by law (such as the release of information to the Clearinghouse.) Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

Retesting. An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

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 du-ring the traditional school day from 7:50 a.m. to 3:50 p.m., when students o-r visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- ·Exercise or athletic attire, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- · Shorts, except when teaching physical education class or at athletic or other activity practices.
- ·Blue jeans, except at athletic practices, activity practices, or when allowed by the administration.
- ·Any clothing which is immodest and may distract other employees or students in the learning environment.

The building principal may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days").

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related worked based upon employees' duties and responsibilities.

Employee Assistance Program (EAP)

The school district recognizes that its staff may need some help at times in dealing with personal difficulties and that problems in their personal lives can affect their job performance. To help staff face and deal with personal difficulties, the district offers an Employee Assistance Program through Wholeness Healing Center. This voluntary, cost-free program is intended to assist staff in obtaining help to resolve problems in a confidential manner. However, staff must remember that they bear the responsibility to seek assistance and to resolve the problem.

The Employee Assistance Program can address a wide range of problems. Family, marital, legal, medical, drug and emotional problems are all covered, although some limitations do apply. All full-time staff are eligible to participate in the Program at no cost to the employee.

Wholeness Healing Center Employee Assistance Program programs provide confidential, short-term counseling for staff, their dependents and household members at no cost.

Expenses

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense and credit card reimbursable fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available or if the use of a personal vehicle and corresponding travel reimbursement by the employee were not previously approved by the administration.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or

stolen keys to the building principal immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision. The board policies on locker room supervision is below:

Locker Room Supervision-4062

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from "horseplay" and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- Ensuring that the locker room remains locked during any activity.

If a student is found missing during an activity, the staff member, coach, or sponsor or adult designee shall check the locker room for the missing student.

The locker room must be locked at all times when unsupervised.

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity. In other words, the staff member, coach, or sponsor should be the first one to arrive at the activity and the last one to leave.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

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 lunches from the school cafeteria for $4.25 per meal. The lunch price includes one carton of milk. Extra cartons cost $0.40 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) will be governed by the FMLA and the board's policy regarding the FMLA.

Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom or classroom, which is shielded from view and free from intrusion from co-workers and the public for one year after the child's birth.

News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio and print media promptly after matches or games to disseminate the results.

Communicating our schools to the public, keeping the public informed, and public relations with the community is one of our important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate

patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

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

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.

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 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 request 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 insure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building. Visitors must comply with the following guidelines:

- If a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period

- Children under the age of 10 years must be accompanied by a parent or guardian
- All visitors must have the prior approval of the principal or superintendent
- Salespeople and other such agents will not be allowed to solicit staff members during school hours.
- Visitors must wear the visitor's badge supplied by the building office.

Wage and Salary Payments

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on the NTV Website at: https://nebraska.tv/weather/closings. The district's messaging system will also be used to inform students and parents via text and automated call.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave.

1. **Sick Leave**

   Certified staff members who are too ill to perform their teaching duties must contact their building principal before 6:00 a.m.

2. **Personal Leave**

   Certified staff who wish to take personal leave must submit a leave request to the superintendent far enough in advance of the proposed leave to secure a substitute teacher. Building principals and the superintendent may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may take personal leave adjacent to a school break, with administrative approval.

3. **Professional Leave**

   The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. **Substitute Folders**

   Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must

contain:

a.) the current seating chart for each class;
b.) the daily routine followed by each class;
c.) all schedules (fire drill procedures, lunch schedule, etc.);
d.) a copy of this handbook; and
e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

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 Notebooks (7th-12th Grade Students Only)

Assignment Notebooks are the 7th-12th grade students make-up slips, as well as pass out of class or to see another instructor. They can also be used as a communication tool home to parents. Students may not be in the hallways during class time without his/her assignment notebook signed by the instructor. Every time a student leaves class to go to the bathroom it should be signed. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than sending the student to the office for a tardy slip.

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 a 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 with 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. Other activities deemed appropriate by the principal

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 available digitally at: https://nee-onlinemanager.missouri.edu/Login

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 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.

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 Request Forms

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 letter or percentage as requested by the building principal. Incompletes may be given with the permission of the building principal.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in

grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

Students will receive letter grades for their academic core classes.

A+	98-100	Superior 4.00	B+	90-92	Excellent 3.50
A	95-97	Superior 4.00	B	88-89	Excellent 3.00
A-	93-94	Superior 3.75	B-	85-87	Excellent 2.75
C+	82-84	Average 2.50	D+	75-77	Needs Additional Help 1.50
C	80-81	Average 2.50	D	72-74	Needs Additional Help 1.00
C-	78-80	Average 1.75	D-	70-71	Needs Additional Help .75
F	0-69	Failure of Subject 0.00			Incomplete 0.00
NG	No Grade				P - Pass 0.00

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

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

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

Report Cards

A= Excellent
B= Above Average
C= Average
D= Below Average
F= Failing
S= Satisfactory Progress
U= Unsatisfactory Progress

In Kindergarten & 1st Grade, students will receive standards-based grades in designated curricular and non-curricular areas. Elementary teachers should report student progress on grade reports using the following system:

Kindergarten & 1st Grade

Work Habits
Behavior/Attitude
Math
Writing
Reading Mastery
Art
P.E.
Music

Performance Level Indicators

E-Excellent
S-Satisfactory
I-Improving
U-Unsatisfactory
NA-Not Expected at This Time

In the elementary grades 2nd-6th, students will receive letter grades only in designated "core" curricular subjects. Elementary teachers should report student progress on grade reports using the following system:

2nd Grade – 4th Grade	5th-6th Grade
A, B, C, D, F	***A, B, C, D, F***
Reading	Reading
Math	Math
Spelling	Spelling
Language	Language

Science	Science
Health	Health
	Social Studies
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.

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 7:50 a.m. and 3:50 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student aides are to be directly supervised by the certified staff member and

are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student 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 kind through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

A maximum of five sick leave days may be used each year as bereavement leave to allow a classified staff member to attend the funeral of a friend or relative not in the immediate family.

Holidays

Employees will receive paid time off on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve Day, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy, unless they are an "exempt" status according to the FLSA (Fair Labor Standards Act).

Insurance / Health Benefits

Full-time year-round employees will be provided with health care coverage and single dental coverage. School-term employees that work at least 30 hours per week will be provided single health care and single dental coverage equal to the fraction of the year in which they are employed. The additional costs shall be borne by the employee.

Workman's compensation coverage for employees will be provided by the school district. Other insurance benefits provided at the employee's cost include long-term disability, vision, and family dental. The school district will provide employees working at least 30 hours per week with $20,000 of life insurance benefits. The employee can purchase additional life insurance benefits at their expense.

School term employees who are hired to do summer custodial work are provided with single health and single dental insurance coverage by the district.

Internet Usage

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.

2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.

3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.

4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.

2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.

5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-

affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. **Any violation of school policy and rules may result in that staff member facing:**

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;

2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;

3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Full "Dock Days" Leave

Classified staff members are entitled to up to 10 "dock days" of additional leave in excess of the leave provided in this handbook, so long as their leave is otherwise qualifying under another leave provision in this agreement and they have complied with all of the requirements of that provision for taking the leave. Dock day leave will be taken at a reduction of a prorated amount of the staff member's total salary and benefit cost per day. This provision shall not apply, and the staff member is not allowed to take dock day leave, if the staff member is eligible for any other type of leave, including but not limited to leaves such as those provided in this agreement, the FMLA, and/or short or long term disability.

Personal Leave

Classified employees will receive up to 3 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent.

Reporting When School is Closed

When school is closed due to inclement weather, classified staff should report to work unless they are asked not to do so by the superintendent.

Sick Leave

Year-round employees shall be provided sick leave of ten days per year that may accumulate year to year up to 40 days. A doctor's note may be required after five consecutive days of absence. Full-time school term employees (9 or 10 months of service) will be provided with a prorated number of sick leave days per year that is based on their number of months of service and the total number of days provided annually to year-round employees. As an example, if year-round employees are provided with 10 sick leave days annually, and a full-time school term employee works 9 months of the year, the full-time school term employee would receive 75% (9/12 months) of 10 sick leave days, or 7.5 sick leave days. Sick leave days may accumulate year to year up to 30 days for full-time school term employees. A day's sick leave will be equal to the number of hours normally worked by the employee, not to exceed 8 hours.

Sick leave will be allowed to use for the employee or employee's immediate family: (spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, son-in-law, or daughter-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.

Title IX Policy

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

1. Title IX Coordinator

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

person's verbal or written report. Such a report may be made at any time (including during non-business hours).

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

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

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

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

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

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

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

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

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

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

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

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

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the

victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

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

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

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

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

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

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **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.

2.6.6. **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—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. 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. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. **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. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. 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.

4.2. **General Response to Sexual Harassment.** 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. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. 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 response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members**. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **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.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause 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.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, 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.

5.1.8. **Range of Supportive Measures**. The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or

respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals**. The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. 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.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. 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;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the

advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, 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;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, 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 or prior sexual behavior are not

relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. **Determination Regarding Responsibility**

5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. 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, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. 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

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **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.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. 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 (from subsection 5.8.2 below) 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 under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) 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.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an

informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. 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;

5.9.1.3. 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

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping**.

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. 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.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of 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.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools**.

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby,

ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** 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, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may

provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **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).

10.1. **Specific Circumstances**.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. 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, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **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.

12. **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).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **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.

STAFF DIRECTORY

Members of the Board of Education:

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

Administrative Staff:

Ken Schroeder.....Superintendent
Brad Kjar..... High School Principal
Paul Anderson.....Elementary Principal

Teaching Staff:

Michelle Abels.....Grade One
Heath Ahrens.....Ag Education
Lisa Anderson.....Speech Path
Dan Bolling.....Physical Education
Brandy Brodersen.....Special Education
Brook Bult.....Grade Four
Shelbi Burke.....Elem Music
Kaleb Christensen.....Science
Libby Clark.....Art
Tiffani Drabek.....Grade Three
Angie Drahota.....Counselor, K-12
Barbara Ellis.....HS Music/Band
Tanner Ellis.....Business
Haley Gadeken.....Grade Five
Caley Greer.....Kindergarten
James Habe.....Grade Six
Paige Havranek.....English, Journalism
Jody Hutsell.....Speech Path
Tiffany Jacobsen.....Social Studies
Erin Jarvi.....Grade Three
Kelley Jarzynka.....Science
Heidi Kjar.....English
Myriah Leisher.....Media Specialist
Katie Lewandowski.....Grade Two
Julie Maulsby.....English, Reading
Noah Maulsby.....Phys Education, HS

Adam Mingus.....Math
Kinsley Musil.....Behavior Interventionist
Sherry Nelson.....Grade Six
Levi Nielsen.....Ind Arts
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 Sorensen.....Kindergarten
Scott Stecklein.....Science, Health
Kayla Wiarda.....Preschool
Korina Wick.....Instructional Coach
Cindy Wilke.....Special Education
Alison Yendra.....Spanish
Teresa Zinnel.....Special Education

Nurse:
Karalee Fiddelke.....School Nurse

Para Staff:
Angie Barent, Tina Cacy, Judith Dunning (elementary librarian), Terry Hervert, Brittney Lutz, Julie McGuigan, Sue Nissen, Julie Otte, Krissy Reisbeck, JoEllen Russell, Vickie Sieczkowski, Amy Styren, Alyssa VanArnam, Stephanie Yost

Office Staff:
Hilary Bolling..... General Fund/Payroll/HR
Shari Spaulding.....HS/Sup/AD Secretary/Activity Fund
Lacey Rager.....Elem Secretary/Lunch Fun

Technical Support:
Dave Huryta.....Tech Support K-12

Child Nutrition Program:
Lynda Endecott.....Cafeteria Manager
Nancy Chizek..... Assistant Cook

Violet Wiese.....Assistant Cook
Chris Bruning.....Assistant Cook
Joanna Velez.....Assistant Cook
Marcie Gross.....Point of Sale

Custodians:
Dan Cyboron.....Head of Maint/Cust
Kristi Hagge..... Secondary Custodian
Marcie Gross..... Elementary Custodian

Transportation Department:
Todd VanWinkle..... Transportation Director
Cheryl Deines.....Route Driver
Peg Dethlefs.....Route Driver
Richard Douglas.....Route Driver
Heidi Downer.....Route Driver
Jill Manring.....Route Driver
Lenay Palser.....Route Driver
Mary Pernicek.....Route Driver
Gary Psota.....Route Driver
Jason Abels.....Activity Driver

Youth Center:
Susie Grock

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.

_____ _____

Signature Date

Full-Time Substitute Estimates

Cost of Single Insurance to Employee (District Pays 75%/Employee Pays 25%)
Cost of Family Insurance (District Pays 75%/Employee Pays 25% for Single & Additional Family Premium

Estimated Annual Earnings @ $20 per hour x 1350 Hours
Difference Between Estimated Gross Earnings & Single Insurance Cost
Difference Between Estimated Gross Earnings & Family Insurance Cost

Greatest Number of Day a Single Substitute Reported for Duty Last Year
Number of Days at Least 1 Substitute was in the Building Last Year
121 * $125 Daily Substitute Rate

Difference Between Estimated Annual Earning for Full-Time Substitute & 121 Days Worth of Subs

Daily Pay Rate for Full-Time Substitute @ $20.00 per hour
Daily Pay Rate for Regular Substitute @ $125
Difference Between Daily Pay Rate for Full-Time Substitute & Regular Substitute
Difference Between Annual Cost of Full-Time Substitute & Regular Substitute-Based on 176 Student Days for Each
Difference Between Daily Pay Rate for Full-Time Substitute & Long-Term Substitute ($150-daily vs. $197 long-term
Difference Between Annual Cost of Full-Time Substitute & Long-Term Substitute based on 182 Service Days

$2,052	
$16,992	
$27,000	
$24,948	
$10,008	
52	
121	
$15,125	
$11,875	
$150	
$125	
$25	
$4,400	
$47	
$8,839	**Full-Time Sub is Much Cheaper**

LB399
2019

LEGISLATIVE BILL 399

Approved by the Governor March 27, 2019

Introduced by Slama, 1; Albrecht, 17; Arch, 14; Bostelman, 23; Brandt, 32; Brewer, 43; Briese, 41; Clements, 2; Dorn, 30; Erdman, 47; Geist, 25; Gragert, 40; Groene, 42; Halloran, 33; Hansen, B., 16; Hilgers, 21; Lindstrom, 18; Linehan, 39; Lowe, 37; McDonnell, 5; Moser, 22; Murman, 38.

A BILL FOR AN ACT relating to schools; to amend sections 79-724 and 79-727, Reissue Revised Statutes of Nebraska; to change the name of and provisions relating to the committee on Americanism; to eliminate a penalty; to provide duties for the State Board of Education and the State Department of Education; to harmonize provisions; and to repeal the original sections.

Be it enacted by the people of the State of Nebraska,

Section 1. Section 79-724, Reissue Revised Statutes of Nebraska, is amended to read:

79-724 It is the responsibility of society to ensure that youth are given the opportunity to become competent, responsible, patriotic, and civil citizens to ensure ~~An informed, loyal, just, and patriotic citizenry is necessary to~~ a strong, stable, just, and prosperous America. Such a citizenry necessitates that every member thereof be knowledgeable of our ~~fully acquainted with the~~ nation's history, government, geography, and economic system. The youth in our state should be committed to the ideals and values of our country's democracy and the constitutional republic established by the people. Schools should help prepare our youth to make informed and reasoned decisions for the public good. Civic competence is necessary to sustain and improve our democratic way of life and must be taught in all public, private, denominational, and parochial schools. A central role of schools is to impart civic knowledge and skills that help our youth to see the relevance of a civic dimension for their lives. Students should be made ~~and that he or she be in full accord with our form of government and~~ fully aware of the liberties, opportunities, and advantages we possess ~~of which we are possessed~~ and the sacrifices and struggles of those through whose efforts these benefits were gained. Since young people are ~~youth is the time~~ most susceptible to the acceptance of principles and doctrines that will influence them ~~men and women~~ throughout their lives, it is one of the first duties of our educational system to conduct its activities, choose its textbooks, and arrange its curriculum in such a way that the youth of our state have the opportunity to become competent, responsible, patriotic, and civil American citizens ~~love of liberty, justice, democracy, and America will be instilled in the hearts and minds of the youth of the state~~.

(1) The ~~Every~~ school board of each school district shall, at the beginning of each calendar ~~school~~ year, appoint from its members a committee of three, to be known as the committee on American civics, which ~~Americanism. The committee on Americanism~~ shall:

(a) Hold no fewer than two public meetings annually, at least one when public testimony is accepted;

(b) Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;

(c) Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;

(d) Review and approve the social studies curriculum to ensure that it stresses ~~(a) Carefully examine, inspect, and approve all textbooks used in the teaching of American history and civil government in the school. Such textbooks shall adequately stress~~ the services of the men and women who played a crucial role in the achievement of ~~achieved our~~ national independence, establishment of ~~established~~ our constitutional government, and preservation of the ~~preserved our~~ union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order ~~shall be so written to include contributions by ethnic groups as~~ to instill ~~develop~~ a pride and respect for the nation's ~~our~~ institutions and not be merely a ~~mere~~ recital of events and dates;

(e) Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;

(f) Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;

(g) Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:

(i) Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to

the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or

(ii) Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or

(iii) Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in subdivision (6) of this section or on a topic related to such person or persons or event; and

~~(b) Assure themselves as to the character of all teachers employed and their knowledge and acceptance of the American form of government; and~~

(h) ~~(c)~~ Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

(2) All social studies ~~American history~~ courses approved for grade levels as provided by this section shall include and adequately stress contributions of all ethnic groups to (a) ~~to~~ the development and growth of America into a great nation, (b) ~~to~~ art, music, education, medicine, literature, science, politics, and government, and (c) the military in all of this nation's wars ~~to the war services in all wars of this nation~~.

(3) All grades of all public, private, denominational, and parochial schools, below the sixth grade, shall devote at least one hour per week to exercises or teaching periods for the following purpose:

(a) The discussion ~~recital~~ of noteworthy events pertaining to American history or the exceptional acts of individuals and groups of Americans ~~stories having to do with American history or the deeds and exploits of American heroes~~;

(b) The historical background, memorization, and singing of patriotic songs such as ~~and the insistence that every pupil memorize~~ the Star-Spangled Banner and America the Beautiful; ~~and~~

(c) The development of respect ~~reverence~~ for the American flag as a symbol of freedom and the sacrifices of those who secured that freedom; and

(d) Instruction ~~instruction~~ as to proper conduct in the ~~its~~ presentation of the American flag.

(4) In at least two of the three grades from the fifth grade to the eighth grade in all public, private, denominational, and parochial schools, time ~~at least three periods per week~~ shall be set aside for ~~to be devoted to~~ the teaching of American history from the social studies curriculum ~~approved textbooks~~, which shall be taught in such a manner that all students are given the opportunity to (a) become competent, responsible, patriotic, and civil citizens who possess a deep understanding of and respect for both the Constitution of the United States and the Constitution of Nebraska and (b) prepare to preserve, protect, and defend freedom and democracy in our nation and our world ~~way as to make the course interesting and attractive and to develop a love of country~~.

(5) In at least two courses in ~~grades of~~ every high school, time ~~at least three periods per week~~ shall be devoted to the teaching of civics and American history as outlined in the social studies standards adopted pursuant to section 79-760.01, during which ~~courses~~ specific attention shall be given to the following matters:

(a) The Declaration of Independence, the United States Constitution, ~~and~~ the Constitution of Nebraska, and the structure and function of local government in this state;

(b) The benefits and advantages of representative ~~our form of~~ government, ~~and~~ the rights and responsibilities of citizenship in our government, and the dangers and fallacies of forms of government that restrict individual freedoms or possess antidemocratic ideals such as, but not limited to, Nazism and communism; ~~dangers and fallacies of Nazism, Communism, and similar ideologies; and~~

(c) The duties of citizenship, which include ~~including~~ active participation in the improvement of a citizen's community, state, country, and world and the value and practice of civil discourse between opposing interests; and ~~.~~

(d) The application of knowledge in civics, history, economics, financial literacy, and geography to address societal issues.

(6) Appropriate patriotic exercises suitable to the occasion shall be held under the direction of the superintendent in every public, private, denominational, and parochial school on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day, or on the day or week ~~Lincoln's birthday, Washington's birthday, Flag Day, Memorial Day, and Veterans Day, or on the day~~ preceding or following such holiday, if the school is in session.

(7) Every school board, the State Board of Education, and the superintendent of each school district in the state shall be held directly responsible in the order named for carrying out this section. Neglect thereof by any employee may be considered a cause for dismissal ~~, and neglect thereof by any employee or appointed official shall be considered a dereliction of duty and cause for dismissal~~.

Sec. 2. Section 79-727, Reissue Revised Statutes of Nebraska, is amended

LB399
2019

to read:

79-727 The State Board of Education shall adopt and promulgate rules and regulations to carry out the provisions of sections 79-724 through 79-726. The State Department of Education shall ensure that all requirements of such sections and such rules and regulations are carried out by each school district ~~Any person violating the provisions of sections 79-724 to 79-726 is guilty of a Class III misdemeanor~~.

Sec. 3. Original sections 79-724 and 79-727, Reissue Revised Statutes of Nebraska, are repealed.

NSAA Bowling Informational Sheet

NSAA Bowling Committee:

- Anita James, Alliance
- Phil Truax, Lexington
- Steve Throne, Millard South
- Mikal Shalikow, Newman Grove
- John Losito, Sun Valley Lanes (Lincoln), Proprietor
- Larry Punteney, Lincoln Pius X, Coach
- Dan Masters, NSAA

The NSAA bowling committee will recommend the following guidelines and regulations for approval by the NSAA Board for the upcoming inaugural season. These guidelines are subject to change as they are pending NSAA Board approval. They represent a "snapshot" of the framework to this new activity.

Season: Winter

Divisions: Boys and Girls

Classification(s): TBD. (Thirty-eight schools had registered as of July 28th)

Team Structure: Five competitors, up to two substitutions; Seven team members. *Conversations surrounding the allowance of single/individuals to participate for individual awards are ongoing and will continue

Permissible Contests: Dual match, double dual, tournament

Competition Limitations: A maximum number of contests is still being determined. Within the max. number of contests, schools will be allotted 18 competition points (like volleyball schedules). Dual matches = 1 point; Double dual = 2 points; Tournament = 3 points

Tournament Formats: The format will be based on the number of teams in a tournament and followed to protect Wildcard integrity. Each format will be outlined in the sports manual.

Wildcard: With geographically aligned districts and the need to protect the integrity of the sport while utilizing multiple facilities with varying playing conditions; utilizing a wildcard system very similar to other NSAA sports will be recommended. This would allow for State Championship wildcard qualifiers. Submitting team schedules and tracking winners/losers, like other NSAA sports, will be recommended.

Format: Each match will consist of three games (2 regulation and best 2 of 3 Baker). The 21 Point, Match Point System will be used (1 point for each individual game (10 points available); 3 points for each team game (6 points available); 5 points for the Baker match). The first team to reach a point total of 11 will have won the match. See below:

Home Team			Away Team		
Bowlers Name	Score	Points	Bowlers Name	Score	Points
Bowler 1	185		Bowler 1	192	1
Bowler 2	162		Bowler 2	170	1
Bowler 3	210	1	Bowler 3	201	
Bowler 4	202	1	Bowler 4	195	
Bowler 5	224	1	Bowler 5	213	
Team Total Pinfall	983			971	
		Game Points			
Individual Game Points		3	Individual Game Points		2
Points for Total Pinfall		3	Points for Total Pinfall		0
Team Game Points		6	Team Game Points		2

Bowlers Name	Score	Points	Bowlers Name	Score	Points
Bowler 1	192	1	Bowler 1	185	
Bowler 2	170	1	Bowler 2	162	
Bowler 3	201	1	Bowler 3	200	
Bowler 4	195		Bowler 4	202	1
Bowler 5	213		Bowler 5	224	1
	971		Team Total Pinfall	973	
		Game Points			
Individual Game Points		3	Individual Game Points		2
Points for Total Pinfall			Points for Total Pinfall		3
Team Game Points		3	Team Game Points		5

Baker Game (Best 2 of 3)

Home Team			Away Team		
Game 1 Score	205	X	Game 1 Score	190	
Game 2 Score	180		Game 2 Score	185	X
Game 3 Score	199		Game 3 Score	201	X
Baker Points		0	Baker Points		5

HOME	9	Total Match Points	AWAY	12

Districts/State Championship: TBD in 2020-21. A decision will be determined following the September 1st registration deadline. The number of registered teams will be a factor in the decision.

- Early discussion centers on having districts that are geographically aligned
- The wildcard system would be used to determine up to two teams for the State Championship (that did not win their district tournament)

USEFUL INFORMATION

Note to MAC Users:
You can use a MAC to input information but there have been issues noted in printing from the MAC. The only solution that is known is to print via a PC.

MUST COMPLETE THIS PAGE - Basic Data Input Area
The Basic Data Input Area is designed to help common information flow throughout the Budget Form.

Cover Page - Page 1
The Total Property Tax Requirement is carried forward from Page 2; however, you will need to input how much of that tax request is for Principal and Interest on Bonds.

Outstanding Bonded Indebtedness - if you complete the worksheet pages this will fill in automatically. If you do not you will need to indicate your balances as of September 1.

Pages 2 through 4 (If you utilize the Worksheet Pages - Begin Inputting on Worksheet Pages)
These pages are currently completed with formulas which pull from the Worksheet Pages. **If you utilize the Worksheet Pages, Pages 2 through 4 will be completed automatically for you.** If you do not wish to utilize the worksheet pages you can simply type in your numbers on Pages 2 through 4. The only cells with formulas that cannot be over-written are those that provide an essential calculation (example - Total Resources Available).

A complete and accurate budget should have the prior year Balance Forward **equal** Total of Beginning Balances. We have built into the spreadsheet a comparison between these two numbers. If these two numbers **do not agree** a statement will appear indicating it must equal prior year balance forward.

We have also built in a comparison between the Total Requirement and Total Resources Available. If these two numbers **do not agree** in the budget you will receive the message "Budget Not Balanced".

Worksheet Pages - *FOR YOUR USE ONLY* - NOT TO BE SUBMITTED TO THE STATE
The last sheets of this file are worksheet (individual fund) pages. These pages are provided for your use; however, you do not have to use them. For more information about the worksheets, see the Budget Guidelines. ***If you do utilize the Worksheet Pages, Pages 2 through 4 will be completed automatically for you.***

Moving From Page to Page:
There are several ways to move around your budget form. You can hold down the CTRL and hit either Page Down (Moves you ahead a sheet) or Page Up (Moves you to previous sheet). The other option is to use your mouse to click on the different sheet tabs.

I Want to See Descriptions on Left When Inputting Numbers in Budget Column:
On the "View" ribbon in the Window area there is an item called Freeze Panes. Freeze Panes allows you to tell the computer what columns and/or rows you wish to see at all times. Freeze Panes will freeze whatever rows are above your active cell and also whatever columns are to the left of your active cell. By choosing the option again it will turn the option off.

The Cell Is Locked:
UNDER NO CIRCUMSTANCES WILL PASSWORDS BE GIVEN OUT. Either the cell is locked because it contains a formula or you are trying to input information in the wrong cell.

You Note Any Errors Or Have Any Problems:
We have tested this spreadsheet through various methods to help identify any problem areas and to ensure formulas are correct. However, we cannot account for all the variables that occur with each individual budget. If you feel there is an error in a formula please contact us immediately so we can go over the problem(s) and if necessary correct the situation.

All of your comments or ideas to better the budget form are taken into consideration. Please feel free to contact us at (402) 471-2111 with these items. We make this available to you to HELP in the budget process and wish to make any improvements that would make the spreadsheet more user friendly.

Due by September 20th:

- [ ] Budget Form
- [ ] Page 2, Total Resources Available (Column 4) agrees to Total Requirements (Column 9).
- [ ] Page 2, Total Beginning Balance (Column 1) agrees to Page 3 Total Ending Balance (Column 8).
- [ ] Page 3, Total Beginning Balance (Column 1) agrees to Page 4 Total Ending Balance (Column 8).
- [ ] Page 4, Total Beginning Balance (Column 1) agrees to the prior School District Budget Form, Page 4, Total Ending Balance (Column 8). If it does not agree, please provide explanation.
- [ ] Schedule B, shows the District is in compliance with State Statutes
- [ ] Proof of Publication for Notice of Budget Hearing (NBH).
- [ ] Schedules A, B, and D
- [ ] Certificate of Valuation(s). Total Certified Valuation was completed on Page 1.
- [ ] Lid Computation Form LC-2 and the Special Grant Fund List
- [ ] Joint Public Agency & Interlocal Agreements is indicated by checking the box. If school district answers YES, the Report of Joint Public Agency & Interlocal Agreements is due on or before September 20th.

If your school district has held a sucessful election to override the levy limits, which is in effect for this budget year, you will also need:

- [ ] Election Ballot and Certified Election Returns for the special election to override the levy limits.

Please Complete this **Basic Data Input** -It will put information consistently throug

INPUT ↓

County-District #:	10-0069	
Name of School:	Ravenna Public Schools	
Name of County:	Buffalo	*Do not include the word "County"*
Class:	3	
Current Valuation	734,766,670	
Prior Valuation	734,766,670	
Prior Year Property Tax Request	5,405,527.00	
Prior Year Levy Rate	0.735679	
Hearing Held On:		
Day of month:	7	
Month:	September	
Year:	2020	
Time:	8:00	
A.M. or P.M.:	P.M.	
Location of Hearing:	Ravenna Public Schools High School Library	
Special Hearing to Set Final Tax Request Held On:		
Day of month:	7	
Month:	September	
Year:	2020	
Time:	8:01	
A.M. or P.M.:	P.M.	
Location of Hearing:	Ravenna Public Schools High School Library	

REPORT OF JOINT PUBLIC AGENCY AND INTERLOCAL AGREEMENTS

REPORTING PERIOD JULY 1, 2019 THROUGH JUNE 30, 2020

Ravenna Public Schools | **Buffalo**

SUBDIVISION NAME | COUNTY

Parties to Agreement (Column 1)	Agreement Period (Column 2)	Description (Column 3)	
Ravenna Public schools; Fullerton Public Schools	*7-1-19 to 6-1-20*	*Facilitate family and consumer science distance learning classes being sent from Fullerton Public Schools to Ravenna Public Schools during the 2018-*	
Ravenna Public Schools; Palmer Public Schools	*7-1-19 to 6-1-20*	*Facilitate art distance learning classes being sent from Ravenna Public Schools to Palmer Public Schools during the 2018-19 School Year*	
Ravenna Public Schools; Pleasanton Public Schools	*7-1-19 to 6-1-20*	*Facilitate agriculture distance learning classes being sent from Ravenna Public Schools to Palmer Public Schools during the 2018-19 School Year*	
Ravenna Public Schools; Nebraska Association of School Board's CJUMP Program	*5-9-19 to 5-9-21*	Participate in CJUMP Program to secure lowest possible pricing on natural gas for the Ravenna Public School District	
Ravenna Public Schools; Ravenna Economic Development Corporation; City of Ravenna	7-1-19 to 6-1-20	Facilitate Economic Growth in the City of Ravenna	

REPORT OF TRADE NAMES, CORPORATE NAMES, BUSINESS NAMES

REPORTING PERIOD JULY 1, 2019 THROUGH JUNE 30, 2020

Ravenna Public Schools	Buffalo
SUBDIVISION NAME	COUNTY

List all Trade Names, Corporate Names and Business Names under which the political subdivision conducted business.

Ravenna Public Schoos-District #10-0069

2020-2021
STATE OF NEBRASKA
SCHOOL DISTRICT BUDGET FORM

County-District #: 10-0069 **Class #: 3**

Ravenna Public Schools

TO THE COUNTY BOARD AND COUNTY CLERK OF

Buffalo County

This budget is for the Period SEPTEMBER 1, 2020 through AUGUST 31, 2021

Upon Filing, The School Certifies the Information Submitted on this Form to be Correct:

AMOUNT OF PERSONAL AND REAL PROPERTY TAX REQUIRED FOR:	Principal and Interest on Bonds	All Other Purposes	TOTAL
General Fund	$ -	$ 4,824,626.00	$ 4,824,626.00
Bond Fund(s) *[If More Than 1 Bond Fund - Total All Together]*	$ -		$ -
Special Building Fund	$ -	$ 175,374.00	$ 175,374.00
Qualified Capital Purpose Undertaking Fund	$ 116,564.00	$ (116,564.00)	$ -
Total All Funds	$ 116,564.00	$ 4,883,436.00	$ 5,000,000.00

Outstanding Bonded Indebtedness as of September 1, 2020

(Include Bond Fund(s) and Qualified Capital Purpose Undertaking Fund)

$ 116,064.00	Principal
$ -	Interest
$ 116,064.00	**Total Outstanding Bonded Indebtedness**

Total Certified Valuation (All Counties) $ 734,766,670

*(Certification of Valuation(s) from County Assessor **MUST** be attached)*

Report of Joint Public Agency & Interlocal Agreements

Was this Subdivision involved in any Interlocal Agreements or Joint Public Agencies for the reporting period of July 1, 2019 through June 30, 2020?

[X] YES [ ] NO

*If **YES**, Please submit Interlocal Agreement Report by September 20th.*

Report of Trade Names, Corporate Names & Business Names

Did the subdivision operate under a separate Trade Name, Corporate Name, or other Business Name during the period of July 1, 2019 through June 30, 2020?

[ ] YES [X] NO

If YES, Please submit Trade Name Report by September 20th.

Has your School District held a successful election to override the levy limits provided in Statute 77-3442, which is in effect for 2019-2020 school fiscal year?

[ ] YES [X] NO

County Clerk's Use Only

APA Contact Information

Auditor of Public Accounts
State Capitol, Suite 2303
Lincoln, NE 68509

Telephone: (402) 471-2111 **FAX:** (402) 471-3301

Website: www.auditors.nebraska.gov

Questions - E-Mail: Deann.Haeffner@nebraska.gov

Submission Information

Budget Due by 9-20-2020

Submit budget to:

1. Auditor of Public Accounts -Electronically on Website or Mail
2. County Board (SEC. 13-508), C/O County Clerk
3. Nebraska Dept. of Education -Upload to NDE Portal only

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District # 10-0069
Ravenna Public Schools

2020-2021 BUDGET ADOPTED

	TOTAL BEGINNING BALANCE (Column 1)	TOTAL AVAILABLE RESOURCES BEFORE PROPERTY TAXES (Including Beginning Balances) (Column 2)	PERSONAL AND REAL PROPERTY TAXES (Column 3)	TOTAL RESOURCES AVAILABLE (Col 2 + Col 3) (Column 4)	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS - SPECIAL EDUCATION (Column 5)	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS - NON-SPECIAL EDUCATION (Column 6)	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS (Col 5 + Col 6) (Column 7)	NECESSARY CASH RESERVE (Column 8)	TOTAL REQUIREMENTS (Col 7 + Col 8) (Column 9)
General	3,900,526.00	5,204,567.00	4,776,380.00	9,980,947.00	1,742,337.00	6,147,222.00	7,889,559.00	2,091,388.00	9,980,947.00
Depreciation	250,000.00	250,000.00		250,000.00			250,000.00		250,000.00
Employee Benefit	264,757.00	264,782.00		264,782.00			264,782.00	-	264,782.00
Contingency	-	-		-			-		-
Activities	163,374.00	425,000.00		425,000.00			425,000.00	-	425,000.00
School Nutrition	-	350,000.00		350,000.00			350,000.00	-	350,000.00
Bond	-	-	-	-			-	-	-
Special Building	639,973.00	644,073.00	173,620.00	817,693.00			817,693.00		817,693.00
Qualified Capital Purpose Undertaking	209,706.00	210,706.00	-	210,706.00			210,706.00	-	210,706.00
Cooperative	-	-		-			-	-	-
Student Fee	-	-		-			-	-	-
				-					-
TOTAL ALL FUNDS	5,428,336.00	7,349,128.00	4,950,000.00	12,299,128.00	1,742,337.00	6,147,222.00	10,207,740.00	2,091,388.00	12,299,128.00

PERSONAL AND REAL PROPERTY TAX RECAP	General Fund	Bond Fund(s) [Total Of All Bond Funds]	Special Building Fund	Qualified Capital Purpose Undertaking Fund
PERSONAL AND REAL PROPERTY TAXES FROM COLUMN 3 (Line A)	4,776,380.00	-	173,620.00	-
COUNTY TREASURER'S COMMISSION 1% OF TAXES COLLECTED (Line B)	48,246.00	-	1,754.00	-
TOTAL PERSONAL AND REAL PROPERTY TAXES (Line A + Line B) (Line C)	4,824,626.00	-	175,374.00	-

CERTIFIED STATE AID	MOTOR VEHICLE TAXES
$ 37,130.00	**$ 230,000.00**

COUNTY TREASURER'S BALANCE, 9-1-2020			
1,600,000.00	-	60,000.00	25,000.00

BUDGET STATEMENT

County-District # 10-0069

Ravenna Public Schools

2019-2020 ACTUAL/ESTIMATED								
	TOTAL BEGINNING BALANCE (Column 1)	**TOTAL AVAILABLE RESOURCES BEFORE PROPERTY TAXES** (Including Beginning Balances) (Column 2)	**PERSONAL AND REAL PROPERTY TAXES** (Column 3)	**TOTAL RESOURCES AVAILABLE** (Col 2 + Col 3) (Column 4)	**TOTAL DISBURSEMENTS & TRANSFERS - SPECIAL EDUCATION** (Column 5)	**TOTAL DISBURSEMENTS & TRANSFERS - NON-SPECIAL EDUCATION** (Column 6)	**TOTAL DISBURSEMENTS & TRANSFERS** (Col 5 + Col 6) (Column 7)	**TOTAL ENDING BALANCE** (Col 4 - Col 7) (Column 8)
General	4,913,543.00	6,707,026.00	4,250,000.00	10,957,026.00	1,481,800.00	5,574,700.00	7,056,500.00	3,900,526.00
Depreciation	190,678.00	332,940.00		332,940.00			82,940.00	250,000.00
Employee Benefit	14,732.00	264,757.00		264,757.00			-	264,757.00
Contingency	-	-		-			-	-
Activities	148,374.00	373,374.00		373,374.00			210,000.00	163,374.00
School Nutrition	11,517.00	304,900.00		304,900.00			304,900.00	-
Bond	-	-	-	-			-	-
Special Building	490,458.00	519,073.00	335,900.00	854,973.00			215,000.00	639,973.00
Qualified Capital Purpose Undertaking	196,558.00	208,464.00	115,000.00	323,464.00			113,758.00	209,706.00
Cooperative	-	-		-			-	-
Student Fee	-	-		-			-	-
				-				-
TOTAL ALL FUNDS	5,965,860.00	8,710,534.00	4,700,900.00	13,411,434.00	1,481,800.00	5,574,700.00	7,983,098.00	5,428,336.00

NOTE: Total Disbursements and Transfers (Column 7) is the sum of Column 5 and Column 6 for the General Fund only. For all other funds, numbers will pull automatically from the Worksheets

MOTOR VEHICLE TAXES	
$	**210,000.00**

ACTUAL RESOURCES AND DISBURSEMENTS

County-District # 10-0069

Ravenna Public Schools

2018-2019 ACTUAL								
	TOTAL BEGINNING BALANCE (Column 1)	**TOTAL AVAILABLE RESOURCES BEFORE PROPERTY TAXES** (Including Beginning Balances) (Column 2)	**PERSONAL AND REAL PROPERTY TAXES** (Column 3)	**TOTAL RESOURCES AVAILABLE** (Col 2 + Col 3) (Column 4)	**TOTAL DISBURSEMENTS & TRANSFERS - SPECIAL EDUCATION** (Column 5)	**TOTAL DISBURSEMENTS & TRANSFERS - NON-SPECIAL EDUCATION** (Column 6)	**TOTAL DISBURSEMENTS & TRANSFERS** (Col 5 + Col 6) (Column 7)	**TOTAL ENDING BALANCE** (Col 4 - Col 7) (Column 8)
General	4,836,714.00	6,694,922.00	4,610,010.00	11,304,932.00	1,325,441.00	5,065,948.00	6,391,389.00	4,913,543.00
Depreciation	154,111.00	354,466.00		354,466.00			163,788.00	190,678.00
Employee Benefit	14,822.00	14,866.00		14,866.00			134.00	14,732.00
Contingency	-	-		-			-	-
Activities	137,056.00	388,903.00		388,903.00			240,529.00	148,374.00
School Lunch	15,197.00	265,520.00		265,520.00			254,003.00	11,517.00
Bond	-	-	-	-			-	-
Special Building	179,590.00	225,566.00	445,350.00	670,916.00			180,458.00	490,458.00
Qualified Capital Purpose Undertaking	192,097.00	203,310.00	108,324.00	311,634.00			115,076.00	196,558.00
Cooperative	-	-		-			-	-
Student Fee	-	-		-			-	-
				-				-
TOTAL ALL FUNDS	$ 5,529,587.00	8,147,553.00	5,163,684.00	13,311,237.00	1,325,441.00	5,065,948.00	7,345,377.00	5,965,860.00

NOTE: Total Disbursements and Transfers (Column 7) is the sum of Column 5 and Column 6 for the General Fund only. For all other funds, numbers will pull automatically from the Worksheets

MOTOR VEHICLE TAXES	
$	**207,912.00**

CORRESPONDENCE INFORMATION

ENTITY OFFICIAL ADDRESS

If no official address, please provide address where correspondence should be sent

NAME	**Ken Schroeder**
ADDRESS	**41750 Carthage Road**
CITY & ZIP CODE	**Ravenna, NE 68869**
TELEPHONE	**308-452-3249 ext. 1194**
WEBSITE	**http://www.ravennabluejays.org/**

	BOARD CHAIRPERSON	CLERK/TREASURER/SUPERINTENDENT/OTHER	PREPARER
NAME	Misti Fiddelke	Ken Schroeder	Ken Schroeder
TITLE /FIRM NAME	Chairperson	Superintendent	Superintendent
TELEPHONE	(308) 627-7394	(308) 452-3249 ext. 1194	(308) 452-3249 ext. 1194
EMAIL ADDRESS	misti.fiddelke@ravennabluejays.org	ken.schroeder@ravennabluejays.org	ken.schroeder@ravennabluejays.org

For Questions on this form, who should we contact (please √ one): Contact will be via email if supplied.

- [ ] Board Chairperson
- [X] Clerk / Treasurer / Superintendent / Other
- [ ] Preparer

SCHEDULE A GENERAL FUND LID EXCLUSIONS

County-District # 10-0069

Ravenna Public Schools

Line No.		2019-2020 Amount Budgeted To Spend
1	Repairs to Infrastructure Damaged by a Natural Disaster: (List repair)	
2		
3		
4		
5		
6		
7		
8		
9	**Total Repairs to Infrastructure Damaged by a Natural Disaster** (Lines 1 through 8)	$ -
10	**Judgments:** (List the types of judgments obtained against your School District to the extent such judgment is not paid by liability insurance)	
11		
12		
13		
14		
15		
16		
17	**Total Judgments** (Lines 11 through 16)	$ -
18	**Distance Education Courses**	$ 40,000.00
19	**Amounts eligible as exclusion for Voluntary Termination Agreements**	
20	**Retirement Contribution Increase**	$ 97,034.00
21	**Native American Impact Aid**	
22	**Total General Fund Lid Exclusions - To LC-2 Form** (Line 9 + Line 17 to 21)	$ 137,034.00

Ravenna Public Schools

Schedule B - Levies

Levy Limit Compliance

NOTE: The Schedule portion below is to determine if the School District has met the levy limitations.

Line No.		General Fund (Column A)	Bond Funds (Column B)	Special Building Funds (Column C)	Qualified Capital Purpose Undertaking Funds (Column D)
1	Total Personal and Real Property Taxes -Cover Page	4,824,626.00	-	175,374.00	-
2	**Exclusions:**				
3	Bonded indebtedness secured by a levy on property (Includes Co. Treasurer Comm.)	-	-		-
4	Judgments not paid by liability insurance	-			
5	Voluntary termination agreements with certificated staff / employees occurring prior to 9/1/17	-			
6	Voluntary termination agreements with certificated Teachers 9/1/17 and after	-			
7					
8					
9					
10					
11					
12	**Total Exclusions (Line 3 + Line 11)**	-	-	-	-
13	Total Personal and Real Property Tax Requirement Subject to the Levy Limitation (Line 1 minus Line 12)	4,824,626.00	-	175,374.00	-
14	Assessed Valuation	734,766,670	734,766,670	734,766,670	734,766,670
15	Levy Subject to Limitation ((Line 13 / Line 14) x 100)	0.656620	0.000000	0.023868	0.000000
16	Total Levy for Compliance	0.680488			

Levies Expected to be Set by County

NOTE: The Schedule portion below is to assist with the Levy setting process.

Fund	Property Taxes	Valuation	Expected Levy
General Fund	$ 4,824,626.00	$ 734,766,670	0.65662
Special Building Fund	$ 175,374.00	$ 734,766,670	0.023868
Bond Fund	$ -	$ 734,766,670	0
Bond Fund	$ -	$ 734,766,670	0
Bond Fund	$ -	$ 734,766,670	0
QCPUF Fund	$ -	$ 734,766,670	0
QCPUF Fund	$ -	$ 734,766,670	0
	$ -	$ 734,766,670	0
	$ -	$ 734,766,670	0
	$ -	$ 734,766,670	0
	$ -	$ 734,766,670	0
	$ -	$ 734,766,670	0
Total	$ 5,000,000.00		$ 0.680488

Must agree to Cover

If the **total** levy on Line 16 is $1.05, or less, the levy limitation per State Statute Section 77-3442 has been met.

If Total of Line 16 is greater than $1.05 and you **did not** hold a successful election to override the levy, you are in violation of the levy lid. The school district **must reduce property taxes** to meet the levy limitation.

If Total of Line 16 is greater than $1.05 and you **held** a successful election to override the levy, which is in effect for the you must **attach a copy of the election ballot and the certified election returns** to your budget.

Qualified Capital Purpose Undertaking Fund levy. A district may only exceed the maximum levy of five and one-fifth cents per one hundred dollars of taxable valuation in any year if (i) the taxable valuation of the district is lower than the taxable valuation in the year in which the district last issued capital purpose undertaking bonds or (ii) such maximum levy is insufficient to meet the annual principal and interest obligations for all capital purpose undertaking bonds. Projects beginning after April 19, 2016 can only have a maximum levy of three cents per one hundred dollars of taxable valuation in any year. (Statute 79-10,110 & 79-10,110.02).

Special Building Fund levy. Limit on Building Fund levy of 14 cents (Statute 79-10,120)

REMINDER: School districts that have combined levies greater than $1.20 or the combined levies that exceeded the maximum levy approved at a special election may be subject to petitions for the free holding of territory. Combined levies do not include levies for bonded indebtedness approved by the voters of a school district or levies for the refinancing of such bonded indebtedness.

Voluntary Termination Exclusions

Line 5 Amounts to pay for current and future sums agreed to be paid by a school district to certificated employees in exchange for a voluntary termination of employment occurring prior to 9/1/17

Line 6 Amount levied by school district at maximum levy to pay for current and future qualified voluntary termination incentives for certificated teachers pursuant to statute. Payments cannot exceed $35,000, must be paid within 5 years, will result in savings to the school, were not included in a collective bargaining agreement

Line 7 Amounts levied by school district at maximum levy to pay for 50% of the current and future sums agreed to be paid to certificated employees in exchange for voluntary termination between 9/1/18 to 8/31/19 as a result of collective bargaining agreement in force on 9/1/17

Superintendent Pay Transparency Notice—Proposed Contract (*Name of current or new superintendent)*

Notice is hereby given that Ravenna Schools has approval of a proposed superintendent employment contract/contract amendment on its agenda for the board meeting to be held on April 13, 2020 at 8:00 pm at the Ravenna Public Schools High School Library in Ravenna, Nebraska.

After the 2019/20 school year, how many years remain on the contract: (Column F must be completed if additional years remain on contract.) 1

The estimated costs to the district for the 2020/21 year and future years are listed below:

	2020/21 Base Pay, Additional Compensation & Benefits	Future Base Pay, Additional Compensation & Benefits per Contract	TOTAL CONTRACT COST
Base Pay for the Total FTE	$ 134,785.00	$ 134,785.00	**$ 269,570.00**
Compensation for activities outside of the regular salary:			
● *Extended contracts / Activities outside of regular salary*			$ -
● *Bonus/Incentive/Performance Pay*			$ -
● *Stipends*			$ -
● *All other costs not mentioned above*			**$ -**
Benefits and Payroll Costs Paid by district:			
● *Insurances (Health, Dental, Life, Long Term Disability)*	$ 24,148.00	$ 24,148.00	$ 48,296.00
● *Cafeteria Plan Stipend*			$ -
● *Cash in lieu of insurance*			$ -
● *Employee's share of retirement, deferred compensation, FICA and Medicare* ***if paid by the district***	$ 23,624.00	$ 23,624.00	$ 47,248.00
● *District's share of retirement, FICA and Medicare*			$ -
● *IRS value of housing allowance*			$ -
● *IRS value of vehicle allowance*			$ -
● *Additional leave days*			$ -
● *Annuities*			$ -
● *Service credit purchase*			$ -
● *Association / Membership dues*	$ 1,500.00	$ 1,500.00	$ 3,000.00
● *Cell Phone/Internet reimbursement*	$ 1,200.00	$ 1,200.00	$ 2,400.00
● *Relocation reimbursement*			$ -
● *Travel allowance/reimbursement*	$ 6,500.00	$ 6,500.00	$ 13,000.00
● *Mileage Allowance*			$ -
● *Educational tuition assistance*			$ -
● *All other benefit costs not mentioned above*			$ -
Totals:	**$ 191,757.00**	**$ 191,757.00**	**$ 383,514.00**

Schedule D

NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

Ravenna Public Schools (10-0069) in Buffalo County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 7 day of September, 2020 at 8:00 o'clock, P.M., at Ravenna Public Schools High School Library for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The budget detail is available at the office of the Clerk/Secretary during regular business hours.

FUNDS	Actual Disbursements & Transfers 2018-2019 (1)	Actual/Estimated Disbursements & Transfers 2019-2020 (2)	Budgeted Disbursements & Transfers 2020-2021 (3)	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
General	$ 6,391,389.00	$ 7,056,500.00	$ 7,889,559.00	$ 2,091,388.00	$ 5,204,567.00	$ 4,824,626.00
Depreciation	$ 163,788.00	$ 82,940.00	$ 250,000.00		$ 250,000.00	
Employee Benefit	$ 134.00	$ -	$ 264,782.00	$ -	$ 264,782.00	
Contingency	$ -	$ -	$ -		$ -	
Activities	$ 240,529.00	$ 210,000.00	$ 425,000.00	$ -	$ 425,000.00	
School Nutrition	$ 254,003.00	$ 304,900.00	$ 350,000.00	$ -	$ 350,000.00	
Bond	$ -	$ -	$ -	$ -	$ -	$ -
Special Building	$ 180,458.00	$ 215,000.00	$ 817,693.00		$ 644,073.00	$ 175,374.00
Qualified Capital Purpose Undertaking	$ 115,076.00	$ 113,758.00	$ 210,706.00	$ -	$ 210,706.00	$ -
Cooperative	$ -	$ -	$ -	$ -	$ -	
Student Fee	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
TOTALS	$ 7,345,377.00	$ 7,983,098.00	$ 10,207,740.00	$ 2,091,388.00	$ 7,349,128.00	$ 5,000,000.00

Notice of Special Hearing To Set Final Tax Request

Ravenna Public Schools (10-0069) in Buffalo County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Section 77-1601.02, that the governing body will meet on the 7 day of September 2020 at 8:01 o'clock P.M., at Ravenna Public Schools High School Library for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to setting the final tax request.

	2019-2020	2020-2021	Change
Property Valuations	734,766,670	734,766,670	0%

	2019/20 Budget Information				***2020/21 Budget Information***				
Fund	2019-2020 Operating Budget	2019-2020 Property Tax Request	2019 Tax Rate	Property Tax Rate (2019-2020 Request **Divided By** 2020 Valuation)	2020-2021 Operating Budget	2020-2021 Proposed Property Tax Request	Proposed 2020 Tax Rate	Change in Tax Rate	Change in Operating Budget
General Fund	7,648,780.00	5,036,840.00	0.685502	0.685502	7,889,559.00	4,824,626.00	0.656620	-4%	3%
Bond Fund(s) K - 12			0.000000	0.000000	-	-	0.000000	#DIV/0!	#DIV/0!
Bond Fund(s) K - 8			0.000000	0.000000			0.000000	#DIV/0!	#DIV/0!
Bond Fund(s) 9 - 12			0.000000	0.000000			0.000000	#DIV/0!	#DIV/0!
Bond Fund _____			0.000000	0.000000			0.000000	#DIV/0!	#DIV/0!
Special Building Fund	699,872.00	252,525.00	0.034368	0.034368	817,693.00	175,374.00	0.023868	-31%	17%
Qualified Capital Purpose Undertaking Fund K - 12	280,512.00	116,162.00	0.015809	0.015809	210,706.00	-	0.000000	-100%	-25%
Qualified Capital Purpose Undertaking Fund K - 8			0.000000	0.000000			0.000000	#DIV/0!	#DIV/0!
Qualified Capital Purpose Undertaking Fund 9 - 12			0.000000	0.000000			0.000000	#DIV/0!	#DIV/0!
Total	8,629,164.00	5,405,527.00	0.735679	0.735679	8,917,958.00	5,000,000.00	0.680488	-8%	3%

BUDGET STATEMENT AND CERTIFICATION OF TAX County-District # **10-0069**

Line No.	GENERAL FUND	Source Number	ACTUAL 9-1-2018 to 8-31-2019 (Column 1)	ACTUAL/ESTIMATED 9-1-2019 to 8-31-2020 (Column 2)	ADOPTED 9-1-2020 to 8-31-2021 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	All Instruction Except Special Education Instructional Programs	1000's	2,885,099.00	2,825,500.00	3,485,205.00
3	Special Education Instructional Programs (Include Pre-School)	1200's	921,889.00	1,200,500.00	1,704,295.00
4	Support Services - Pupils (SPED Related)	2100's	403,552.00	259,300.00	
5					
6	Support Services - Pupil (Non-SPED Related)	2100's		155,500.00	169,090.00
7	Support Services - Instructional	2200's	79,785.00	72,700.00	244,151.00
8					
9	Board of Education	2310	265,015.00	34,000.00	52,250.00
10	Executive Administration Services	2320		212,580.00	227,079.00
11	District Legal Services	2330		12,000.00	20,000.00
12	Office of the Principal	2410	373,181.00	393,200.00	422,736.00
13	General Administration - Business Services	2500	264,612.00	262,800.00	157,909.00
14	Maintenance and Operation of Building(s) & Site(s)	2600's	509,358.00	496,200.00	594,688.00
15	Vehicle Acquisition & Maintenance	2650		-	
16	Regular Pupil Transportation	2710 / 2720 / 2730 / 2790	323,153.00	242,300.00	252,372.00
17	Special Education Pupil Transportation (Include Pre-School)	2712 / 2713 / 2722 / 2723 / 2732 / 2733 / 2792 /		22,000.00	38,042.00
18					
19	Community Services	3300	13,615.00	11,000.00	18,662.00
20	Categorical Grant from Corporation	3400			
21	State Categorical Programs	3500's	14,772.00	21,700.00	18,039.00
22	Debt Services	5000			
23	Federal Programs	6000's	291,174.00	328,000.00	283,952.00
24					
25	Transfers to _____ Fund	8000	46,184.00		201,089.00
26	Interfund Loan/Repayment to _____ Fund				
27	Lunch, Activities, Depreciation & Employee Benefit Transfers			507,220.00	
28					
29					
30	Total Disbursements & Transfers (Including SPED)		6,391,389.00	7,056,500.00	
31	Total Special Education Disbursements	1200 + 2100 + 27X2	1,325,441.00	1,481,800.00	1,742,337.00
32	Total Non-Special Education Disbursements & Transfers		5,065,948.00	5,574,700.00	6,147,222.00
33	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS (Including SPED)				7,889,559.00
34	NECESSARY CASH RESERVE				2,091,388.00
35	TOTAL REQUIREMENTS				9,980,947.00

36					
37	BEGINNING BALANCES				
38	Cash Balance, 9-1		3,313,152.00	3,235,816.00	2,135,526.00
39	Investments, 9-1		156,770.00	160,000.00	165,000.00
40	County Treasurer's Balance, 9-1		1,366,792.00	1,517,727.00	1,600,000.00
41	Total Beginning Balance		4,836,714.00	4,913,543.00	3,900,526.00
42					
43	RECEIPTS, & TRANSFERS				
44	LOCAL SOURCES				
45	Carline Tax	1115	10,718.00	8,800.00	16,000.00
46	Public Power District Sales Tax	1120	171,516.00	150,000.00	150,000.00
47	Motor Vehicle Taxes	1125	207,912.00	210,000.00	230,000.00
48	Tuition Received from Other Districts	1321 / 1323 / 1335	32,225.00	23,200.00	20.00
49	Tuition Received from Individuals	1311-13 / 1370			
50	Other Tuition	1315 / 1320 / 1322 / 1330 / 1331 / 1340 / 1360			
51	Transportation Received from Individuals	1410-1411			
52	Transportation Received from Other Districts	1420-1440			
53	Interest	1510 / 1520	13,109.00	7,900.00	5,000.00
54	Community Service Activities	1800			
55	Other Local Receipts	1910 / 1920 / 1990			
56	Local License Fees/Court Fines	1911 / 1921	2,761.00	2,500.00	1,500.00
57	Nameplate Capacity Tax	3133			
58	Categorical Grants from Corporations / Private	1925			
59			807.00		
60					
61					
62					
63					
64	COUNTY AND ESU SOURCES				
65	Fines and License Fees	2110	33,693.00	28,700.00	35,000.00
66	Other County Sources	2130			
67	ESU Receipts	2210	6,308.00	3,865.00	
68					
69					
70	STATE SOURCES				
71	State Aid	3110	32,358.00	112,231.00	37,130.00
72	Special Education Programs	3120	556,867.00	568,500.00	500,000.00
73	Special Education Transportation	3125	4,974.00	7,315.00	4,000.00
74	Homestead Exemption	3130	65,849.00		

75	Payments for Wards of the State or Court	3160 / 3161			
76	Pro-Rate Motor Vehicles	3180	13,089.00	13,500.00	14,000.00
77	Payments for High Ability Learners	3535	4,799.00	5,008.00	5,000.00
78	Other State Appropriations				
79					
80					
81					
82					
83					
84	State Apportionment	3400	56,596.00	58,514.00	50,000.00
85	Other				
86	State Categorical Programs	3500's	23,002.00	25,000.00	20,000.00
87	Other State Receipts	3990	63,346.00		
88	Property Tax Credit and Personal Property Tax Credit	3131 / 3132 / 3134	359,395.00	350,000.00	
89	FEDERAL SOURCES				
90	Title ESSA Programs (Includes ESSA Title I)	4500-4511	72,461.00	7,959.00	50,000.00
91		4526-4528, 4531			
92					
93					
94	IDEA Programs	4512-4523	49,791.00	167,793.00	125,000.00
95		4416-4418			
96					
97	Medicaid in Public Schools	4708	13,587.00	15,365.00	10,000.00
98	Medicaid Administrative Activities in Public Schools	4709	10,164.00	12,265.00	10,000.00
99	Title 8 (Impact Aid)	4305			
100	Other Federal Non-Categorical Receipts	4524			
101	4510 ESSA Student Support & Academic Enrichment Grant		10,000.00		
102	4310 REAP		29,182.00		41,391.00
103					
104	Vocational Education (Carl Perkins)	4525			
105	Other Federal Categorical Receipts	4530			
106					
107	Grants from Corporations & Other Private Interests	4710			
108					
109	NON-REVENUE SOURCES				
110	Tax Anticipation Notes	5150			
111	Long Term Loans	5400			
112	Insurance Adjustments	5301	1,792.00	13,968.00	
113	Sale of Property	5300	5,681.00	1,100.00	
114	Transfers from _____ Fund	5200			
115	Cash Balance from Dissolved/Merged Districts	5610			

116					
117	Other Non-Revenue Receipts	5690	6,226.00		
118	Learning Community Property Taxes				
119	Interfund Loan/Repayment From _____ Fund				
120	Total Available Resources Before Property Taxes		6,694,922.00	6,707,026.00	5,204,567.00
121	Personal and Real Property Taxes	1100	4,610,010.00	4,250,000.00	4,776,380.00
122	TOTAL RESOURCES AVAILABLE		11,304,932.00	10,957,026.00	9,980,947.00
123	Less: Disbursements & Transfers		6,391,389.00	7,056,500.00	
124	BALANCE FORWARD		4,913,543.00	3,900,526.00	

	PROPERTY TAX RECAP
1. Tax from Line 121	4,776,380.00
2. Compute County Treasurer's Commission at 1% of tax collections.	48,246.00
3. Total Personal and Real Property Tax Requirement	4,824,626.00

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 122 must agree with TOTAL REQUIREMENTS on line 35 in the Adopted Column.

BUDGET STATEMENT AND CERTIFICATION OF TAX County-District # **10-0069**

Line No.	DEPRECIATION FUND	Object/ Source Number	ACTUAL 9-1-2018 to 8-31-2019 (Column 1)	ACTUAL/ESTIMATED 9-1-2019 to 8-31-2020 (Column 2)	ADOPTED 9-1-2020 to 8-31-2021 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Re-Appropriated Funds		163,788.00		250,000.00
3	Bus Purchase-2019-20			82,940.00	
4					
5					
6					
7					
8					
9					
10					
11	Transfers to General Fund	8000-911			
12	Total Disbursements & Transfers		163,788.00	82,940.00	
13	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				250,000.00
14	TOTAL REQUIREMENTS				250,000.00
15	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
16	Cash Balance, 9-1		154,111.00	190,678.00	250,000.00
17	Investments, 9-1				
18	Total Beginning Balance		154,111.00	190,678.00	250,000.00
19	LOCAL SOURCES				
20	Interest	1510	355.00	262.00	-
21					
22	NON-REVENUE SOURCES				
23	Transfers from General Fund	5200	200,000.00	100,000.00	
24	NDEQ Bus Purchase Rebate-2019-20			42,000.00	
25					
26					
27	TOTAL RESOURCES AVAILABLE		354,466.00	332,940.00	250,000.00
28	Less: Disbursements & Transfers		163,788.00	82,940.00	
29	BALANCE FORWARD		190,678.00	250,000.00	

NOTE: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 27 must agree with TOTAL REQUIREMENTS on line 14 in the Adopted Column.

BUDGET STATEMENT AND CERTIFICATION OF TAX County-District # **10-0069**

Line No.	EMPLOYEE BENEFIT FUND	Object/ Source Number	ACTUAL 9-1-2018 to 8-31-2019 (Column 1)	ACTUAL/ESTIMATED 9-1-2019 to 8-31-2020 (Column 2)	ADOPTED 9-1-2020 to 8-31-2021 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Re-Appropriated Funds		134.00	-	14,782.00
3	2020-21 Blue Cross & Blue Shield Health Care Premium Payments				250,000.00
4					
5					
6					
7					
8					
9					
10					
11	Transfers to General Fund	8000-911			
12	Total Disbursements & Transfers		134.00	-	
13	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				264,782.00
14	NECESSARY CASH RESERVE				
15	TOTAL REQUIREMENTS				264,782.00
16	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
17	Cash Balance, 9-1		14,822.00	14,732.00	264,757.00
18	Investments, 9-1				
19	Total Beginning Balance		14,822.00	14,732.00	264,757.00
20	LOCAL SOURCES				
21	Interest	1510	44.00	25.00	25.00
22					
23	NON-REVENUE SOURCES				
24	Transfers from General Fund	5200		250,000.00	
25					
26					
27					
28	TOTAL RESOURCES AVAILABLE		14,866.00	264,757.00	264,782.00
29	Less: Disbursements & Transfers		134.00	-	
30	BALANCE FORWARD		14,732.00	264,757.00	

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 28 must agree with TOTAL REQUIREMENTS on line 15 in the Adopted Column.

BUDGET STATEMENT AND CERTIFICATION OF TAX County-District # **10-0069**

Line No.	CONTINGENCY FUND	Object/ Source Number	ACTUAL 9-1-2018 to 8-31-2019 (Column 1)	ACTUAL/ESTIMATED 9-1-2019 to 8-31-2020 (Column 2)	ADOPTED 9-1-2020 to 8-31-2021 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Legal Services	2330			
3	Judgments/Settlements	820			
4					
5					
6					
7	Transfers to General Fund	8000-911			
8	Total Disbursements & Transfers		-	-	
9	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				-
10	TOTAL REQUIREMENTS				-
11	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
12	Cash Balance, 9-1				
13	Investments, 9-1				
14	Total Beginning Balance		-	-	-
15	LOCAL SOURCES				
16	Interest	1510			
17					
18	NON-REVENUE SOURCES				
19	Transfers from General Fund	5200			
20					
21	TOTAL RESOURCES AVAILABLE		-	-	-
22	Less: Disbursements & Transfers		-	-	
23	BALANCE FORWARD		-	-	

2019-2020 Budgeted Calculation of Maximum Total Disbursements & Transfers

$ 7,889,559.00 x .05 = 394,477.95

(Total Budget of Disbursements & Transfers-General Fund) (Column 3, Line 9 may not exceed this amount)

[From General Fund Line 33]

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 21 must agree with TOTAL REQUIREMENTS on line 10 in the Adopted Column.

BUDGET STATEMENT AND CERTIFICATION OF TAX County-District # **10-0069**

Line No.	ACTIVITIES FUND	Object/ Source Number	ACTUAL 9-1-2018 to 8-31-2019 (Column 1)	ACTUAL/ESTIMATED 9-1-2019 to 8-31-2020 (Column 2)	ADOPTED 9-1-2020 to 8-31-2021 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2			240,529.00	210,000.00	425,000.00
3					
4					
5					
6					
7					
8					
9					
10					
11	Transfers to General Fund	8000-911			
12	Total Disbursements & Transfers		240,529.00	210,000.00	
13	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				425,000.00
14	NECESSARY CASH RESERVE				
15	TOTAL REQUIREMENTS				425,000.00
16	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
17	Cash Balance, 9-1		137,056.00	148,374.00	163,374.00
18	Investments, 9-1				
19	Total Beginning Balance		137,056.00	148,374.00	163,374.00
20	LOCAL SOURCES				
21	Interest	1510			
22	Activities Receipts	1790	226,163.00	200,000.00	236,626.00
23	Admissions	1710			
24					
25	NON-REVENUE SOURCES				
26	Transfers from General Fund	5200	25,684.00	25,000.00	25,000.00
27					
28	TOTAL RESOURCES AVAILABLE		388,903.00	373,374.00	425,000.00
29	Less: Disbursements & Transfers		240,529.00	210,000.00	
30	BALANCE FORWARD		148,374.00	163,374.00	

NOTE: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 28 must agree with TOTAL REQUIREMENTS on line 15 in the Adopted Column.

BUDGET STATEMENT AND CERTIFICATION OF TAX County-District # **10-0069**

Line No.	SCHOOL NUTRITION FUND	Object/ Source Number	ACTUAL 9-1-2018 to 8-31-2019 (Column 1)	ACTUAL/ESTIMATED 9-1-2019 to 8-31-2020 (Column 2)	ADOPTED 9-1-2020 to 8-31-2021 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Salaries	100's	67,841.00	100,000.00	144,000.00
3	Employee Benefits	200's	26,731.00	42,600.00	40,000.00
4	Purchased Services	300 / 400	152,720.00		
5	Supplies & Materials (Excluding Food)	610		37,300.00	10,000.00
6	Food	630		125,000.00	156,000.00
7	Capital Outlay (New & Replacement)	731, 733, 739	6,711.00		
8					
9					
10					
11	Transfers to General Fund	8000-911			
12	Total Disbursements & Transfers		254,003.00	304,900.00	
13	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				350,000.00
14	NECESSARY CASH RESERVE				
15	TOTAL REQUIREMENTS				350,000.00
16	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
17	Cash Balance, 9-1		15,197.00	11,517.00	-
18	Investments, 9-1				
19	Total Beginning Balance		15,197.00	11,517.00	-
20	LOCAL SOURCES				
21	Interest	1510	47.00	40.00	40.00
22	Sale of Lunches/Milk	1610-1650	125,184.00	118,500.00	170,000.00
23					
24	STATE SOURCES				
25	State Reimbursement	3150	1,286.00	1,200.00	1,200.00
26					
27	FEDERAL SOURCES				
28	Federal Reimbursement	4210 / 4211	103,146.00	148,914.00	153,760.00
29					
30	NON-REVENUE SOURCES				
31	Transfers from General Fund	5200	20,500.00	24,729.00	25,000.00
32			160.00		
33	TOTAL RESOURCES AVAILABLE		265,520.00	304,900.00	350,000.00
34	Less: Disbursements & Transfers		254,003.00	304,900.00	
35	BALANCE FORWARD		11,517.00	-	

NOTE: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 33 must agree with TOTAL REQUIREMENTS on line 15 in the Adopted Column.

BUDGET STATEMENT AND CERTIFICATION OF TAX County-District # **10-0069**

Line No.	BOND FUND	Object/ Source Number	ACTUAL 9-1-2018 to 8-31-2019 (Column 1)	ACTUAL/ESTIMATED 9-1-2019 to 8-31-2020 (Column 2)	ADOPTED 9-1-2020 to 8-31-2021 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Bond - Refunded	831			
3	Bond - Principal	831			
4	Bond - Interest	832			
5					
6	Transfers to General Fund	8000-911			
7	Interfund Loan/Repayment To _____ Fund				
8	Total Disbursements & Transfers		-	-	
9	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				-
10	NECESSARY CASH RESERVE				
11	TOTAL REQUIREMENTS				-
12	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
13	Cash Balance, 9-1				
14	Investments, 9-1				
15	County Treasurers Balance, 9-1				
16	Total Beginning Balance		-	-	-
17	LOCAL SOURCES				
18	Carline Tax	1115			
19	Interest	1510			
20					
21					
22	STATE SOURCES				
23	Homestead Exemption	3130			
24	Pro-Rate Motor Vehicle	3180			
25					
26	Property Tax Credit				
27	NON-REVENUE SOURCES				
28	Sales of Bonds (Re-funding)	5101			
29	Transfers from General Fund	5200			
30					
31	Interfund Loan/Repayment From _____ Fund				
32	Total Available Resources Before Property Taxes		-	-	-
33	Personal and Real Property Taxes	1100			
34	TOTAL RESOURCES AVAILABLE		-	-	-
35	Less: Disbursements & Transfers		-	-	
36	BALANCE FORWARD		-	-	

PROPERTY TAX RECAP

1. Tax From Line 33	-
2. Compute County Treasurer's Commission at 1% of tax requirement.	-
3. Total Personal and Real Property Tax Requirement.	-

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 34 must agree with TOTAL REQUIREMENTS on line 11 in the Adopted Column.

Bond Fund

School District Total Debt Outstanding as of September 1, 2020

The district officers of any school district in Nebraska shall have power, on the terms and conditions set forth in sections 10-702 to 10-716, to issue the bonds of the district for the purpose of (1) purchasing a site for and erecting thereon a schoolhouse or schoolhouses or a teacherage or teacherages, or for such purchase or erection, or purchasing an existing building or buildings for use as a schoolhouse or schoolhouses, including the site or sites upon which such building or buildings are located, and furnishing the same, in such district, (2) retiring registered warrants, and (3) paying for additions to or repairs for a schoolhouse or schoolhouses or a teacherage or teacherages.

School districts also have the ability to issue bonds as set forth in State Statute Section 79-10,110 for the purpose of paying amounts necessary for the abatement of environmental hazards, accessibility barrier elimination, or modifications for life safety code violations, indoor air quality, or mold abatement and prevention.

The District has the following debt outstanding as of September 1, 2020:
(Include Bond fund(s) and Qualified Capital Purpose Undertaking Fund)

Fiscal Year	Principal	Interest	Total
2020-2021	$ 116,064.00		$ 116,064.00
2022-2022			$ -
2022-2023			$ -
2023-2024 and thereafter			$ -
Total All Years	**$ 116,064.00**	**$ -**	**$ 116,064.00**

BUDGET STATEMENT AND CERTIFICATION OF TAX County-District # **10-0069**

Line No.	SPECIAL BUILDING FUND	Object/ Source Number	ACTUAL 9-1-2018 to 8-31-2019 (Column 1)	ACTUAL/ESTIMATED 9-1-2019 to 8-31-2020 (Column 2)	ADOPTED 9-1-2020 to 8-31-2021 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Purchased Services	400	23,822.00	215,000.00	817,693.00
3	Supplies	600	40.00		
4	Capital Outlay (New Only)	700's	156,596.00		
5	Site Acquisition & Improvements	710			
6	Building Acquisition & Improvement	720			
7	Loan Repayment	831 / 832			
8					
9	Interfund Loan/Repayment To _____ Fund				
10	Total Disbursements & Transfers		180,458.00	215,000.00	
11	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				817,693.00
12	TOTAL REQUIREMENTS				817,693.00
13	BEGINNING BALANCES & RECEIPTS				
14	Cash Balance, 9-1		179,590.00	490,458.00	639,973.00
15	Investments, 9-1				
16	County Treasurer's Balance, 9-1				
17	Total Beginning Balance		179,590.00	490,458.00	639,973.00
18	LOCAL SOURCES				
19	Carlline Tax	1115		525.00	500.00
20	Interest	1510	2,456.00	3,390.00	3,000.00
21					
22					
23	STATE SOURCES				
24	Homestead Exemption	3130	6,626.00	3,450.00	
25	Pro-Rate Motor Vehicles	3180	955.00	650.00	600.00
26					
27	Property Tax Credit	3131	35,939.00	20,600.00	
28	FEDERAL SOURCES				
29	Total Federal Receipts	4000's			
30	NON-REVENUE SOURCES				
31	Sale of Bonds	5101			
32	Long Term Loans	5400			
33	Sale of Property	5300			
34	Learning Community Property Taxes				
35	Interfund Loan/Repayment From _____ Fund				
36	Total Available Resources Before Property Taxes		225,566.00	519,073.00	644,073.00
37	Personal and Real Property Taxes	1100	445,350.00	335,900.00	173,620.00
38	TOTAL RESOURCES AVAILABLE		670,916.00	854,973.00	817,693.00
39	Less: Disbursements & Transfers		180,458.00	215,000.00	
40	BALANCE FORWARD		490,458.00	639,973.00	

PROPERTY TAX RECAP	
1. Tax From Line 37	173,620.00
2. Compute County Treasurer's Commission at 1% of tax requirement.	1,754.00
3. Total Personal and Real Property Tax Requirement.	175,374.00

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 38 must agree with TOTAL REQUIREMENTS on line 12 in the Adopted Column.

Special Building Fund

BUDGET STATEMENT AND CERTIFICATION OF TAX County-District # **10-0069**

Line No.	QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND	Object/ Source Number	ACTUAL 9-1-2018 to 8-31-2019 (Column 1)	ACTUAL/ESTIMATED 9-1-2019 to 8-31-2020 (Column 2)	ADOPTED 9-1-2020 to 8-31-2021 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Building & Site Improvement	720			93,392.00
3	Bond - Refunded	831			
4	Bond - Principal	831	110,000.00	110,000.00	116,064.00
5	Bond - Interest	832	4,576.00	3,008.00	500.00
6	Bond Servicing Fee		500.00	750.00	750.00
7	Interfund Loan/Repayment To _____ Fund				
8	Total Disbursements & Transfers		115,076.00	113,758.00	
9	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				210,706.00
10	NECESSARY CASH RESERVE				
11	TOTAL REQUIREMENTS				210,706.00
12	BEGINNING BALANCES & RECEIPTS				
13	Cash Balance, 9-1		192,097.00	196,558.00	209,706.00
14	Investments, 9-1				
15	County Treasurers Balance, 9-1				
16	Total Beginning Balance		192,097.00	196,558.00	209,706.00
17	LOCAL SOURCES				
18	Carline Tax	1115			
18	Interest	1510	1,118.00	885.00	800.00
20					
21	STATE SOURCES				
22	Homestead Exemption	3130	1,522.00	1,330.00	
23	Pro-Rate Motor Vehicle	3180	280.00	225.00	200.00
24					
25	Property Tax Credit	3131	8,293.00	9,466.00	
26	FEDERAL SOURCES				
27	Total Federal Receipts	4000's			
28	NON-REVENUE SOURCES				
29	Qualified School Construction Bonds	5301			
30	Long Term Loans	5400			
31	Interfund Loan/Repayment From _____ Fund				
32	Total Available Resources Before Property Taxes		203,310.00	208,464.00	210,706.00
33	Personal and Real Property Taxes	1100	108,324.00	115,000.00	-
34	TOTAL RESOURCES AVAILABLE		311,634.00	323,464.00	210,706.00
35	Less: Disbursements & Transfers		115,076.00	113,758.00	
36	BALANCE FORWARD		196,558.00	209,706.00	

PROPERTY TAX RECAP

1. Tax From Line 33	-
2. Compute County Treasurer's Commission at 1% of tax requirement.	-
3. Total Personal and Real Property Tax Requirement.	-

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 34 must agree with TOTAL REQUIREMENTS on line 11 in the Adopted Column.

Qualified Capital Purpose Undertaking Fund

BUDGET STATEMENT AND CERTIFICATION OF TAX County-District # **10-0069**

Line No.	COOPERATIVE FUND	Function/ Source Number	ACTUAL 9-1-2018 to 8-31-2019 (Column 1)	ACTUAL/ESTIMATED 9-1-2019 to 8-31-2020 (Column 2)	ADOPTED 9-1-2020 to 8-31-2021 (Column 3)
1	DISBURSEMENTS				
2	All Instruction	1000's / 1200's			
3	Support Services - Pupils (SPED and Non-SPED Related)	2100's			
4	Support Services - Staff	2200's			
5	Executive Administration Services	2320			
6	Office of the Principal	2410			
7	General Administration - Business Services	2500			
8	Community Services	3300			
9	State Categorical Programs	3500's			
10	Federal Programs	6000's			
11					
12					
13					
14	Total Disbursements		-	-	
15	TOTAL BUDGET OF DISBURSEMENTS				-
16	NECESSARY CASH RESERVE				
17	TOTAL REQUIREMENTS				-
18	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
19	Cash Balance, 9-1				
20	Investments, 9-1				
21	Total Beginning Balance		-	-	-
22	LOCAL SOURCES				
23	Tuition Received from Districts	1321			
24					
25	STATE SOURCES				
26	State Non-Categorical Programs				
27	State Categorical Programs	3500			
28					
29	FEDERAL SOURCES				
30	Federal Programs	4000's			
31					
32					
33	NON-REVENUE SOURCES				
34	Transfers from General Fund	5200			
35					
36	TOTAL RESOURCES AVAILABLE		-	-	-
37	Less: Disbursements		-	-	
38	BALANCE FORWARD		-	-	

NOTE: Pages should only be filled out by the school acting as the fiscal agent for the Cooperative. All schools show payment for services in the General Fund.

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 36 must agree with TOTAL REQUIREMENTS on line 17 in the Adopted Column.

BUDGET STATEMENT AND CERTIFICATION OF TAX County-District # **10-0069**

Line No.	STUDENT FEE FUND	Function/ Source Number	ACTUAL 9-1-2018 to 8-31-2019 (Column 1)	ACTUAL/ESTIMATED 9-1-2019 to 8-31-2020 (Column 2)	ADOPTED 9-1-2020 to 8-31-2021 (Column 3)
1	DISBURSEMENTS				
2	Extracurricular Activities				
3	Postsecondary Education				
4	Summer or Night School				
5					
6					
7					
8					
9					
10					
11					
12					
13					
14	Total Disbursements		-	-	
15	TOTAL BUDGET OF DISBURSEMENTS				-
16	NECESSARY CASH RESERVE				
17	TOTAL REQUIREMENTS				-
18	BEGINNING BALANCES & RECEIPTS				
19	Cash Balance, 9-1				
20	Investments, 9-1				
21	Total Beginning Balance		-	-	-
22	LOCAL SOURCES				
23	Interest	1510			
24	Extracurricular Activities Fees	1741			
25	Postsecondary Education Fees	1742			
26	Summer or Night School Fees	1743			
27					
28					
29					
30	NON-REVENUE SOURCES				
31					
32					
33					
34	TOTAL RESOURCES AVAILABLE		-	-	-
35	Less: Disbursements		-	-	
36	BALANCE FORWARD		-	-	

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 34 must agree with TOTAL REQUIREMENTS on line 17 in the Adopted Column.

New Account Number	Account Description	2015-16 Budget	2016-17 Budget	2017-18 Budget
01 1100 111 002 000	Salaries Elem	$720,000	$818,400	$830,700
01 1100 281 002 000	Cash in lieu of BC Elem	$16,020	$16,810	$18,150
01 1100 123 002 000	Sub Salaries Elem	$22,000	$22,000	$22,000
01 1100 221 002 000	Fica Elem	$57,988	$65,577	$66,620
01 1100 231 002 000	Retirement Elem	$71,121	$80,840	$82,055
01 1100 211 002 000	Health Ins Elem	$172,100	$194,200	$224,000
01 1100 211 002 000	Life Ins Elem	$1,524	$1,525	$1,550
01 1100 330 002 000	Assemblies	$1,000	$1,000	$1,000
01 1100 430 002 000	Cont Repair Elem	$1,681	$1,500	$1,500
01 1100 443 002 000	Leased Equipment	$6,500	$8,500	$8,500
01 1100 610 002 000	Gen Supplies Elem	$15,000	$15,000	$15,000
01 1100 640 002 000	Textbooks Elem	$19,004	$20,000	$20,000
01 1100 735 002 000	Comp Software Elem	$23,825	$20,000	$20,000
01 1100 733 002 000	Equipment Elem	$12,410	$12,500	$12,500
01 1100 733 002 000	Furniture Elem	$7,000	$7,000	$7,000
01 1100 734 002 000	Comp Equip Elem	$2,788	$2,500	$2,500
01 1100 810 002 000	Fees	$500	$500	$500
01 1100 580 002 000	Travel Elem	$1,500	$1,500	$1,500
01 1100 890 002 000	Other Misc Exp Elem	$4,213	$2,500	$2,500
01 1100 111 001 000	Salaries Secon	$930,200	$866,500	$841,400
01 1100 281 001 000	Cash in lieu of BC Secon	$22,760	$16,810	$18,150
01 1100 123 001 000	Sub Salaries Secon	$40,000	$50,000	$50,000
01 1100 120 001 000	Aides Secon	$1,000	$1,000	$1,000
01 1100 221 001 000	Fica Secon	$76,037	$70,328	$69,657
01 1100 231 001 000	Retirement Secon	$91,983	$85,690	$83,211
01 1100 211 001 000	Health Ins Secon	$194,600	$220,000	$248,000
01 1100 211 001 000	Life Ins Secon	$1,524	$1,525	$1,525
01 1100 330 001 000	Assemblies	$1,000	$1,000	$1,000
01 1100 430 001 000	Cont Repair Secon	$5,000	$5,000	$5,000
01 1100 443 001 000	Leased Equipment	$6,500	$9,000	$9,000
01 1100 382 001 000	Distance Education	$5,000	$5,000	$7,500
01 1100 610 001 000	Gen Supplies Secon	$16,014	$15,000	$15,000
01 1100 640 001 000	Textbooks Secon	$15,000	$15,000	$15,000
01 1100 735 001 000	Comp Software Secon	$30,000	$30,000	$30,000
01 1100 733 001 000	Equipment Secon	$24,337	$24,337	$24,337
01 1100 733 001 000	Furniture Secon	$10,000	$10,000	$10,000
01 1100 734 001 000	Comp Equip Secon	$55,486	$60,000	$60,000
01 1100 810 001 000	Fees	$2,460	$5,000	$5,500
01 1100 580 001 000	Travel Secon	$1,975	$2,000	$2,000
01 1100 890 001 000	Other Misc Exp Secon	$7,103	$7,500	$7,500
01 1100 382 000 000	Internet Services	$10,000	$10,000	$10,000
01 1100 334 000 000	Mileage for Psyche Services	$0	$5,000	$5,000
SALARIES		$2,704,153	$2,807,542	$2,857,355
01 1100 610 002 007	Kingrt Materials	$300	$300	$300
01 1100 640 002 007	Classroom Periodical	$200	$200	$200
01 1100 640 002 007	Expendable Wrbk	$600	$600	$600
1110		$1,100	$1,100	$1,100

01 1100 610 002 001	Grade 1 Materials	$400	$400	$400
01 1100 640 002 001	Classroom Periodical	$100	$100	$100
01 1100 640 002 001	Expendable Wrkbk	$1,700	$1,700	$1,700
1111		$2,200	$2,200	$2,200
01 1100 610 002 002	Grade 2 Materials	$400	$400	$400
01 1100 640 002 002	Classroom Periodical	$150	$150	$150
01 1100 640 002 002	Expendable Wrkbk	$1,600	$1,600	$1,600
1112		$2,150	$2,150	$2,150
01 1100 610 002 003	Grade 3 Materials	$400	$400	$400
01 1100 640 002 003	Classroom Periodical	$150	$150	$150
01 1100 640 002 003	Expendable Wrkbk	$1,400	$1,400	$1,400
1113		$1,950	$1,950	$1,950
01 1100 610 002 004	Grade 4 Materials	$400	$400	$400
01 1100 640 002 004	Classroom Periodical	$150	$150	$150
01 1100 640 002 004	Expendable Wrkbk	$500	$500	$500
1114		$1,050	$1,050	$1,050
01 1100 610 002 005	Grade 5 Materials	$400	$400	$400
01 1100 640 002 005	Classroom Periodical	$150	$150	$150
01 1100 640 002 005	Expendable Wrkbk	$400	$400	$400
1115		$950	$950	$950
01 1100 610 002 006	Grade 6 Materials	$400	$400	$400
01 1100 640 002 006	Classroom Periodical	$150	$150	$150
01 1100 640 002 006	Expendable Wrkbk	$150	$150	$150
1116		$700	$700	$700
01 1100 610 002 017	Elem Art Materials	$500	$500	$500
EL ART MATERIALS		$500	$500	$500
01 1100 610 002 018	Music Materials	$727	$727	$727
01 1100 733 002 018	Music Equipment	$500	$500	$500
01 1100 610 001 018	Music Materials	$1,000	$1,000	$1,000
01 1100 733 001 018	Music Equipment	$500	$500	$500
01 1100 600 001 018	Other (Band Uniforms)	$27,369	$0	$0
01 1100 810 001 018	Choral Registration	$831	$831	$831
MUSIC		$30,927	$3,558	$3,558
01 1100 610 002 019	Elem Pe Materials	$200	$200	$200
01 1100 733 002 019	Equipment	$300	$300	$300
1119		$500	$500	$500
01 1100 610 001 020	Lang Arts Materials	$500	$500	$500
01 1100 640 001 020	Classroom Periodical	$600	$600	$600
01 1100 735 001 020	Computer Software	$200	$200	$200

01 1100 810 001 020	Student Registration	$900	$900	$900
ELA		$2,200	$2,200	$2,200
01 1100 610 001 021	Math Materials	$200	$200	$200
Math		$200	$200	$200
01 1100 430 001 022	Science Equip Repair	$750	$750	$750
01 1100 610 001 022	Materials	$3,000	$5,000	$5,000
01 1100 640 001 022	Classroom Periodical	$350	$350	$350
01 1100 735 001 022	Computer Software	$250	$250	$250
01 1100 733 001 022	Equipment	$3,000	$3,000	$3,000
SCIENCE AND COMPUTER		$7,350	$9,350	$9,350
01 1100 610 001 023	Soc Stud Materials	$150	$150	$150
01 1100 640 001 023	Classroom Periodical	$320	$320	$320
SOCIAL STUDIES		$470	$470	$470
01 2580 432 002 000	Compu Repair Service	$2,000	$2,000	$2,000
01 2580 650 002 000	Computer Parts-etc	$5,000	$5,000	$5,000
01 2580 432 001 000	Compu Repair Service	$2,000	$2,000	$2,000
01 2580 650 001 000	Computer Parts-etc	$5,000	$5,000	$5,000
COMPUTER REPAIR & EQUIPMENT		$14,000	$14,000	$14,000
01 1100 430 001 025	Ag Equip Repair Ser	$600	$600	$600
01 1100 430 001 025	Other Purchased Serv	$1,000	$1,000	$1,000
01 1100 610 001 025	Instr Materials	$2,000	$4,000	$4,000
01 1100 640 001 025	Expendable Wrbk	$65	$65	$65
01 1100 735 001 025	Comp Software	$200	$200	$500
01 1100 733 001 025	Equipment	$125	$125	$125
01 1100 810 001 025	Instr Registration	$50	$50	$50
01 1100 810 001 025	Student Registration	$900	$900	$900
01 1100 580 001 025	Instructor Travel	$700	$700	$700
01 1100 580 001 025	Student Travel	$1,000	$1,000	$1,000
AGRICULTURE		$6,640	$8,640	$8,940
01 1100 430 001 026	Business Repair Ser	$200	$200	$200
01 1100 610 001 026	Instr Materials	$1,000	$1,000	$1,000
01 1100 640 001 026	Expendable Wrbk	$1,000	$1,000	$1,000
01 1100 735 001 026	Comp Software	$1,000	$1,000	$1,000
01 1100 733 001 026	Equipment	$100	$100	$100
01 1100 810 001 026	Instru Registration	$100	$100	$100
01 1100 810 001 026	Student Registration	$1,300	$1,300	$1,300
01 1100 580 001 026	Instructor Travel	$200	$200	$200
01 1100 580 001 026	Student Travel	$100	$100	$100
BUSINESS		$5,000	$5,000	$5,000
01 1100 610 001 027	Secon Art Materials	$1,800	$1,800	$1,800
SECON ART MATERIALS		$1,800	$1,800	$1,800

01 1100 430 002 028	Instrument Repair	$500	$500	$500
01 1100 610 002 028	Instrument Materials	$1,000	$1,000	$1,000
01 1100 733 002 028	Equipment	$1,000	$1,000	$1,000
01 1100 810 002 028	Student Registration	$500	$500	$500
01 1100 430 001 028	Instrument Repair Secon	$2,000	$2,000	$2,000
01 1100 430 001 028	Other Purchased Services	$567	$500	$500
01 1100 610 001 028	Instr Materials	$1,000	$1,000	$1,000
01 1100 733 001 028	Equipment	$3,000	$3,000	$3,000
01 1100 810 001 028	Registration	$500	$500	$500
BAND		$10,067	$10,000	$10,000
01 1100 430 001 029	REPAIR	$500	$500	$500
01 1100 440 001 029	Secon Pe Rental	$6,500	$6,500	$6,500
01 1100 610 001 029	Instr Materials	$800	$800	$800
01 1100 733 001 029	Equipment	$1,000	$1,000	$1,000
P.E.		$8,800	$8,800	$8,800
01 1100 610 001 030	FCS Instr Materials	$500	$500	$500
HOME ECONOMICS		$500	$500	$500
01 1100 430 001 031	Ind Art Equip Repair	$300	$300	$300
01 1100 610 001 031	Instruc Materials	$2,000	$2,000	$2,000
01 1100 735 001 031	Comp Software	$300	$300	$300
01 1100 733 001 031	Equipment	$1,000	$1,000	$1,000
01 1100 810 001 031	Instru Registration	$80	$80	$80
01 1100 810 001 031	Student Registration	$450	$450	$1,000
01 1100 580 001 031	Instructor Travel	$200	$200	$200
01 1100 580 001 031	Student Travel	$50	$50	$50
INDUSTRIAL ARTS		$4,380	$4,380	$4,930
01 1100 610 001 032	Foreign Lang Mater	$200	$200	$200
01 1100 640 001 032	Classroom Period	$150	$150	$150
01 1100 810 001 032	REGISTRATION	$50	$50	$50
FOREIGN LANGUAGE		$400	$400	$400
01 1100 610 001 033	Journalism Materials	$300	$300	$300
01 1100 733 001 033	Journalism Equip	$300	$300	$300
JOURNALISM		$600	$600	$600
01 1160 111 002 000	Poverty Instruction			$0
01 1160 221 002 000	Poverty FICA			$0
01 1160 231 002 000	Poverty Retirement			$0
01 1160 211 002 000	Poverty Health			$0
01 1160 211 002 000	Poverty Life			$0
POVERTY				
01 1190 111 002 000	PreK Salary	$34,342	$38,418	$35,204
01 1190 123 002 000	PreK Subs	$1,500	$1,500	$1,500

01 1190 112 002 000	PreK Para	$16,000	$33,500	$39,100
01 1190 221 002 000	PreK Fica	$3,965	$5,617	$5,799
01 1190 231 002 000	PreK Retire	$4,973	$7,103	$7,340
01 1190 211 002 000	PreK Health	$13,828	$19,720	$32,200
01 1190 211 002 000	PreK Life	$168	$192	$192
01 1190 610 002 000	PreK Supplies	$500	$500	$500
01 1190 890 002 000	PreK Misc Exp	$500	$500	$500
PREK		$75,776	$107,050	$122,335
01 1200 591 002 000	Sped Supervision School Age	$0	$28,000	$35,000
Sped Supervision		$0	$28,000	$35,000
01 2141 591 002 606	D/E Psychology School Age	$0	$46,000	$50,000
01 1200 591 001 608	Vocational School Age	$0	$7,000	$10,000
D/E & Vocational		$0	$53,000	$60,000
01 2171 591 002 600	PT Therapy School Age	$0	$45,000	$16,000
01 2161 591 002 601	OT Therapy School Age	$0	$0	$22,000
01 1200 591 001 604	Deaf Education Services School Age	$0	$17,000	$2,500
01 2181 591 001 000	Vision Services School Age	$0	$0	$4,500
PT/OT/Deaf/Vision		$0	$62,000	$45,000
01 2151 591 002 607	D/E Audiology School Age	$0	$2,000	$2,000
Audiological Services		$0	$2,000	$2,000
01 2151 591 002 602	Speech Therapy Elementary-School	$150,000	$155,000	$160,000
01 2151 591 001 602	Speech Therapy-Secondary-School	$10,000	$0	$0
Speech		$160,000	$155,000	$160,000
01 1195 320 002 000	Spec Ed Flex Funding	$7,000	$0	$0
01 1195 320 001 000	Spec Ed Flex Funding	$7,000	$0	$0
SPEC ED FLEX		$14,000	$0	$0
01 1200 116 002 000	Nurse Sp Ed Services	$9,822	$10,061	$10,373
01 1200 226 002 000	Fica	$752	$770	$793
01 1200 236 002 000	Retire	$971	$994	$1,025
01 1200 216 002 000	Health Ins	$1,484	$1,557	$1,681
01 1200 216 002 000	Life Ins	$22	$22	$22
01 1200 116 001 000	Nurse Sp Ed Services	$9,822	$10,061	$10,373
01 1200 226 001 000	Fica	$752	$770	$793
01 1200 236 001 000	Retire	$971	$994	$1,025
01 1200 216 001 000	Health Ins	$1,484	$1,557	$1,681
01 1200 216 001 000	Life Ins	$22	$22	$22
NURSE SP ED		$26,102	$26,808	$27,788
01 1200 111 001 000	Sp Ed Lvl2 Secon	$119,000	$145,500	$143,650
01 1200 281 001 000	Cash in lieu of BC	$7,725	$8,100	$8,750
01 1200 123 001 000	Sub Secon	$2,000	$2,000	$2,400
01 1200 112 001 000	Aide Secon	$176,100	$154,100	$176,300

01 1200 221 001 000	Fica Secon	$23,320	$23,883	$25,329
01 1200 231 001 000	Retire Secon	$29,150	$29,840	$31,604
01 1200 211 001 000	Health Ins	$44,000	$60,000	$58,000
01 1200 211 001 000	Life Ins Secon	$588	$639	$630
01 1200 330 001 000	Inservice	$1,537	$250	$250
01 1200 320 001 000	Contracted Services	$3,000	$3,125	$3,500
01 1200 610 001 000	Gen Supplies	$100	$100	$100
01 1200 610 001 000	Instruc Mater Secon	$2,000	$1,000	$1,000
01 1200 640 001 000	Expendable Workbooks	$150	$150	$150
01 1200 640 001 000	Textbooks	$1,000	$500	$500
01 1200 640 001 000	Periodicals	$75	$100	$100
01 1200 450 001 000	Audio Visual Secon	$700	$200	$200
01 1200 735 001 000	Comp Software Secon	$1,000	$1,000	$1,000
01 1200 733 001 000	Equipment Furn Secon	$5,000	$2,000	$2,000
01 1200 734 001 000	Comp Equip Secon	$5,015	$2,000	$2,000
01 1200 810 001 000	Registration Secondary	$400	$250	$250
01 1200 520 001 000	Liability Insurance	$150	$150	$150
01 1200 580 001 000	Travel Secon	$150	$150	$150
SPECIAL ED SECONDARY		$422,160	$435,037	$458,013
01 1200 111 002 000	Sp Ed Lvl2 Elem	$194,000	$211,000	$212,089
01 1200 281 002 000	Cash in lieu of BC	$7,725	$8,100	$1,111
01 1200 123 002 000	Sub Elem	$6,500	$6,500	$6,500
01 1200 112 002 000	Aide Elem	$99,500	$88,000	$69,000
01 1200 221 002 000	Fica Elem	$23,541	$23,991	$22,085
01 1200 231 002 000	Retire Elem	$28,992	$29,535	$27,766
01 1200 211 002 000	Health Ins Elem	$54,900	$74,000	$90,000
01 1200 211 002 000	Life Ins Elem	$516	$543	$546
01 1200 320 002 000	Contracted Services	$43,318	$8,000	$8,000
01 1200 610 002 000	Gen Supplies Elem	$736	$750	$750
01 1200 610 002 000	Instruc Mater Elem	$2,000	$1,000	$1,500
01 1200 640 002 000	Expendable Wrbk Elem	$100	$100	$100
01 1200 640 002 000	Textbooks Elem	$500	$500	$500
01 1200 450 002 000	Audio Visual Elem	$100	$100	$100
01 1200 735 002 000	Comp Software Elem	$700	$610	$610
01 1200 733 002 000	Furniture Equip Elem	$4,000	$1,000	$1,000
01 1200 734 002 000	Computer Equip Elem	$2,000	$1,000	$1,000
01 1200 810 002 000	Registration Elem	$5,000	$1,000	$1,000
01 1200 580 002 000	Travel Elem	$473	$250	$250
SPECIAL ED ELEMENTARY		$474,601	$455,979	$443,907
01 1200 562 002 000	Sped Tuition LVL III	$10,000	$0	$39,536
01 1200 562 001 600	SpEd LVL III OT/PT	$20,000	$5,000	$35,000
01 1200 562 001 000	Sped Tuition LVL III	$30,000	$58,000	$150,000
SPED Level III Services		$60,000	$63,000	$224,536
01 2152 591 002 602	PRE SCHL SPEECH (3-5)	$33,000	$17,000	$20,000
01 1291 591 002 603	PRE SPED Supervision (3-5)	$0	$5,000	$5,000
01 1291 591 002 604	PRE Deaf Ed Services (3-5)	$0	$19,000	$19,000

01 2142 591 002 606	PRE D/E Psychologist Services (3-5	$0	$5,000	$5,000
01 2152 591 002 607	PRE D/E Audiology (3-5)	$0	$0	$200
01 2162 591 002 601	PRE OT Services (3-5)	$0	$5,500	$3,000
01 2172 591 002 600	PRE PT Services (3-5)	$0	$0	$2,500
01 1291 610 002 000	SUPPLIES (3-5)	$3,000	$3,000	$3,000
01 1291 640 002 000	PERIODICALS (3-5)	$200	$200	$200
01 1291 733 002 000	EQUIPMENT (3-5)	$1,700	$1,700	$1,700
SPED PRESCHOOL (Ages 3-5)		$37,900	$56,400	$59,600
01 2153 591 002 602	PRE SCHL SPEECH (0-2)	$0	$0	$0
01 2153 591 002 607	D/E Audiology Birth - 2 years (0-2)	$0	$0	$0
01 1292 591 002 603	Pre Sped Supervision (0-2)	$0	$0	$5,000
01 2153 591 002 604	Pre Deaf Ed Services (0-2)	$0	$0	$20,000
01 2143 591 002 606	Pre D/E Pyschological Services (0-2	$0	$0	$5,000
01 2163 591 002 601	Pre Sped OT Services (0-2)	$0	$0	$2,500
01 2173 591 002 600	Pre Sped PT Services (0-2)	$0	$0	$2,500
PRE SPED Services (0-2)		$0	$0	$35,000
01 2120 111 002 000	Counselor Sal Elem	$12,688	$13,129	$13,187
01 2120 221 002 000	Fica Elem	$970	$1,005	$1,008
01 2120 231 002 000	Retirement Elem	$1,266	$1,297	$1,303
01 2120 211 002 000	Health Ins. Elem	$2,445	$2,565	$2,770
01 2120 211 002 000	Life Ins Elem	$20	$20	$20
01 2120 320 002 000	Purch Prof Ser Elem	$4,000	$4,000	$4,000
01 2120 610 002 000	Supplies Elem	$1,000	$1,000	$1,000
01 2120 640 002 000	Resource Texts	$150	$150	$150
01 2120 580 002 000	Travel Elem	$60	$60	$60
01 2120 111 001 000	Counselor Sal Secon	$50,749	$52,514	$52,748
01 2120 112 001 000	Aide Secon	$5,356	$5,500	$5,500
01 2120 221 001 000	Fica Secon	$4,292	$4,439	$4,456
01 2120 231 001 000	Retirement Secon	$5,542	$5,731	$5,754
01 2120 211 001 000	Health Ins. Secon	$11,000	$11,500	$12,200
01 2120 211 001 000	Life Ins Secon	$77	$83	$85
01 2120 320 001 000	Purch Prof Ser Secon	$5,000	$5,000	$5,000
01 2120 610 001 000	Supplies Secon	$1,000	$1,000	$1,000
01 2120 640 001 000	Resource Texts	$2,500	$2,500	$2,500
01 2120 735 001 000	Computer Software	$100	$100	$100
01 2120 580 001 000	Travel Secon	$368	$500	$500
COUNSELOR		$108,583	$112,093	$113,341
01 2130 320 002 000	Purch Prof Serv Elem	$50	$50	$50
01 2130 610 002 000	Instruc Mater Elem	$200	$200	$200
01 2130 320 001 000	Purch Prof Ser Secon	$50	$50	$50
01 2130 610 001 000	Instruc Mater Secon	$100	$100	$100
01 2130 116 000 000	Nurse Salary	$25,001	$25,609	$26,403
01 2130 226 000 000	Fica	$1,912	$1,960	$2,019
01 2130 236 000 000	Retirement	$2,470	$2,530	$2,608
01 2130 216 000 000	Health Ins	$3,777	$3,962	$4,278
01 2130 216 000 000	Life Ins	$54	$54	$54

01 2130 610 000 000	Health Supplies	$2,640	$2,500	$2,500
01 2130 733 000 000	Equipment	$300	$300	$300
01 2130 810 000 000	Dues And Fees	$150	$150	$150
01 2130 580 000 000	Travel	$200	$200	$200
NURSE		$36,904	$37,665	$38,912
01 2190 110 002 000	Act Trans Sal Elem	$1,000	$1,000	$1,000
01 2190 220 002 000	Fica Elem	$77	$77	$77
01 2190 230 002 000	Retirement Elem	$30	$30	$50
01 2190 580 002 000	Meals/mileage	$90	$90	$90
01 2190 110 001 000	Act Trans Sal Secon	$10,000	$12,500	$12,500
01 2190 220 001 000	Fica Secon	$765	$1,000	$1,000
01 2190 230 001 000	Retirement Secon	$600	$750	$750
01 2190 340 001 000	Random Drug Testing for Activities	$0	$0	$0
01 2190 580 001 000	Meals/travel	$3,500	$3,500	$3,500
ACT TRANS & DRUG TESTING		$16,062	$18,947	$18,967
01 2212 111 002 000	Staff Dev Salaries	$5,500	$5,500	$5,500
01 2212 123 002 000	Staff Development	$2,500	$2,500	$2,500
01 2212 221 002 000	Staff Dev Fica	$600	$600	$600
01 2212 231 002 000	Staff Dev Retire	$550	$550	$550
01 2212 211 002 000	HEALTH INSURANCE	$0	$0	$101
01 2212 211 002 000	LIFE	$0	$0	$1
01 2212 330 002 000	Purch Prof Ser Elem	$2,580	$4,000	$4,000
01 2212 610 002 000	Supplies Elem	$2,300	$2,300	$2,300
01 2212 810 002 000	Dues And Fees Elem	$2,200	$2,200	$2,200
01 2212 580 002 000	Travel Elem	$1,100	$1,500	$1,500
01 2212 123 001 000	Staff Development	$3,000	$3,000	$3,000
01 2212 221 001 000	Staff Dev Fica	$229	$229	$229
01 2212 330 001 000	Purch Prof Ser Secon	$4,615	$4,615	$4,615
01 2212 610 001 000	Supplies Secon	$2,300	$2,300	$2,300
01 2212 810 001 000	Dues And Fees Secon	$7,000	$7,000	$7,000
01 2212 580 001 000	Travel Secon	$2,340	$2,340	$2,340
STAFF		$36,814	$38,634	$38,736
01 2214 610 002 000	Assessment Supplies	$375	$375	$375
01 2214 810 002 000	Assessment Dues/fees	$1,425	$1,425	$1,425
01 2214 580 002 000	Assessment Travel	$150	$150	$150
01 2214 610 001 000	Assessment Supplies	$375	$375	$375
01 2214 810 001 000	Assessment Dues/fees	$1,425	$1,425	$1,425
01 2214 580 001 000	Assessment Travel	$150	$150	$150
01 2214 111 000 000	Assessment	$5,100	$5,100	$5,100
01 2214 221 000 000	Assessment Fica	$650	$650	$650
01 2214 231 000 000	Assessment Retire	$650	$650	$650
ASSESMENT		$10,300	$10,300	$10,300
01 2580 114 000 000	Tech Support Salary	$52,000	$53,597	$55,258
01 2580 112 000 000	Tech Support Aides	$2,000	$1,000	$1,000
01 2580 224 000 000	Tech Support Fica	$4,131	$4,177	$4,303

01 2580 234 000 000	Tech Support Retir	$5,334	$5,393	$5,558
01 2580 214 000 000	Tech Support Health Ins	$18,463	$19,368	$20,915
01 2580 214 000 000	Tech Support Life Ins	$96	$96	$96
01 2580 432 000 000	Support/Network/Backup	$2,000	$2,000	$2,500
01 2580 810 000 000	Registration	$3,000	$3,000	$3,000
01 2580 580 000 000	Tech Support Travel	$3,000	$3,000	$3,000
TECH SUPPORT		$90,024	$91,631	$95,630
01 2220 111 002 000	Librarian Sal Elem	$31,798	$32,341	$20,310
01 2220 221 002 000	Fica Elem	$2,432	$2,475	$1,554
01 2220 231 002 000	Retire Elem	$3,141	$3,195	$2,007
01 2220 211 002 000	Health Ins Elem	$3,372	$3,537	$7,832
01 2220 211 002 000	Life Ins Elem	$48	$48	$48
01 2220 320 002 000	Purchased Ser Elem	$50	$50	$50
01 2220 430 002 000	Repair Elem	$350	$350	$350
01 2220 610 002 000	Supplies Elem	$568	$568	$568
01 2220 640 002 000	Library Books Elem	$1,500	$1,500	$1,500
01 2220 640 002 000	Magazines Elem	$750	$750	$750
01 2220 642 002 000	Av Mater Elem	$250	$250	$250
01 2220 735 002 000	Elem Software	$2,500	$2,500	$2,500
01 2220 733 002 000	Equipment Elem	$600	$600	$600
01 2220 890 002 000	Other Misc Exp Elem	$100	$100	$100
01 2220 111 001 000	Librarian Sal Secon	$31,798	$32,341	$20,310
01 2220 221 001 000	Fica Secon	$2,432	$2,475	$1,554
01 2220 231 001 000	Retire Secon	$3,141	$3,195	$2,007
01 2220 211 001 000	Health Ins Secon	$3,372	$3,537	$7,832
01 2220 211 001 000	Life Ins Secon	$48	$48	$48
01 2220 320 001 000	Purchased Ser Secon	$700	$700	$700
01 2220 430 001 000	Repair Secon	$150	$150	$150
01 2220 610 001 000	Supplies Secon	$500	$500	$500
01 2220 640 001 000	Library Books Secon	$3,500	$3,500	$3,500
01 2220 640 001 000	Magazines Secon	$1,200	$1,200	$1,200
01 2220 642 001 000	Av Mater Secon	$250	$250	$250
01 2220 735 001 000	Computer Software	$3,800	$3,800	$3,800
01 2220 733 001 000	Equipment Secon	$600	$600	$600
01 2220 890 001 000	Other Mis Exp Secon	$40	$40	$40
01 2220 641 000 000	EBOOKS	$0	$500	$500
LIBRARY		$98,990	$101,100	$81,410
01 2310 340 000 000	Services	$769	$750	$750
01 2310 315 000 000	Audit	$5,500	$5,500	$6,500
01 2310 540 000 000	Advertising & Print	$6,000	$10,000	$10,000
01 2310 610 000 000	Supplies	$3,500	$3,500	$3,500
01 2310 735 000 000	Software (E-Meetings)	$2,000	$2,000	$2,000
01 2310 810 000 000	Dues And Fees	$12,000	$12,000	$12,500
01 2310 520 000 000	Liability Ins	$13,804	$10,000	$10,000
01 2310 520 000 000	Fidelity Bond Prem	$500	$500	$500
01 2310 580 000 000	Board Travel	$2,227	$2,000	$2,000
01 2310 890 000 000	Other Misc Exp	$2,425	$2,000	$2,000

BOARD OF ED		$48,725	$48,250	$49,750
01 2320 105 000 000	Supt Salary	$125,405	$125,439	$128,467
01 2320 110 000 000	Clerical	$15,815	$17,000	$17,527
01 2320 220 000 000	Fica-Clerical			
01 2320 225 000 000	Fica	$10,956	$10,971	$11,168
01 2320 230 000 000	Retirement-Clerical			
01 2320 235 000 000	Retirement	$14,147	$14,166	$14,421
01 2320 210 000 000	Group Ins. - Clerical			
01 2320 215 000 000	Health Ins	$24,200	$23,810	$25,700
01 2320 215 000 000	Life Ins	$120	$135	$137
01 2320 610 000 000	Supplies	$500	$500	$500
01 2320 735 000 000	Software (North Star)	$2,000	$2,500	$2,500
01 2320 810 000 000	Dues And Fees	$3,879	$2,500	$2,500
01 2320 580 000 000	Travel	$3,300	$4,000	$4,000
01 2320 890 000 000	Other Misc Exp	$1,580	$1,500	$1,500
SUPERINTENDENT		$201,902	$202,521	$208,420
01 2330 317 000 000	Legal Services	$19,000	$15,000	$15,000
DISTRICT LEGAL SERVICES		$19,000	$15,000	$15,000
01 2410 111 002 000	Prin Sal Elem	$87,306	$90,515	$90,524
01 2410 151 002 000	Cash in lieu	$18,159	$19,049	$20,571
01 2410 110 002 000	Clerical Sal Elem	$29,340	$34,000	$34,000
01 2410 220 002 000	Fica-Clerical Elem			
01 2410 130 002 000	OT-Clerical Elem			
01 2410 221 002 000	Fica Elem Princ.	$8,923	$10,914	$11,176
01 2410 230 002 000	Retirement-Clerical Elem			
01 2410 231 002 000	Retirement Elem	$11,522	$12,212	$12,400
01 2410 210 002 000	Group Ins. Elem Clerical			
01 2410 211 002 000	Health Ins Elem	$19,000	$20,300	$21,000
01 2410 211 002 000	Life Ins Elem	$168	$173	$170
01 2410 280 002 000	HSA-Clerical			
01 2410 610 002 000	Supplies Elem	$1,000	$1,000	$1,000
01 2410 733 002 000	Equipment Elem	$50	$50	$50
02 2410 734 002 000	Computers	$0	$0	$0
01 2410 810 002 000	Dues And Fees Elem	$3,500	$3,500	$3,500
01 2410 580 002 000	Travel Elem	$3,096	$3,096	$3,096
01 2410 890 002 000	Other Misc Exp Elem	$2,057	$2,057	$2,057
01 2410 111 001 000	Princ Sal Secon	$90,675	$89,174	$90,404
01 2410 151 001 000	Cash in lieu	$0	$0	$0
01 2410 122 001 000	Student Aide	$1,810	$2,000	$2,000
01 2410 110 001 000	Clerical Sal Secon	$36,901	$38,700	$39,869
01 2410 220 001 000	Fica-Clerical Secon			
01 2410 130 002 000	OT-Clerical Secon			
01 2410 221 001 000	Fica Secon	$9,760	$9,783	$9,965
01 2410 230 001 000	Retirement-Clerical Second			
01 2410 231 001 000	Retirement Secon	$12,602	$12,632	$12,869
01 2410 210 001 000	Group Ins. Secon Clerical			

01 2410 211 001 000	Health Ins Secon	$25,400	$28,930	$9,700
01 2410 211 001 000	Life Ins Secon	$168	$159	$156
01 2410 280 001 000	HSA-Clerical Secon			
01 2410 610 001 000	Supplies Secon	$1,150	$1,150	$1,150
01 2410 733 001 000	Equipment Secon	$50	$50	$50
01 2410 810 001 000	Dues And Fees Secon	$2,000	$2,000	$2,000
01 2410 580 001 000	Travel Secon	$2,500	$2,500	$2,500
01 2410 890 001 000	Other Misc Exp Secon	$2,551	$2,551	$2,551
PRINCIPAL		$369,688	$386,495	$372,758
01 2510 382 002 000	Telehone Elem	$5,000	$6,000	$6,000
01 2510 382 001 000	Telephone Secon	$5,000	$6,000	$6,000
01 2510 280 000 000/01 2510 150 000	Cash in lieu	$9,850	$10,335	$11,170
01 2510 110 000 000	Clerical Salary	$70,000	$73,100	$84,500
01 2510 220 000 000	Fica	$6,108	$6,383	$7,300
01 2510 230 000 000	Retirement	$6,915	$7,221	$8,347
01 2510 210 000 000	Health Ins	$5,900	$6,160	$6,740
01 2510 210 000 000	Life Ins	$96	$90	$90
01 2510 520 000 000	Workman's Comp	$39,000	$50,000	$50,000
01 2510 430 000 000	Repair Maint Service	$5,500	$5,500	$5,500
01 2510 443 000 000	Rental And Leases	$1,000	$1,500	$1,500
01 2510 531 000 000	Postage	$5,000	$6,000	$6,000
01 2510 610 000 000	Supplies	$2,034	$2,034	$2,034
01 2510 735 000 000	Computer Software	$6,500	$6,500	$6,500
01 2510 733 000 000	Equipment	$1,141	$1,141	$1,141
01 2510 734 000 000	Computer Hardware	$2,000	$2,000	$2,000
01 2510 580 000 000	Travel	$547	$547	$547
01 2510 890 000 000	Other Misc Exp	$429	$429	$429
CLERICAL		$172,020	$190,940	$205,798
01 2610 123 002 000	Sub/Summer Sal Elem	$16,400	$16,400	$16,400
01 2610 110 002 000	Cust Sal Elem	$39,290	$40,425	$41,679
01 2610 130 002 000	OT Sal Elem			
01 2610 220 002 000	Fica Elem	$4,260	$4,348	$4,443
01 2610 223 002 000	Fica Subs			
01 2610 230 002 000	Retirement Elem	$5,501	$5,120	$5,244
01 2610 210 002 000	Health Ins Elem	$18,300	$19,110	$20,400
01 2610 210 002 000	Life Ins	$64	$76	$76
01 2610 621 002 000	Fuel Elem	$20,000	$20,000	$20,000
01 2610 622 002 000	Electricity Elem	$35,000	$35,000	$35,000
01 2610 410 002 000	Water Sewer Elem	$4,500	$4,500	$4,500
01 2610 610 002 000	Supplies Elem	$15,055	$15,055	$15,055
01 2610 123 001 000	Sub/Summer Sal Secon	$16,800	$16,800	$16,800
01 2610 110 001 000	Cust Sal Secon	$67,984	$74,888	$78,529
01 2610 130 001 000	OT Sal Secon			
01 2610 220 001 000	Fica Secon	$6,486	$7,014	$7,292
01 2610 223 001 000	Fica Subs			
01 2610 230 001 000	Retirement Secon	$8,375	$8,563	$8,923
01 2610 210 001 000	Health Ins Secon	$25,000	$22,500	$24,100

01 2610 210 001 000	Life Ins	$150	$83	$83
01 2610 621 001 000	Fuel Secon	$20,000	$20,000	$20,000
01 2610 622 001 000	Electricity Secon	$35,000	$35,000	$35,000
01 2610 410 001 000	Water Sewer Secon	$3,500	$3,500	$3,500
01 2610 610 001 000	Supplies Secon	$9,588	$10,000	$10,000
CUSTODIAL		$351,253	$358,382	$367,024
01 2620 420 002 000	Cleaning Services/Trash			
01 2620 610 002 000	Cont/ser Repair Elem	$10,694	$10,694	$10,694
01 2620 430 002 000	Other Purch Ser Elem	$20,000	$20,000	$20,000
01 2620 520 002 000	Property Ins Elem	$14,553	$20,000	$20,000
01 2620 915 002 000	Depreciation Fund Transfer	$15,673	$15,000	$15,000
01 2620 720 002 000	Building Improvement	$9,500	$9,500	$9,500
01 2620 733 002 000	Equipment Elem	$2,000	$2,000	$2,000
01 2620 890 002 000	Other Exp Elem	$1,950	$1,950	$1,950
01 2620 420 001 000	Cleaning Services/Trash			
01 2620 610 001 000	Con/ser Repair Secon	$15,000	$15,000	$15,000
01 2620 430 001 000	Other Pur Ser Secon	$45,000	$45,000	$45,000
01 2620 520 001 000	Property Ins Secon	$15,000	$20,000	$20,000
01 2620 915 001 000	Depreciation Fund Transfer	$15,673	$15,000	$15,000
01 2620 720 001 000	Building Improvement	$15,000	$15,000	$15,000
01 2620 733 001 000	Equipment Secon	$2,000	$2,000	$2,000
01 2620 890 001 000	Other Exp Secon	$288	$288	$288
01 2620 110 000 000	Maintenance Sal	$37,448	$52,942	$43,000
01 2620 220 000 000	Fica	$2,864	$4,050	$3,289
01 2620 230 000 000	Retirement	$3,699	$5,230	$4,248
01 2620 210 000 000	Health Ins	$11,000	$3,900	$4,200
01 2620 210 000 000	Life Ins	$129	$22	$40
MAINTENANCE		$237,471	$257,576	$246,209
01 2710 110 000 000	Transp Salaries	$93,528	$106,000	$123,000
01 2710 123 000 000	Sub Transp Sal			
01 2710 220 000 000	Fica	$7,155	$8,109	$9,410
01 2710 223 000 000	Fica Sub			
01 2710 230 000 000	Retirement	$9,238	$10,470	$3,590
01 2710 210 000 000	Health Ins	$2,308	$2,308	$2,873
01 2710 210 000 000	Life Ins	$0	$36	$44
01 2710 330 000 000	Testing	$325	$325	$500
01 2710 340 000 000	Purch Ser(physicals)	$2,000	$4,000	$4,000
01 2710 334 000 000	Option Stu Mileage	$500	$500	$500
01 2710 442 000 000	Lease Vehicles	$44,600	$0	$0
01 2710 626 000 000	Gas And Oil	$44,400	$40,000	$40,000
01 2710 610 000 000	Tires And Parts	$25,000	$25,000	$25,000
01 2710 430 000 000	Purchased Repair	$20,000	$20,000	$25,000
01 2710 733 000 000	Equipment	$1,000	$1,000	$1,000
01 2710 520 000 000	Insurance	$14,500	$15,000	$15,000
01 2710 890 000 000	Other Exp	$2,259	$2,000	$2,000
TRANSPORTATION		$266,813	$234,748	$251,917

01 2712 519 000 000	Sped Early Childhood Transport	$0	$0	$0
01 2712 111 002 000	SPED Transp Salary	$0	$0	$0
01 2712 110 002 000	SPED TRANSP	$0	$0	$10,000
01 2712 220 002 000	SPED Transp FICA	$0	$0	$765
01 2712 230 002 000	SPED Transp Retire	$0	$0	$988
01 2712 210 002 000	SPED Trans Health Insurance	$0	$0	$0
01 2712 210 002 000	SPED Trans Life Insurance	$0	$0	$2,873
01 2712 519 002 000	Contracted Elem	$2,000	$2,000	$24
01 2712 332 002 000	Mileage/parents Elem	$3,000	$3,000	$3,000
01 2712 519 001 000	Contracted Transpor	$2,000	$5,000	$7,500
01 2712 332 001 000	Mileage/parent Secon	$4,500	$4,500	$4,500
01 2712 626 001 000	Gas & Oil	$500	$500	$500
01 2712 430 000 000	REPAIRS AND MAINTENANCE	$0	$0	$0
01 2712 520 000 000	Insurance	$1,300	$1,300	$1,300
SPED TRANSP		$13,300	$16,300	$31,450
01 3535 111 000 000	High Ability Instr	$3,000	$3,000	$3,000
01 3535 221 000 000	High Ability Fica	$230	$230	$230
01 3535 231 000 000	High Ability Retirement	$297	$297	$297
01 3535 211 000 000	High Ability Health	$0	$500	$1,000
01 3535 211 000 000	Life Ins	$0	$8	$8
01 3535 610 000 000	High Abilt Learn Supplies	$2,820	$2,820	$2,820
01 3535 735 000 000	HIGH ABIL SOFTWARE	$520	$520	$520
01 3535 733 000 000	High Abilt Learn Equip	$4,644	$4,644	$4,644
01 3535 810 000 000	High Abilt Learn Registration	$3,383	$3,383	$4,000
01 3535 580 000 000	High Abilt Learn Mileage	$320	$320	$320
HIGH ABILITY		$15,214	$15,722	$16,839
01 3300 120 000 000	Youth Center Wages	$7,380	$10,000	$12,000
01 3300 220 000 000	Fica	$565	$1,000	$1,000
01 3300 230 000 000	Retirement	$729	$729	$1,000
01 3330 210 000 000	LIFE	$0	$0	$0
YOUTH CENTER		$8,674	$11,729	$14,000
01 3516 734 000 000	DIST LEARN EQUIP	$12,600	$1,000	$1,000
DIST LEARN EQUIP		$12,600	$1,000	$1,000
01 3570 610 000 000	Instructional Materials	$0	$0	$0
01 3570 610 000 000	Supplies	$0	$0	$0
01 3570 733 000 000	Equipment	$0	$0	$0
01 3570 810 000 000	Dues And Fees	$0	$0	$0
01 3570 580 000 000	Travel	$0	$0	$0
TEACHER EVALUATION GRANT-FLOW THROUGH		$0	$0	$0
01 3573 610 000 000	Instructional Materials	$0	$0	$0
01 3573 610 000 000	Supplies	$0	$0	$0

01 3573 733 000 000	Equipment	$0	$0	$0
01 3573 810 000 000	Dues And Fees	$0	$0	$0
01 3573 580 000 000	Travel	$0	$0	$0
reVISION GRANT-FLOW THROUGH		$0	$0	$0
01 6200 111 000 000	Title 1 Elem	$37,981	$37,044	$43,626
01 6200 221 000 000	Fica	$2,905	$880	$3,124
01 6200 231 000 000	Retirement	$3,752	$2,706	$4,310
01 6200 211 000 000	Health Ins	$7,310	$1,000	$12,600
01 6200 211 000 000	Life Ins	$52	$0	$63
01 6200 610 000 000	Supplies/materials	$120	$120	$120
01 6200 580 000 000	Travel	$12	$250	$250
TITLE 1		$52,132	$42,000	$64,093
01 6210 610 000 000		$10,172	$5,454	$8,151
TITLE 1 Accountability		$10,172	$5,454	$8,151
01 6310 111 000 000	Title IIA Class Size Reduction	$14,157	$17,550	$18,299
01 6310 221 000 000	TITLE IIA Fica	$1,083	$343	$1,343
01 6310 231 000 000	TITLE IIA Retirement	$1,399	$1,734	$1,808
01 6310 211 000 000	TITLE IIA Health	$4,256	$1,286	$5,810
01 6310 211 000 000	TITLE IIA Life Ins	$22	$87	$29
TITLE IIA		$20,917	$21,000	$27,289
01 6315 810 000 000	Title II	$2,000	$2,000	$2,000
TITLE II		$2,000	$2,000	$2,000
01 6330 111 000 000	REAP Salary	$18,525	$19,492	$15,253
01 6330 221 000 000	REAP Fica	$1,417	$1,417	$1,113
01 6330 231 000 000	REAP Retirement	$1,830	$1,830	$1,506
01 6330 211 000 000	REAP Health	$0	$0	$4,843
01 6330 211 000 000	REAP Life	$0	$0	$24
REAP		$21,772	$22,739	$22,739
01 6403 591 000	IDEA Vocational/Vision	$7,469	$7,469	$7,469
IDEA		$7,469	$7,469	$7,469
01 6404 591 000	SPED IDEA PRE-K	$7,514	$7,514	$7,514
01 6404 111 000 000	SPED IDEA instr	$22,000	$25,031	$22,566
01 6404 112 000 000	SPED IDEA PARA	$13,400	$18,224	$11,895
01 6404 221 000 000	SPED IDEA FICA	$2,708	$3,240	$1,938
01 6404 222 000 000	FICA PARA			
01 6404 231 000 000	SPED IDEA RETIRE	$3,497	$4,273	$3,404
01 6404 232 000 000	RETIREMENT PARA			
01 6404 211 000 000	SPED IDEA HEALTH	$5,000	$9,506	$7,467
01 6404 212 000 000	GROUP INS PARA			
01 6404 211 000 000	SPED IDEA LIFE	$0	$100	$86
SPED IDEA		$54,119	$67,888	$54,870

01 6406 111 000 000	BASE 3-5 SPED INSTR	$2,067	$2,148	$2,329
01 6406 221 000 000	BASE 3-5 SPED FICA	$158	$160	$84
01 6406 231 000 000	BASE 3-5 SPED RETIR	$205	$212	$124
01 6406 211 000 000	BASE 3-5 SPED HEALTH	$0	$415	$0
01 6406 211 000 000	BASE 3-5 SPED LIFE	$0	$5	$5
01 6406 610 000 000	SUPPLIES	$0	$0	$0
BASE 3-4 SPED		$2,430	$2,940	$2,542
01 6408 111 002 000	IDEA Instr	$45,000	$30,092	$0
01 6408 112 002 000	IDEA Pov Early Child Para	$10,000	$11,081	$0
01 6408 221 002 000	IDEA Fica	$4,207	$3,000	$0
01 6408 222 002 000	IDEA FICA PARA			
01 6408 231 002 000	IDEA Retire	$5,433	$4,070	$0
01 6408 232 002 000				
01 6408 211 002 000	IDEA Health	$5,000	$11,742	$0
01 6408 211 002 000	IDEA Life	$0	$72	$0
01 6408 212 002 000	GROUP INS PARA			
01 6408 591 002 602	IDEA Speech Teacher Preschool	$5,617	$5,617	$22,000
01 6408 591 002 603	IDEA Sped Supervision Preschool	$0	$0	$5,000
01 6408 591 002 607	IDEA D/E Audiology Preschool	$6,000	$6,000	$250
01 6408 591 002 604	IDEA Deaf Education Services Presc	$0	$0	$0
01 6408 591 002 606	IDEA D/E Psychological Services Pr	$0	$0	$5,500
01 6408 591 002 601	IDEA OT Therapy Preschool	$0	$0	$4,000
01 6408 591 002 600	IDEA PT Therapy Preschool	$0	$0	$2,000
01 6408 591 002 605	IDEA Vision Services Preschool	$0	$0	$0
IDEA E-P		$81,257	$71,674	$38,750
01 6700 111 000 000	Vocational Wages	$2,400	$2,400	$2,400
01 6700 221 000 000	Vocational FICA	$183	$183	$183
01 6700 231 000 000	Vocational Retire	$238	$238	$238
01 6700 211 000 000	Vocational Health	$300	$300	$300
01 6700 211 000 000	Vocational Life	$2	$2	$2
VOCATIONAL		$3,123	$3,123	$3,123
01 5000 734 002 000	Computer Equip Elem	$8,800	$8,800	$0
01 5000 734 001 000	Computer Equip Secon	$34,400	$34,400	$0
DEBT SERVICES		$43,200	$43,200	$0
01 8000 913 001 000	Activity Fund Transfer	$15,000	$15,000	$15,000
01 8000 910 001 000	Special Building Transfer	$0	$0	$0
01 8000 914 000 000	Bond Fund Transfer	$0	$0	$0
01 8000 915 000 000	Depreciation Fund Transfer	$25,000	$164,816	$213,769
01 8000 912 000 000	Lunch Fund Transfer	$15,000	$25,266	$8,072
TRANSFERS (OUTGOING)		$55,000	$205,082	$236,841

	Account Description	**2015-16 Budget**	**2016-17 Budget**	**2017-18 Budget**
1100	All Instruction Except SPED Program	$2,884,363	$2,995,590	$3,061,538

1200	Special Education Instructional Prog	$1,194,763	$1,337,224	$1,550,844
2100/2150	Support Services - Pupils	$161,549	$168,705	$171,220
2200	Support Services - Staff	$236,128	$241,665	$226,076
2310	Board of Education	$48,725	$48,250	$49,750
2320	Executive Administration Services	$201,902	$202,521	$208,420
2330	District Legal Services	$19,000	$15,000	$15,000
2400	Office of the Principal	$369,688	$386,495	$372,758
2510	General Administration - Business S	$172,020	$190,940	$205,798
2520	Vehicle Acquisition & Maintenance	$0	$0	$0
2600	Maintenance & Operation of Building	$588,724	$615,958	$613,233
2750	Regular Pupil Transportation	$266,813	$234,748	$251,917
2760	School Age Special Education Pupil	$13,300	$16,300	$31,450
3000	Community Services	$0	$11,729	$14,000
3500	State Categorical Programs	$36,488	$16,722	$17,839
4000	Federal Programs	$255,391	$246,287	$231,026
5000	Debt Services	$43,200	$43,200	$0
6000	Summer School	$0	$0	$0
7000	Adult Education	$0	$0	$0
8000	Transfers to _____	$55,000	$205,082	$236,841
	Interfund Loan/Repayment to _____	$0	$0	$0
	TOTAL GF EXPENDITURES	$6,547,054	$6,976,416	$7,257,710
	SPED EXPENDITURES	$1,208,063	$1,353,524	$1,582,294
	TOTAL NON-SPED EXPENDITURE	$5,338,991	$5,622,892	$5,675,416
	NECESSARY CASH RESERVE	$960,000	$1,000,000	$1,200,000
	TOTAL DISBURSE, TRANSFERS, (	$7,507,054	$7,976,416	$8,457,710

2018-19 Budget	2019-20 Budget	2020-21 Budget	% +/-	$ +/-
$906,948	$953,700	$928,500	-2.6%	-$25,200
$20,065	$22,200	$9,740	-56.1%	-$12,460
$15,000	$25,000	$25,000	0.0%	$0
$72,064	$76,568	$73,687	-3.8%	-$2,881
$89,587	$94,205	$91,716	-2.6%	-$2,489
$231,390	$257,200	$329,300	28.0%	$72,100
$1,594	$1,595	$1,611	1.0%	$16
$1,000	$1,000	$1,000	0.0%	$0
$1,500	$1,500	$1,500	0.0%	$0
$8,500	$8,500	$8,500	0.0%	$0
$15,000	$15,000	$15,000	0.0%	$0
$20,000	$30,000	$30,000	0.0%	$0
$20,000	$20,000	$20,000	0.0%	$0
$5,000	$5,000	$5,000	0.0%	$0
$2,500	$2,500	$2,500	0.0%	$0
$2,500	$2,500	$2,500	0.0%	$0
$500	$500	$500	0.0%	$0
$1,500	$1,500	$1,500	0.0%	$0
$2,500	$2,500	$2,500	0.0%	$0
$918,500	$971,000	$995,000	2.5%	$24,000
$17,200	$17,200	$16,250	-5.5%	-$950
$35,000	$28,000	$28,000	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$74,336	$77,815	$79,579	2.3%	$1,764
$90,827	$96,013	$98,383	2.5%	$2,370
$266,000	$285,800	$308,000	7.8%	$22,200
$1,630	$1,650	$1,656	0.4%	$6
$1,000	$1,000	$1,000	0.0%	$0
$5,000	$5,000	$5,000	0.0%	$0
$9,000	$9,000	$9,000	0.0%	$0
$7,500	$7,500	$7,500	0.0%	$0
$15,000	$15,000	$15,000	0.0%	$0
$15,000	$30,000	$30,000	0.0%	$0
$30,000	$30,000	$30,000	0.0%	$0
$5,000	$5,000	$5,000	0.0%	$0
$5,000	$5,000	$5,000	0.0%	$0
$60,000	$60,000	$60,000	0.0%	$0
$5,500	$5,500	$5,500	0.0%	$0
$2,000	$2,000	$2,000	0.0%	$0
$2,500	$2,500	$2,500	0.0%	$0
$10,000	$10,000	$10,000	0.0%	$0
$2,500	$2,500	$2,500	0.0%	$0
$2,996,641	$3,189,446	$3,267,922	2.5%	$78,476
$300	$300	$300	0.0%	$0
$200	$200	$200	0.0%	$0
$600	$600	$600	0.0%	$0
$1,100	$1,100	$1,100	0.0%	$0

$400	$400	$400	0.0%	$0
$100	$100	$100	0.0%	$0
$1,700	$1,700	$1,700	0.0%	$0
$2,200	$2,200	$2,200	0.0%	$0
$400	$400	$400	0.0%	$0
$150	$150	$150	0.0%	$0
$1,600	$1,600	$1,600	0.0%	$0
$2,150	$2,150	$2,150	0.0%	$0
$400	$400	$400	0.0%	$0
$150	$150	$150	0.0%	$0
$1,400	$1,400	$1,400	0.0%	$0
$1,950	$1,950	$1,950	0.0%	$0
$400	$400	$400	0.0%	$0
$150	$150	$150	0.0%	$0
$500	$500	$500	0.0%	$0
$1,050	$1,050	$1,050	0.0%	$0
$400	$400	$400	0.0%	$0
$150	$150	$150	0.0%	$0
$400	$400	$400	0.0%	$0
$950	$950	$950	0.0%	$0
$400	$400	$400	0.0%	$0
$150	$150	$150	0.0%	$0
$150	$150	$150	0.0%	$0
$700	$700	$700	0.0%	$0
$500	$500	$500	0.0%	$0
$500	$500	$500	0.0%	$0
$727	$727	$727	0.0%	$0
$500	$500	$500	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$500	$500	$500	0.0%	$0
$0	$0	$0	#DIV/0!	$0
$831	$831	$831	0.0%	$0
$3,558	$3,558	$3,558	0.0%	$0
$200	$200	$200	0.0%	$0
$300	$300	$300	0.0%	$0
$500	$500	$500	0.0%	$0
$500	$500	$500	0.0%	$0
$600	$600	$600	0.0%	$0
$200	$200	$200	0.0%	$0

$900	$900	$900	0.0%	$0
$2,200	$2,200	$2,200	0.0%	$0
$200	$200	$200	0.0%	$0
$200	$200	$200	0.0%	$0
$750	$750	$750	0.0%	$0
$5,000	$5,000	$5,000	0.0%	$0
$350	$350	$350	0.0%	$0
$250	$250	$250	0.0%	$0
$3,000	$3,000	$3,000	0.0%	$0
$9,350	$9,350	$9,350	0.0%	$0
$150	$150	$150	0.0%	$0
$320	$320	$320	0.0%	$0
$470	$470	$470	0.0%	$0
$2,000	$2,000	$2,000	0.0%	$0
$5,000	$5,000	$5,000	0.0%	$0
$2,000	$2,000	$2,000	0.0%	$0
$5,000	$5,000	$5,000	0.0%	$0
$14,000	$14,000	$14,000	0.0%	$0
$600	$600	$600	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$4,000	$4,000	$4,000	0.0%	$0
$65	$65	$65	0.0%	$0
$500	$500	$500	0.0%	$0
$125	$125	$125	0.0%	$0
$50	$50	$50	0.0%	$0
$900	$900	$900	0.0%	$0
$700	$700	$700	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$8,940	$8,940	$8,940	0.0%	$0
$200	$200	$200	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$100	$100	$100	0.0%	$0
$100	$100	$100	0.0%	$0
$1,300	$1,300	$1,300	0.0%	$0
$200	$200	$200	0.0%	$0
$100	$100	$100	0.0%	$0
$5,000	$5,000	$5,000	0.0%	$0
$1,800	$1,800	$1,800	0.0%	$0
$1,800	$1,800	$1,800	0.0%	$0

$500	$500	$500	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$500	$500	$500	0.0%	$0
$2,000	$2,000	$2,000	0.0%	$0
$500	$500	$500	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$3,000	$3,000	$3,000	0.0%	$0
$500	$500	$500	0.0%	$0
$10,000	$10,000	$10,000	0.0%	$0
$500	$500	$500	0.0%	$0
$6,500	$6,500	$6,500	0.0%	$0
$800	$800	$800	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$8,800	$8,800	$8,800	0.0%	$0
$500	$500	$500	0.0%	$0
$500	$500	$500	0.0%	$0
$300	$300	$300	0.0%	$0
$2,000	$2,000	$2,000	0.0%	$0
$300	$300	$300	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$80	$80	$80	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$200	$200	$200	0.0%	$0
$50	$50	$50	0.0%	$0
$4,930	$4,930	$4,930	0.0%	$0
$200	$200	$200	0.0%	$0
$150	$150	$150	0.0%	$0
$50	$50	$50	0.0%	$0
$400	$400	$400	0.0%	$0
$300	$300	$300	0.0%	$0
$300	$300	$300	0.0%	$0
$600	$600	$600	0.0%	$0
$0	$105,948	$111,246	5.0%	$5,298
$0	$8,105	$8,510	5.0%	$405
$0	$10,466	$10,989	5.0%	$523
$0	$21,970	$27,961	27.3%	$5,991
$0	$147	$160	8.8%	$13
$0	$146,636	$158,866	8.3%	$12,230
$36,990	$39,300	$43,366	10.3%	$4,066
$1,500	$1,500	$1,500	0.0%	$0

$40,100	$38,000	$38,000	0.0%	$0	
$6,012	$6,028	$6,339	5.2%	$311	
$7,615	$7,636	$8,038	5.3%	$402	
$32,200	$34,000	$37,000	8.8%	$3,000	
$192	$192	$192	0.0%	$0	
$500	$500	$500	0.0%	$0	
$500	$500	$500	0.0%	$0	
$125,609	$127,656	$135,435	6.1%	$7,779	
					ESU CODE
$33,888	$33,888	$33,888	0.0%	$0	***0001***
$33,888	$33,888	$33,888	0.0%	$0	
$46,700	$46,700	$46,700	0.0%	$0	***1002***
$5,343	$5,343	$5,343	0.0%	$0	***4007***
$52,043	$52,043	$52,043	0.0%	$0	
$12,070	$12,070	$12,070	0.0%	$0	***4005***
$25,387	$25,387	$25,387	0.0%	$0	***4006***
$862	$862	$862	0.0%	$0	***2014***
$3,568	$3,568	$3,568	0.0%	$0	***2008***
$41,887	$41,887	$41,887	0.0%	$0	
$1,614	$1,614	$1,614	0.0%	$0	***1003***
$1,614	$1,614	$1,614	0.0%	$0	
$163,618	$163,618	$163,618	0.0%	$0	***4001***
$0	$0	$0	#DIV/0!	$0	***4001***
$163,618	$163,618	$163,618	0.0%	$0	
$0	$0	$0	#DIV/0!	$0	
$0	$0	$0	#DIV/0!	$0	
$0	$0	$0	#DIV/0!	$0	
$10,638	$11,120	$12,500	12.4%	$1,380	
$813	$850	$956	12.5%	$106	
$1,051	$1,099	$1,235	12.4%	$136	
$1,681	$1,765	$1,885	6.8%	$120	
$22	$22	$22	0.0%	$0	
$10,638	$11,120	$12,500	12.4%	$1,380	
$813	$850	$956	12.5%	$106	
$1,051	$1,099	$1,235	12.4%	$136	
$1,681	$1,765	$1,885	6.8%	$120	
$22	$22	$22	0.0%	$0	
$28,410	$29,712	$33,196	11.7%	$3,484	
$145,849	$172,500	$171,080	-0.8%	-$1,420	
$8,273	$8,529	$8,575	0.5%	$46	
$2,400	$6,200	$8,000	29.0%	$1,800	
$193,500	$173,764	$187,500	7.9%	$13,736	

$26,777	$27,615	$28,700	3.9%	$1,085
$33,521	$34,204	$35,420	3.6%	$1,216
$58,000	$76,348	$82,600	8.2%	$6,252
$672	$703	$697	-0.9%	-$6
$250	$250	$250	0.0%	$0
$3,500	$3,500	$3,500	0.0%	$0
$100	$100	$100	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$150	$150	$150	0.0%	$0
$500	$500	$500	0.0%	$0
$100	$100	$100	0.0%	$0
$200	$200	$200	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$2,000	$2,000	$2,000	0.0%	$0
$2,000	$2,000	$2,000	0.0%	$0
$250	$250	$250	0.0%	$0
$150	$150	$150	0.0%	$0
$150	$150	$150	0.0%	$0
$480,342	$511,213	$533,922	4.4%	$22,709
$216,129	$201,000	$204,600	1.8%	$3,600
$634	$507	$0	-100.0%	-$507
$9,300	$8,000	$8,000	0.0%	$0
$93,000	$141,453	$155,500	9.9%	$14,047
$24,409	$26,848	$28,159	4.9%	$1,311
$30,536	$33,827	$35,570	5.2%	$1,743
$92,700	$101,534	$111,800	10.1%	$10,266
$540	$655	$649	-0.9%	-$6
$8,000	$8,000	$8,000	0.0%	$0
$750	$750	$750	0.0%	$0
$1,500	$1,500	$1,500	0.0%	$0
$100	$100	$100	0.0%	$0
$500	$500	$500	0.0%	$0
$100	$100	$100	0.0%	$0
$610	$610	$610	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$250	$250	$250	0.0%	$0
$482,058	$528,634	$559,088	5.8%	$30,454
$39,536	$39,536	$39,536	0.0%	$0
$35,000	$35,000	$35,000	0.0%	$0
$150,000	$150,000	$150,000	0.0%	$0
$224,536	$224,536	$224,536	0.0%	$0
$9,090	$9,090	$9,090	0.0%	$0
$6,695	$6,695	$6,695	0.0%	$0
$862	$862	$862	0.0%	$0

ESU CODE

4001

0001

2014

$5,838	$5,838	$5,838	0.0%	$0	***1002***
$202	$202	$202	0.0%	$0	***1003***
$4,821	$4,821	$4,821	0.0%	$0	***4006***
$3,794	$3,794	$3,794	0.0%	$0	***4005***
$3,000	$3,000	$3,000	0.0%	$0	
$200	$200	$200	0.0%	$0	
$1,700	$1,700	$1,700	0.0%	$0	
$36,202	$36,202	$36,202	0.0%	$0	
					ESU CODE
$9,090	$9,090	$9,090	0.0%	$0	***4001***
$202	$202	$202	0.0%	$0	***1003***
$5,000	$5,000	$5,000	0.0%	$0	***0001***
$862	$862	$862	0.0%	$0	***2014***
$5,838	$5,838	$5,838	0.0%	$0	***1002***
$1,929	$1,929	$1,929	0.0%	$0	***4006***
$1,380	$1,380	$1,380	0.0%	$0	***4005***
$24,301	$24,301	$24,301	0.0%	$0	
$13,704	$14,040	$14,352	2.2%	$312	
$1,048	$1,074	$1,098	2.2%	$24	
$1,354	$1,387	$1,418	2.2%	$31	
$2,770	$2,915	$3,114	6.8%	$199	
$20	$20	$20	0.0%	$0	
$1,000	$1,000	$1,000	0.0%	$0	
$1,000	$1,000	$1,000	0.0%	$0	
$150	$150	$150	0.0%	$0	
$60	$60	$60	0.0%	$0	
$54,815	$56,158	$57,406	2.2%	$1,248	
$5,600	$5,700	$0	-100.0%	-$5,700	
$4,621	$4,732	$4,391	-7.2%	-$341	
$5,968	$6,111	$5,671	-7.2%	-$440	
$12,200	$12,840	$12,600	-1.9%	-$240	
$85	$86	$80	-7.0%	-$6	
$1,000	$1,000	$1,000	0.0%	$0	
$1,000	$1,000	$1,000	0.0%	$0	
$2,500	$2,500	$2,500	0.0%	$0	
$100	$100	$100	0.0%	$0	
$500	$500	$500	0.0%	$0	
$109,495	$112,373	$107,460	-4.4%	-$4,913	
$50	$50	$50	0.0%	$0	
$200	$200	$200	0.0%	$0	
$50	$50	$50	0.0%	$0	
$100	$100	$100	0.0%	$0	
$27,077	$28,300	$30,500	7.8%	$2,200	
$2,071	$2,164	$2,333	7.8%	$169	
$2,675	$2,795	$3,013	7.8%	$218	
$4,278	$4,493	$4,796	6.7%	$303	
$54	$54	$54	0.0%	$0	

$2,500	$2,500	$2,500	0.0%	$0
$300	$300	$300	0.0%	$0
$150	$150	$150	0.0%	$0
$200	$200	$200	0.0%	$0
$39,705	$41,356	$44,246	7.0%	$2,890
$1,000	$1,086	$1,139	4.9%	$53
$77	$85	$90	5.9%	$5
$50	$50	$113	126.0%	$63
$90	$90	$90	0.0%	$0
$11,500	$12,023	$12,607	4.9%	$584
$1,000	$1,000	$1,100	10.0%	$100
$750	$750	$1,245	66.0%	$495
$1,000	$1,000	$1,000	0.0%	$0
$0	$0	$0	#DIV/0!	$0
$15,467	$16,084	$17,384	8.1%	$1,300
$2,000	$2,000	$2,000	0.0%	$0
$2,500	$2,500	$2,500	0.0%	$0
$200	$200	$200	0.0%	$0
$200	$200	$200	0.0%	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$2,000	$2,000	$2,000	0.0%	$0
$500	$500	$500	0.0%	$0
$500	$500	$500	0.0%	$0
$1,500	$1,500	$1,500	0.0%	$0
$3,500	$3,500	$3,500	0.0%	$0
$268	$268	$268	0.0%	$0
$2,500	$2,500	$2,500	0.0%	$0
$1,500	$1,500	$1,500	0.0%	$0
$7,000	$7,000	$7,000	0.0%	$0
$500	$500	$500	0.0%	$0
$24,668	$24,668	$24,668	0.0%	$0
$375	$375	$375	0.0%	$0
$1,425	$1,425	$1,425	0.0%	$0
$150	$150	$150	0.0%	$0
$375	$375	$375	0.0%	$0
$1,425	$1,425	$1,425	0.0%	$0
$150	$150	$150	0.0%	$0
$5,100	$5,100	$5,100	0.0%	$0
$650	$650	$650	0.0%	$0
$650	$650	$650	0.0%	$0
$10,300	$10,300	$10,300	0.0%	$0
$60,000	$62,500	$65,000	4.0%	$2,500
$3,000	$3,000	$3,000	0.0%	$0
$4,819	$5,010	$5,202	3.8%	$192

$6,223	$6,470	$6,717	3.8%	$247
$20,915	$21,988	$23,504	6.9%	$1,516
$96	$96	$96	0.0%	$0
$2,500	$2,500	$2,500	0.0%	$0
$500	$500	$500	0.0%	$0
$500	$500	$500	0.0%	$0
$98,553	$102,564	$107,019	4.3%	$4,455
$24,489	$24,563	$25,805	5.1%	$1,242
$1,873	$1,879	$1,974	5.1%	$95
$2,419	$2,426	$2,549	5.1%	$123
$10,458	$10,994	$11,752	6.9%	$758
$48	$48	$48	0.0%	$0
$50	$50	$50	0.0%	$0
$350	$350	$350	0.0%	$0
$568	$568	$568	0.0%	$0
$1,500	$1,500	$1,500	0.0%	$0
$750	$750	$750	0.0%	$0
$250	$250	$250	0.0%	$0
$2,500	$2,500	$2,500	0.0%	$0
$600	$600	$600	0.0%	$0
$100	$100	$100	0.0%	$0
$24,489	$24,563	$25,805	5.1%	$1,242
$1,873	$1,879	$1,974	5.1%	$95
$2,419	$2,426	$2,549	5.1%	$123
$10,458	$10,994	$11,752	6.9%	$758
$48	$48	$48	0.0%	$0
$700	$700	$700	0.0%	$0
$150	$150	$150	0.0%	$0
$500	$500	$500	0.0%	$0
$3,500	$3,500	$3,500	0.0%	$0
$1,200	$1,200	$1,200	0.0%	$0
$250	$250	$250	0.0%	$0
$3,800	$3,800	$3,800	0.0%	$0
$600	$600	$600	0.0%	$0
$40	$40	$40	0.0%	$0
$500	$500	$500	0.0%	$0
$96,482	$97,728	$102,164	4.5%	$4,436
$750	$750	$750	0.0%	$0
$6,500	$6,500	$6,500	0.0%	$0
$7,500	$7,500	$7,500	0.0%	$0
$3,500	$3,500	$3,500	0.0%	$0
$2,000	$2,000	$2,000	0.0%	$0
$12,500	$12,500	$12,500	0.0%	$0
$15,000	$15,000	$15,000	0.0%	$0
$500	$500	$500	0.0%	$0
$2,000	$2,000	$2,000	0.0%	$0
$2,000	$2,000	$2,000	0.0%	$0

$52,250	$52,250	$52,250	0.0%	$0
$131,170	$134,896	$136,000		
$17,974	$18,783	$21,000		
$11,410	$11,756	$12,010		
$14,683	$15,114	$15,432		
$28,120	$29,520	$31,500		
$137	$137	$137		
$500	$500	$500		
$2,500	$2,500	$2,500		
$2,500	$2,500	$2,500		
$4,000	$4,000	$4,000		
$1,500	$1,500	$1,500		
$214,494	$221,206	$227,079		
$15,000	$20,000	$20,000	0.0%	$0
$15,000	$20,000	$20,000	0.0%	$0
$94,000	$96,000	$96,400		
$20,571	$21,641	$23,149		
$33,000	$34,000	$42,000		
$11,365	$11,601	$12,358		
$12,644	$12,842	$13,671		
$21,000	$23,000	$24,000		
$170	$170	$170		
$1,000	$1,000	$1,000		
$50	$50	$50		
$0	$0	$0		
$500	$500	$500		
$500	$500	$500		
$500	$500	$500		
$99,600	$105,600	$107,230		
$0	$0	$0		
$2,000	$2,000	$2,000		
$42,360	$44,250	$51,730		
$10,784	$11,463	$12,160		
$13,924	$14,802	$15,702		

$14,800	$15,700	$16,760
$156	$156	$156
$1,150	$1,150	$1,150
$50	$50	$50
$500	$500	$500
$500	$500	$500
$500	$500	$500
$381,624	$398,475	$422,736
$6,000	$6,000	$6,000
$6,000	$6,000	$6,000
$9,549	$8,022	$8,570
$86,739	$90,643	$71,300
$7,366	$7,547	$6,110
$8,568	$8,954	$7,043
$6,740	$7,600	$2,665
$90	$96	$70
$40,000	$30,000	$30,000
$1,000	$1,000	$1,000
$1,500	$1,500	$1,500
$6,000	$6,000	$6,000
$2,034	$2,034	$2,034
$6,500	$6,500	$6,500
$1,141	$1,141	$1,141
$1,000	$1,000	$1,000
$547	$547	$547
$429	$429	$429
$191,203	$185,013	$157,909
$14,400	$14,400	$14,400
$42,742	$42,750	$47,700
$4,524	$4,371	$4,750
$5,349	$5,646	$6,135
$25,700	$26,650	$28,450
$77	$80	$80
$20,000	$20,000	$20,000
$35,000	$35,000	$35,000
$4,500	$4,500	$4,500
$15,055	$15,055	$15,055
$14,800	$14,800	$14,800
$84,532	$89,000	$93,300
$7,445	$7,940	$8,269
$9,121	$10,254	$10,678
$24,100	$28,000	$25,100

$85	$105	$105
$20,000	$20,000	$20,000
$35,000	$35,000	$35,000
$3,500	$3,500	$3,500
$10,000	$10,000	$10,000
$375,930	$387,051	$396,822
$10,694	$10,694	$10,694
$20,000	$20,000	$20,000
$20,000	$20,000	$20,000
$0	$0	$0
$5,000	$5,000	$5,000
$2,000	$2,000	$2,000
$1,950	$1,950	$1,950
$15,000	$15,000	$15,000
$35,000	$35,000	$35,000
$20,000	$20,000	$20,000
$0	$0	$0
$5,000	$5,000	$5,000
$2,000	$2,000	$2,000
$288	$288	$288
$44,000	$47,042	$48,800
$3,366	$3,598	$3,733
$4,347	$4,647	$4,821
$4,200	$4,420	$3,540
$40	$40	$40
$192,885	$196,679	$197,866
$117,200	$130,000	$135,000
$8,966	$9,945	$10,328
$3,683	$4,290	$5,651
$2,873	$3,047	$3,328
$44	$65	$65
$500	$500	$500
$4,000	$4,000	$4,000
$500	$500	$500
$0	$0	$0
$40,000	$40,000	$40,000
$25,000	$25,000	$25,000
$25,000	$25,000	$25,000
$1,000	$1,000	$1,000
$15,000	$0	$0
$2,000	$2,000	$2,000
$245,766	$245,347	$252,372

$0	$0	$0		
$0	$0	$0		
$12,500	$24,000	$13,520		
$956	$1,683	$1,034		
$1,235	$2,174	$1,336		
$2,873	$3,047	$3,328		
$24	$24	$24		
$2,000	$2,000	$2,000		
$3,000	$3,000	$3,000		
$7,500	$7,500	$7,500		
$4,500	$4,500	$4,500		
$500	$500	$500		
$0	$0	$0		
$1,300	$1,300	$1,300		
$36,388	$49,728	$38,042		
$3,000	$3,000	$3,000		
$230	$230	$230		
$297	$297	$297		
$1,000	$1,000	$1,200		
$8	$8	$8		
$2,820	$2,820	$2,820		
$520	$520	$520		
$4,644	$4,644	$4,644		
$4,000	$4,000	$4,000		
$320	$320	$320		
$16,839	$16,839	$17,039		
$15,000	$15,670	$16,500	5.3%	$830
$1,148	$1,199	$1,262	5.3%	$63
$741	$741	$900	21.5%	$159
$0	$0	$0	#DIV/0!	$0
$16,889	$17,610	$18,662	6.0%	$1,052
$1,000	$1,000	$1,000	0.0%	$0
$1,000	$1,000	$1,000	0.0%	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0

$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$45,134	$51,375	$51,375	0.0%	$0
$3,345	$3,713	$3,713	0.0%	$0
$4,458	$5,075	$5,075	0.0%	$0
$13,943	$15,686	$15,686	0.0%	$0
$64	$72	$72	0.0%	$0
$120	$120	$120	0.0%	$0
$250	$250	$250	0.0%	$0
$67,314	$76,291	$76,291	0.0%	$0
				$0
$8,151	$8,151	$8,151	0.0%	$0
$8,151	$8,151	$8,151	0.0%	$0
$18,299	$28,800	$28,800	0.0%	$0
$1,167	$1,912	$1,912	0.0%	$0
$1,808	$2,845	$2,845	0.0%	$0
$7,906	$11,571	$11,571	0.0%	$0
$37	$53	$53	0.0%	$0
$29,217	$45,181	$45,181	0.0%	$0
$2,000	$2,000	$2,000	0.0%	$0
$2,000	$2,000	$2,000	0.0%	$0
$15,253	$18,825	$18,825	0.0%	$0
$973	$1,221	$1,221	0.0%	$0
$1,507	$1,860	$1,860	0.0%	$0
$6,591	$7,563	$7,563	0.0%	$0
$30	$35	$35	0.0%	$0
$24,354	$29,504	$29,504	0.0%	$0
$7,469	$7,469	$7,469	0.0%	$0
$7,469	$7,469	$7,469	0.0%	$0
$7,514	$7,514	$7,514		
$22,566	$25,253	$25,253		
$11,895	$14,855	$14,855		
$1,938	$2,363	$2,363		
$3,404	$3,962	$3,962		
$13,385	$15,482	$15,482		
$90	$106	$106		
$60,792	$69,535	$69,535		

$2,329	$2,464	$2,464	0.0%	$0
$175	$188	$188	0.0%	$0
$231	$244	$244	0.0%	$0
$1,012	$1,044	$1,044	0.0%	$0
$6	$7	$7	0.0%	$0
$0	$0	$0	#DIV/0!	$0
$3,753	$3,947	$3,947	0.0%	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$22,000	$22,000	$22,000	0.0%	$0
$5,000	$5,000	$5,000	0.0%	$0
$250	$250	$250	0.0%	$0
$0	$0	$0	#DIV/0!	$0
$5,500	$5,500	$5,500	0.0%	$0
$4,000	$4,000	$4,000	0.0%	$0
$2,000	$2,000	$2,000	0.0%	$0
$0	$0	$0	#DIV/0!	$0
$38,750	$38,750	$38,750	0.0%	$0
$2,400	$2,400	$2,400	0.0%	$0
$183	$183	$183	0.0%	$0
$238	$238	$238	0.0%	$0
$300	$300	$300	0.0%	$0
$2	$3	$3	0.0%	$0
$3,123	$3,124	$3,124	0.0%	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$17,500	$25,000	$25,000	0.0%	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$110,000	$71,959	$71,959	0.0%	$0
$22,492	$25,000	$25,000	0.0%	$0
$149,992	$121,959	$121,959	0.0%	$0

2018-19 Budget	**2019-20 Budget**	**2020-21 Budget**		
$3,204,098	$3,398,950	$3,485,205	2.5%	$86,255

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2008

$1,568,899	$1,647,648	$1,704,295	3.4%	$56,647
$164,667	$169,813	$169,090	-0.4%	-$723
$230,003	$235,260	$244,151	3.8%	$8,891
$52,250	$52,250	$52,250	0.0%	$0
$214,494	$221,206	$227,079	2.7%	$5,873
$15,000	$20,000	$20,000	0.0%	$0
$381,624	$398,475	$422,736	6.1%	$24,261
$191,203	$185,013	$157,909	-14.6%	-$27,104
$0	$0	$0	#DIV/0!	$0
$568,815	$583,730	$594,688	1.9%	$10,958
$245,766	$245,347	$252,372	2.9%	$7,025
$36,388	$49,728	$38,042	-23.5%	-$11,686
$16,889	$17,610	$18,662	6.0%	$1,052
$17,839	$17,839	$18,039	1.1%	$200
$244,923	$283,952	$283,952	0.0%	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$0	$0	$0	#DIV/0!	$0
$149,992	$121,959	$201,089	64.9%	$79,130
$0	$0	$0	#DIV/0!	$0
$7,302,850	$7,648,780	$7,889,559	3.1%	$240,779
$1,605,287	$1,697,376	$1,742,337	2.6%	$44,961
$5,697,563	$5,951,404	$6,147,222	3.3%	$195,818
$1,500,000	$2,000,000	$2,091,388	4.6%	$91,388
$8,802,850	$9,648,780	$9,980,947	3.4%	$332,167

Ravenna Public Schools

Ken Schroeder <ken.schroeder@ravennabluejays.org>

UPDATE: April Fool! FFCRA Goes into Effect Today without Any Regulations or Forms

2 messages

KSB <ksb@ksbschoollaw.com> Wed, Apr 1, 2020 at 11:00 AM
Reply-To: KSB <ksb@ksbschoollaw.com>
To: ken.schroeder@ravennabluejays.org

KSB SCHOOL LAW

Karen Steve Bobby Coady

Update:

April Fool! FFCRA Goes into Effect Today without Any Regulations or Forms

By KSB School Law on Apr 01, 2020 10:57 am



As we discussed at length in yesterday's webinar (you can find that here), school district employees will become eligible for paid leave under the federal Families First Coronavirus Response Act (FFCRA) today, April 1, 2020. As you can see below, even after the lawyers talked for 90 minutes, people still had a lot of questions.

At the request of several KSB clients, we have prepared FFCRA leave application forms and a "fact sheet" -- which is a short, concise summary of FFCRA to use like a quick "desk reference." Again, if you work exclusively with another law firm, you should contact those attorneys for FFCRA legal advice so that if you are challenged on any of these issues you are working with the firm who will defend you. KSB clients who would like to access the FFCRA "fact sheet" and application forms should e-mail Shari (shari@ksbschoollaw.com) to ask for them. As with everything during this crazy COVID-19 time, much of the content of forms and other documents provided constitutes legal advice. We are charging a nominal fee ($150) for the fact sheet and the application forms, both to defray the cost to individual districts and to be consistent with the attorney-client relationship between KSB and our clients.

As part of our efforts to strike the balance between individualized legal advice (which we charge for) and providing as much information as we can during this crisis (which we are providing for free), we've taken the questions from our FFCRA ZOOM and provided short answers below. These were excellent questions, and we hope they are useful as you continue to trudge through FFCRA and its related issues.

Questions and Answers from 3/30/20 KSB FFCRA Zoom

Question on Section 125 and Daycare. Can we use the change of status form to stop taking withdrawals from employees paychecks. That way they won't lose the money that they are not going to be using for daycare expenses for the rest of the year. Thanks.

Yes, if a school employee who is flexing money into a 125 account to pay for daycare wants to stop making that contribution they may do that, based on the fact that their daycare is closed. Normally employees can only elect contributions to a flexible spending account during the yearly open enrollment period. That includes elections for dependent care. There are exceptions -- you can make a change if you experience a "qualifying event." Those typically include things like, a change in marital status, a change in the number of dependents, a change in the age of your dependents mid-year, that sort of thing. There is an exception called "change in cost or coverage." This is designed to allow employees to change the amount of their election when employees switch daycare providers. Employees who want to change their election should contact the company that administers your school's flexible spending account, and ask them if they will consider this as qualifying as a "change in cost or coverage" if they are just not paying daycare at all.

If the district is paying full wages during the closure, does this law affect the district?

Yes, it might. If you are expecting staff to perform any duties, your employees could seek paid leave under FFCRA if they qualify under the Act.

Is this FFCRA leave salary and benefits or just salaries?

Employees who qualify for paid FFCRA leave also qualify to have the employer continue their benefits. If there is an employee contribution toward benefits, the employer is entitled to collect that contribution or withhold it from the employee's FFCRA leave pay.

Does a Directive Health Measure constitute grounds for EPSL?

No, a DHM standing alone does not qualify an employee for emergency paid sick leave.

May an employee use FFCRA to care for a grandchild while school and/or daycare is closed?

An employee is only able take FFCRA leave to care for a grandchild if the employee is acting in the role of that child's parent. This was made clear in the Q&A document at question 40.

On FMLA and Emergency Sick Leave do we take out retirement and taxes?

Our best advice at this point is to withhold both unless or until we get formal guidance from the Nebraska Public Employees' Retirement System or the IRS to the contrary.

Can any employee with a school age child can access 80 hours of leave?

It depends. Having a school-age child, by itself, is not enough to qualify an employee for the two weeks' worth of emergency paid sick leave under the FFCRA. To be eligible for the 80 hours of emergency paid sick leave, the employee must be unable to work--due to a "bona fide" need to care for their child--because their child's school or daycare is closed or unavailable due to COVID-19 precautions. That would be at ⅔ pay under FFCRA, even if the employee was eligible.

Our School is paying our employees working or not working. With the agreement they can be called in to do other things at anytime. Does this COVID pay affect us?

Yes, the leave under the FFCRA may affect you. As long as eligible employees are expected to perform duties, then they may be eligible for FFCRA leave, assuming they have a qualifying reason for leave. Most return to work agreements that we have seen expect some performance from employees, whether that is agreeing to perform duties as assigned or agreeing to come back to work, or both. The mere existence of a return to work agreement does not preclude an employee from taking FFCRA leave. If you sent some employees home when school closed and you haven't expected them to work and you haven't paid them, then the federal guidance indicates that they may not receive FFCRA leave.

If we have a Para who is currently not working (we are only paying those who show up), and has not yet filed for unemployment, can they apply for the eFMLA and get their 2/3 pay?

If the para has refused work prior to April 1, he/she has functionally quit their position and the district could take the position that he/she is not eligible for FFCRA leave. If the district would allow this para to work, but he/she cannot because of the need to care for children (of school age, whose school has closed due to COVID-19, etc.), then the para could qualify for FFCRA leave.

Teachers that are on maternity leave, and are asking to come back to work as they are not required to come into school. Are we setting ourselves up for issues later on?

If a teacher who was on maternity leave can now perform the essential functions of her position, we believe she is entitled to come off leave and perform enrichment/instruction/educational duties for the district.

Is there a form that the DOL will provide for staff to use to apply for ESL or EFLSA?

Not yet. KSB does have forms that we will provide to clients who request them. There is a charge for those forms, as we explained above.

What if we have a classified employee who refuses to come to work because they are scared of COVID-19? They have not signed a return to work agreement and they have used all of their PTO so they are taking "no pay" days temporarily.

Being scared of COVID-19 is not a valid reason to use FFCRA leave. If the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19, then he or she would be eligible for emergency paid sick leave. Self-quarantine does not qualify an employee for emergency family and medical leave. If this employee has effectively resigned prior to April 1 by refusing to work, then he or she would not be eligible for FFCRA leave.

We are planning on placing the Employee rights poster where we have all of our other posters, but I was reading that we need to email it to all staff as well or post it on our website, I was told posting it in school is enough. Please let me know where I really need to post this. Thanks,

You are required to post the Employee Rights Poster (which you can download here) in the same place you post other labor posters and notices. You do not have to send it out to employees or post it on your website. We do have a few districts that have asked us to help them draft a memorandum to send to all of their employees informing them of their FFCRA rights. If you would like a copy of that memorandum, please let one of us know.

Teachers are required to come to school one day a week and due to illness or health concerns ask to not come in. Do we ask them to use PTO, Emergency Sick Leave, or treat it like they are there due to 79-8,106?

If teachers indicate that they cannot perform the duties of their job due to illness or health concerns, then they need to use leave available to them to excuse performance of their duties. That may take the form of sick days, personal leave, PTO, vacation, or dock days, depending on the terms of your negotiated agreement. Vague claims of “illness” or “health concerns" are insufficient to demonstrate a right to take leave under the FFCRA. This employee would also

not be entitled to take FFCRA leave intermittently, unless you authorize that as the employer.

We are not paying our classified employees if they are not working. We have offered work to all classified employees. We are paying for their insurance. If they apply for unemployment, and get paid. Does that mean they are no longer an employee and we stop paying for their insurance??

Yes, an employee who files for full unemployment under these circumstances has functionally quit by signaling to you they do not intend to perform their duties. Some employees may be eligible for partial unemployment benefits if their pay has been reduced due to COVID-19. Eligibility under FFCRA for those employees will be based on the unique facts and COVID-19 closure and pay decisions made by your district or ESU.

What does it mean when they say school is "closed"? Isn't every school closed at this time?

For purposes of FFCRA, Neb. Rev. Stat. 79-8,106, and likely for special education issues, your school district is “closed” if you are not bringing students into your building for instructional purposes.

Can both husband and wife take the leave at the same time?

Great question. Probably, although there is no guidance that directly answers this question.

What if an employee has decided not to sign the return to work agreement?

We would advise treating this like a resignation and not provide FFCRA leave. For FFCRA eligibility purposes, employees who decline to sign the agreement have indicated they do not intend to perform duties when asked during the closure.

We did not sign R2W agreements. Offered work and Classified staff chose to take it or leave it. Had a para say I have to watch my kids, it would be a wash for me to work. It would cost me as much or more than what you will pay me. Can they come in tomorrow and ask for EFMLA, because they haven't taken the work offered due to the need to watch their kids?

We would view this employee as voluntarily quitting his/her employment prior to the effective date of the FFCRA and would not treat them as eligible for FFCRA leave.

Is an employee eligible for EFMLA if the employee has underlying health conditions and is advised by a physician to stay home? The employee is a para that is currently reporting to the building to work.

No. There is only one basis for an employee to take emergency family and medical leave and it is not triggered by the employee's own illness or underlying health conditions. If the employee's health care provider has advised the employee to self-quarantine due to concerns related to COVID-19, then that employee would only be eligible for up to two weeks' worth of emergency paid sick leave.

If an employee, let's say a classified staff member, comes in on the 3rd, and says that they couldn't work from the 1st of April on to the 3rd. Can they apply for the 1st one even though they applied late. The reason I ask this is it could give us time to plan before payroll comes due on April 20th. I also want to be honest with my classified staff in providing them options.

Yes, we would advise you to retroact this application for FFCRA pay, as long as they were otherwise eligible during those days.

EFMLA can't start until April 1st - correct? So what leave can they use before that?

Before April 1 classified employees will have to rely on their boards' prior decisions to grant paid leave, place them on a return to work agreement or other arrangements for them to be paid. Otherwise they can apply for and receive unemployment benefits based on the relaxed unemployment standards established by the Governor's Executive Order.

Our last day of school was March 16. We had a long term substitute teacher for a teacher who was on maternity leave. The long term substitute wants paid until April 3. The teacher decided to come back on March 25 to do the packets for the enrichment for her students. Does the substitute get paid until April 3 or March 25 when the teacher came back and made packets?

We would not pay this sub for any time after March 25. There is a strong argument that he/she is not entitled to be paid for any time after March 16.

Can a bus driver who has not been driving since the shutdown be eligible for either type of leave? They are paid when they run a route, not otherwise…

There is an argument that this employee has been furloughed and therefore is not entitled to any FFCRA leave.

We are allowing paras to work in the building. I have a para that said that her husband works during the day. We are offering them work during the evening (copying, painting, etc.) Can they take leave if we offer those options to our staff, like the teachers? She has two kids at home.

If you and your para agree that your para will work her normal number of hours, but outside of her normally scheduled hours (for instance early in the morning or late at night), then the para is able to work and FFCRA leave is not necessary. If you and the para do not agree that she will work these modified hours, she will most likely qualify for leave under the FFCRA at two-thirds of her regular pay. You may permit supplementing, but it is not required.

Also 12 week OR the conclusion of school, which is the end of our para contracts?

Classified staff who qualify would be entitled to FFCRA leave until the end of their contracted school year and not over the summer, unless they are expected to perform duties over the summer. FMLA leave, including emergency family and medical leave, can only be taken when an employee is expected to work.

If a 9 month para takes EFMLA leave on April 1 - does that mean they could get paid for 12 full weeks even though they are only 9 month employees?

No. They would be paid only through the end of their anticipated contract, a/k/a the time during which they would be expected to perform their duties.

What if we have a classified employee who refuses to come to work because they are scared of COVID-19? They have not signed a return to work agreement and they have used all of their PTO so they are taking "no pay" days temporarily.

This employee is not entitled to FFCRA leave. They have functionally quit and may apply for unemployment benefits. You may also be entitled to discontinue benefits if they receive any from the district.

Can employees apply for unemployment if they have been cut to half the working hours?

Yes, under the Executive Order for unemployment benefits, employees can apply for benefits for pay they have lost (in whole or in part) due to COVID-19. We believe they would be treated as a part-time employee under FFCRA for purposes of calculating their FFCRA eligibility and benefits, if any.

* * *

If you have additional questions about FFCRA leave (and really, how can you not have questions), you should contact your school district's attorney. Karen, Steve, Bobby, Coady and Jordan are all working from home, but we will be happy to visit with you about your questions on FFCRA or any other matter.

Read in browser »

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We send email updates to clients, educators, and other interested parties.

Our mailing address is:
KSB School Law
Cornhusker Plaza
301 S. 13th St #210
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Ken Schroeder <ken.schroeder@ravennabluejays.org> Wed, Apr 1, 2020 at 2:48 PM
To: Pat Shrader <pat.shrader@ravennabluejays.org>, Hilary Bolling <hilary.bolling@ravennabluejays.org>

Ladies-

For your files. Hopefully, we won't have to use this information, but we'll see...

-Ken
[Quoted text hidden]
--
Ken Schroeder
Ravenna Superintendent of Schools
(308) 452-3249 ext. 1194

AGENCYID	NAME	Preliminary Estimates of Elementary and Secondary Funding from CARES Act
01-0003-000	KENESAW PUBLIC SCHOOLS	$ 32,622.32
01-0018-000	HASTINGS PUBLIC SCHOOLS	$ 834,397.34
01-0090-000	ADAMS CENTRAL PUBLIC SCHOOLS	$ 56,342.06
01-0123-000	SILVER LAKE PUBLIC SCHOOLS	$ 26,391.51
02-0009-000	NELIGH-OAKDALE SCHOOLS	$ 64,412.98
02-0018-000	ELGIN PUBLIC SCHOOLS	$ 27,998.39
02-2001-000	NEBRASKA UNIFIED DISTRICT 1	$ 83,000.00
03-0500-000	ARTHUR COUNTY SCHOOLS	$ -
04-0001-000	BANNER COUNTY PUBLIC SCHOOLS	$ 32,351.74
05-0071-000	SANDHILLS PUBLIC SCHOOLS	$ 19,635.31
06-0001-000	BOONE CENTRAL SCHOOLS	$ 59,069.44
06-0017-000	ST EDWARD PUBLIC SCHOOLS	$ 35,582.93
06-0075-000	RIVERSIDE PUBLIC SCHOOLS	$ 61,694.73
07-0006-000	ALLIANCE PUBLIC SCHOOLS	$ 290,524.07
07-0010-000	HEMINGFORD PUBLIC SCHOOLS	$ 53,592.27
08-0051-000	BOYD COUNTY SCHOOLS	$ 65,659.64
09-0010-000	AINSWORTH COMMUNITY SCHOOLS	$ 70,154.09
10-0002-000	GIBBON PUBLIC SCHOOLS	$ 108,414.60
10-0007-000	KEARNEY PUBLIC SCHOOLS	$ 600,069.25
10-0009-000	ELM CREEK PUBLIC SCHOOLS	$ 30,597.12
10-0019-000	SHELTON PUBLIC SCHOOLS	$ 32,349.25
10-0069-000	RAVENNA PUBLIC SCHOOLS	$ 50,054.81
10-0105-000	PLEASANTON PUBLIC SCHOOLS	$ 24,302.40
10-0119-000	AMHERST PUBLIC SCHOOLS	$ 39,122.05
11-0001-000	TEKAMAH-HERMAN COMMUNITY SCHS	$ 49,446.42
11-0014-000	OAKLAND CRAIG PUBLIC SCHOOLS	$ 71,580.03
11-0020-000	LYONS-DECATUR NORTHEAST SCHS	$ 50,885.64
12-0056-000	DAVID CITY PUBLIC SCHOOLS	$ 91,384.66
12-0502-000	EAST BUTLER PUBLIC SCHOOLS	$ 21,853.07
13-0001-000	PLATTSMOUTH COMMUNITY SCHOOLS	$ 182,147.65
13-0022-000	WEEPING WATER PUBLIC SCHOOLS	$ 39,385.16
13-0032-000	LOUISVILLE PUBLIC SCHOOLS	$ 34,226.71
13-0056-000	CONESTOGA PUBLIC SCHOOLS	$ 52,393.75
13-0097-000	ELMWOOD-MURDOCK PUBLIC SCHOOLS	$ 16,819.95
14-0008-000	HARTINGTON NEWCASTLE PUBLIC SCHOOLS	$ 51,077.37
14-0045-000	RANDOLPH PUBLIC SCHOOLS	$ 27,871.40
14-0054-000	LAUREL-CONCORD-COLERIDGE SCHOOL	$ 55,349.38
14-0101-000	WYNOT PUBLIC SCHOOLS	$ 22,331.15
15-0010-000	CHASE COUNTY SCHOOLS	$ 67,163.60
15-0536-000	WAUNETA-PALISADE PUBLIC SCHS	$ 53,778.19
16-0006-000	VALENTINE COMMUNITY SCHOOLS	$ 87,935.18
16-0030-000	CODY-KILGORE PUBLIC SCHS	$ 34,437.53
17-0001-000	SIDNEY PUBLIC SCHOOLS	$ 168,928.24
17-0003-000	LEYTON PUBLIC SCHOOLS	$ 20,413.02

AGENCYID	NAME	Preliminary Estimates of Elementary and Secondary Funding from CARES Act
17-0009-000	POTTER-DIX PUBLIC SCHOOLS	$ 29,253.35
18-0002-000	SUTTON PUBLIC SCHOOLS	$ 49,289.55
18-0011-000	HARVARD PUBLIC SCHOOLS	$ 86,234.51
19-0039-000	LEIGH COMMUNITY SCHOOLS	$ 19,413.70
19-0058-000	CLARKSON PUBLIC SCHOOLS	$ 21,763.43
19-0070-000	HOWELLS-DODGE CONSOLIDATED SCHOOLS	$ 37,552.52
19-0123-000	SCHUYLER COMMUNITY SCHOOLS	$ 520,794.29
20-0001-000	WEST POINT PUBLIC SCHOOLS	$ 143,121.05
20-0020-000	BANCROFT-ROSALIE COMM SCHOOLS	$ 49,336.86
20-0030-000	WISNER-PILGER PUBLIC SCHOOLS	$ 46,928.20
21-0015-000	ANSELMO-MERNA PUBLIC SCHOOLS	$ 43,100.24
21-0025-000	BROKEN BOW PUBLIC SCHOOLS	$ 122,790.20
21-0044-000	ANSLEY PUBLIC SCHOOLS	$ 28,595.99
21-0084-000	SARGENT PUBLIC SCHOOLS	$ 34,202.64
21-0089-000	ARNOLD PUBLIC SCHOOLS	$ 14,275.17
21-0180-000	CALLAWAY PUBLIC SCHOOLS	$ 24,599.54
22-0011-000	SO SIOUX CITY COMMUNITY SCHS	$ 932,250.19
22-0031-000	HOMER COMMUNITY SCHOOLS	$ 53,583.14
23-0002-000	CHADRON PUBLIC SCHOOLS	$ 150,810.17
23-0071-000	CRAWFORD PUBLIC SCHOOLS	$ 41,334.00
24-0001-000	LEXINGTON PUBLIC SCHOOLS	$ 999,291.78
24-0004-000	OVERTON PUBLIC SCHOOLS	$ 45,852.52
24-0011-000	COZAD COMMUNITY SCHOOLS	$ 166,001.66
24-0020-000	GOTHENBURG PUBLIC SCHOOLS	$ 103,206.35
24-0101-000	SUMNER-EDDYVILLE-MILLER SCHS	$ 42,208.82
25-0025-000	CREEK VALLEY SCHOOLS	$ 40,050.82
25-0095-000	SOUTH PLATTE PUBLIC SCHOOLS	$ 46,056.70
26-0001-000	PONCA PUBLIC SCHOOLS	$ 26,328.43
26-0070-000	ALLEN CONSOLIDATED SCHOOLS	$ 21,236.38
26-0561-000	EMERSON-HUBBARD PUBLIC SCHOOLS	$ 79,142.99
27-0001-000	FREMONT PUBLIC SCHOOLS	$ 1,016,427.96
27-0062-000	SCRIBNER-SNYDER COMMUNITY SCHS	$ 56,220.88
27-0594-000	LOGAN VIEW PUBLIC SCHOOLS	$ 64,830.47
27-0595-000	NORTH BEND CENTRAL PUBLIC SCHS	$ 52,504.97
28-0001-000	OMAHA PUBLIC SCHOOLS	$ 24,057,488.58
28-0010-000	ELKHORN PUBLIC SCHOOLS	$ 126,636.42
28-0015-000	DOUGLAS CO WEST COMMUNITY SCHS	$ 98,391.52
28-0017-000	MILLARD PUBLIC SCHOOLS	$ 1,831,745.26
28-0054-000	RALSTON PUBLIC SCHOOLS	$ 522,524.84
28-0059-000	BENNINGTON PUBLIC SCHOOLS	$ 75,562.37
28-0066-000	WESTSIDE COMMUNITY SCHOOLS	$ 491,467.07
29-0117-000	DUNDY CO STRATTON PUBLIC SCHS	$ 85,325.66
30-0001-000	EXETER-MILLIGAN PUBLIC SCHOOLS	$ 13,368.81
30-0025-000	FILLMORE CENTRAL PUBLIC SCHS	$ 96,753.93

AGENCYID	NAME	Preliminary Estimates of Elementary and Secondary Funding from CARES Act
30-0054-000	SHICKLEY PUBLIC SCHOOLS	$ 6,317.96
31-0506-000	FRANKLIN PUBLIC SCHOOLS	$ 57,792.07
32-0046-000	MAYWOOD PUBLIC SCHOOLS	$ 31,291.83
32-0095-000	EUSTIS-FARNAM PUBLIC SCHOOLS	$ 22,239.85
32-0125-000	MEDICINE VALLEY PUBLIC SCHOOLS	$ 19,873.52
33-0018-000	ARAPAHOE PUBLIC SCHOOLS	$ 66,563.51
33-0021-000	CAMBRIDGE PUBLIC SCHOOLS	$ 30,480.92
33-0540-000	SOUTHERN VALLEY SCHOOLS	$ 74,726.56
34-0001-000	SOUTHERN SCHOOL DISTRICT 1	$ 83,527.88
34-0015-000	BEATRICE PUBLIC SCHOOLS	$ 358,872.08
34-0034-000	FREEMAN PUBLIC SCHOOLS	$ 20,196.39
34-0100-000	DILLER-ODELL PUBLIC SCHOOLS	$ 18,022.62
35-0001-000	GARDEN COUNTY SCHOOLS	$ 68,582.07
36-0100-000	BURWELL PUBLIC SCHOOLS	$ 42,667.81
37-0030-000	ELWOOD PUBLIC SCHOOLS	$ 34,164.46
38-0011-000	HYANNIS AREA SCHOOLS	$ 26,109.31
39-0060-000	CENTRAL VALLEY PUBLIC SCHOOLS	$ 62,694.05
40-0002-000	GRAND ISLAND PUBLIC SCHOOLS	$ 2,178,917.66
40-0082-000	NORTHWEST PUBLIC SCHOOLS	$ 118,738.14
40-0083-000	WOOD RIVER RURAL SCHOOLS	$ 87,697.80
40-0126-000	DONIPHAN-TRUMBULL PUBLIC SCHS	$ 35,110.66
41-0002-000	GILTNER PUBLIC SCHOOLS	$ 14,388.88
41-0091-000	HAMPTON PUBLIC SCHOOL	$ 12,269.06
41-0504-000	AURORA PUBLIC SCHOOLS	$ 121,946.09
42-0002-000	ALMA PUBLIC SCHOOLS	$ 52,799.62
43-0079-000	HAYES CENTER PUBLIC SCHOOLS	$ 31,369.02
44-0070-000	HITCHCOCK CO SCH SYSTEM	$ 59,812.29
45-0007-000	O'NEILL PUBLIC SCHOOLS	$ 148,373.29
45-0029-000	EWING PUBLIC SCHOOLS	$ 25,842.88
45-0044-000	STUART PUBLIC SCHOOLS	$ 23,302.25
45-0137-000	CHAMBERS PUBLIC SCHOOLS	$ 14,676.89
45-0239-000	WEST HOLT PUBLIC SCHOOLS	$ 61,432.45
46-0001-000	MULLEN PUBLIC SCHOOLS	$ 18,620.22
47-0001-000	ST PAUL PUBLIC SCHOOLS	$ 66,173.41
47-0100-000	CENTURA PUBLIC SCHOOLS	$ 55,727.86
47-0103-000	ELBA PUBLIC SCHOOLS	$ 25,336.58
48-0008-000	FAIRBURY PUBLIC SCHOOLS	$ 159,658.80
48-0300-000	TRI COUNTY PUBLIC SCHOOLS	$ 38,322.76
48-0303-000	MERIDIAN PUBLIC SCHOOLS	$ 46,443.48
49-0033-000	STERLING PUBLIC SCHOOLS	$ 19,220.31
49-0050-000	JOHNSON CO CENTRAL PUBLIC SCHS	$ 98,640.52
50-0001-000	WILCOX-HILDRETH PUBLIC SCHOOLS	$ 28,849.14
50-0501-000	AXTELL COMMUNITY SCHOOLS	$ 17,300.52
50-0503-000	MINDEN PUBLIC SCHOOLS	$ 96,281.66

AGENCYID	NAME	Preliminary Estimates of Elementary and Secondary Funding from CARES Act
51-0001-000	OGALLALA PUBLIC SCHOOLS	$ 181,416.42
51-0006-000	PAXTON CONSOLIDATED SCHOOLS	$ 32,397.39
52-0100-000	KEYA PAHA COUNTY SCHOOLS	$ 18,720.65
53-0001-000	KIMBALL PUBLIC SCHOOLS	$ 73,772.06
54-0013-000	CREIGHTON COMMUNITY PUBLIC SCHOOLS	$ 37,647.14
54-0096-000	CROFTON COMMUNITY SCHOOLS	$ 44,679.73
54-0501-000	NIOBRARA PUBLIC SCHOOLS	$ 86,614.65
54-0505-000	SANTEE COMMUNITY SCHOOLS	$ 76,196.49
54-0576-000	WAUSA PUBLIC SCHOOLS	$ 24,700.80
54-0586-000	BLOOMFIELD COMMUNITY SCHOOLS	$ 44,249.79
55-0001-000	LINCOLN PUBLIC SCHOOLS	$ 7,446,025.45
55-0145-000	WAVERLY SCHOOL DISTRICT 145	$ 111,106.29
55-0148-000	MALCOLM PUBLIC SCHOOLS	$ 20,535.86
55-0160-000	NORRIS SCHOOL DIST 160	$ 85,831.13
55-0161-000	RAYMOND CENTRAL PUBLIC SCHOOLS	$ 42,915.15
56-0001-000	NORTH PLATTE PUBLIC SCHOOLS	$ 782,679.21
56-0006-000	BRADY PUBLIC SCHOOLS	$ 24,563.85
56-0007-000	MAXWELL PUBLIC SCHOOLS	$ 48,377.38
56-0037-000	HERSHEY PUBLIC SCHOOLS	$ 37,119.26
56-0055-000	SUTHERLAND PUBLIC SCHOOLS	$ 25,446.14
56-0565-000	WALLACE PUBLIC SCH DIST 65 R	$ 19,368.05
57-0501-000	STAPLETON PUBLIC SCHOOLS	$ 19,417.02
58-0025-000	LOUP COUNTY PUBLIC SCHOOLS	$ 17,005.04
59-0001-000	MADISON PUBLIC SCHOOLS	$ 132,970.15
59-0002-000	NORFOLK PUBLIC SCHOOLS	$ 855,124.93
59-0005-000	BATTLE CREEK PUBLIC SCHOOLS	$ 33,247.31
59-0013-000	NEWMAN GROVE PUBLIC SCHOOLS	$ 40,525.58
59-0080-000	ELKHORN VALLEY SCHOOLS	$ 50,919.67
60-0090-000	MC PHERSON COUNTY SCHOOLS	$ 5,792.57
61-0004-000	CENTRAL CITY PUBLIC SCHOOLS	$ 103,386.46
61-0049-000	PALMER PUBLIC SCHOOLS	$ 35,978.84
62-0021-000	BAYARD PUBLIC SCHOOLS	$ 104,116.86
62-0063-000	BRIDGEPORT PUBLIC SCHOOLS	$ 79,577.08
63-0001-000	FULLERTON PUBLIC SCHOOLS	$ 33,782.66
63-0030-000	TWIN RIVER PUBLIC SCHOOLS	$ 56,402.65
64-0023-000	JOHNSON-BROCK PUBLIC SCHOOLS	$ 35,546.41
64-0029-000	AUBURN PUBLIC SCHOOLS	$ 108,175.56
65-0011-000	SUPERIOR PUBLIC SCHOOLS	$ 81,242.06
65-2005-000	SOUTH CENTRAL NEBRASKA UNIFIED 5	$ 97,406.31
66-0027-000	SYRACUSE-DUNBAR-AVOCA SCHOOLS	$ 54,762.57
66-0111-000	NEBRASKA CITY PUBLIC SCHOOLS	$ 267,893.29
66-0501-000	PALMYRA DISTRICT O R 1	$ 26,591.54
67-0001-000	PAWNEE CITY PUBLIC SCHOOLS	$ 66,112.82
67-0069-000	LEWISTON CONSOLIDATED SCHOOLS	$ 33,499.63

AGENCYID	NAME	Preliminary Estimates of Elementary and Secondary Funding from CARES Act
68-0020-000	PERKINS COUNTY SCHOOLS	$ 39,608.43
69-0044-000	HOLDREGE PUBLIC SCHOOLS	$ 127,995.96
69-0054-000	BERTRAND PUBLIC SCHOOLS	$ 32,016.42
69-0055-000	LOOMIS PUBLIC SCHOOLS	$ 22,528.69
70-0002-000	PIERCE PUBLIC SCHOOLS	$ 45,283.97
70-0005-000	PLAINVIEW PUBLIC SCHOOLS	$ 62,951.35
70-0542-000	OSMOND COMMUNITY SCHOOLS	$ 28,986.92
71-0001-000	COLUMBUS PUBLIC SCHOOLS	$ 539,739.87
71-0005-000	LAKEVIEW COMMUNITY SCHOOLS	$ 106,884.08
71-0067-000	HUMPHREY PUBLIC SCHOOLS	$ 22,379.29
72-0015-000	CROSS COUNTY COMMUNITY SCHOOLS	$ 29,574.56
72-0019-000	OSCEOLA PUBLIC SCHOOLS	$ 17,449.09
72-0032-000	SHELBY - RISING CITY PUBLIC SCHOOLS	$ 54,563.37
72-0075-000	HIGH PLAINS COMMUNITY SCHOOLS	$ 35,251.76
73-0017-000	MC COOK PUBLIC SCHOOLS	$ 201,080.78
73-0179-000	SOUTHWEST PUBLIC SCHOOLS	$ 48,154.11
74-0056-000	FALLS CITY PUBLIC SCHOOLS	$ 169,081.79
74-0070-000	HUMBOLDT TABLE ROCK STEINAUER	$ 84,523.05
75-0100-000	ROCK COUNTY PUBLIC SCHOOLS	$ 36,256.06
76-0002-000	CRETE PUBLIC SCHOOLS	$ 466,278.23
76-0044-000	DORCHESTER PUBLIC SCHOOL	$ 33,637.41
76-0068-000	FRIEND PUBLIC SCHOOLS	$ 21,062.08
76-0082-000	WILBER-CLATONIA PUBLIC SCHOOLS	$ 62,723.93
77-0001-000	BELLEVUE PUBLIC SCHOOLS	$ 773,542.57
77-0027-000	PAPILLION LA VISTA COMMUNITY SCHOOLS	$ 386,378.28
77-0037-000	GRETNA PUBLIC SCHOOLS	$ 123,217.65
77-0046-000	SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS	$ 53,446.19
78-0001-000	ASHLAND-GREENWOOD PUBLIC SCHS	$ 91,529.08
78-0009-000	YUTAN PUBLIC SCHOOLS	$ 25,031.14
78-0039-000	WAHOO PUBLIC SCHOOLS	$ 110,385.02
78-0072-000	MEAD PUBLIC SCHOOLS	$ 30,363.06
78-0107-000	CEDAR BLUFFS PUBLIC SCHOOLS	$ 77,360.98
79-0002-000	MINATARE PUBLIC SCHOOLS	$ 77,839.06
79-0011-000	MORRILL PUBLIC SCHOOLS	$ 91,095.82
79-0016-000	GERING PUBLIC SCHOOLS	$ 339,769.63
79-0031-000	MITCHELL PUBLIC SCHOOLS	$ 122,696.41
79-0032-000	SCOTTSBLUFF PUBLIC SCHOOLS	$ 951,494.57
80-0005-000	MILFORD PUBLIC SCHOOLS	$ 43,704.48
80-0009-000	SEWARD PUBLIC SCHOOLS	$ 104,260.45
80-0567-000	CENTENNIAL PUBLIC SCHOOLS	$ 66,311.19
81-0003-000	HAY SPRINGS PUBLIC SCHOOLS	$ 23,190.20
81-0010-000	GORDON-RUSHVILLE PUBLIC SCHS	$ 164,027.09
82-0001-000	LOUP CITY PUBLIC SCHOOLS	$ 53,607.21
82-0015-000	LITCHFIELD PUBLIC SCHOOLS	$ 25,985.64

AGENCYID	NAME	Preliminary Estimates of Elementary and Secondary Funding from CARES Act
83-0500-000	SIOUX COUNTY PUBLIC SCHOOLS	$ 11,750.31
84-0003-000	STANTON COMMUNITY SCHOOLS	$ 45,703.12
85-0060-000	DESHLER PUBLIC SCHOOLS	$ 37,593.19
85-0070-000	THAYER CENTRAL COMMUNITY SCHS	$ 58,928.34
85-2001-000	BRUNING-DAVENPORT UNIFIED SYS	$ 22,925.43
86-0001-000	THEDFORD PUBLIC SCHOOLS	$ 26,451.27
87-0001-000	PENDER PUBLIC SCHOOLS	$ 56,206.77
87-0013-000	WALTHILL PUBLIC SCHOOLS	$ 186,514.28
87-0016-000	UMO N HO N NATION PUBLIC SCHS	$ 270,247.17
87-0017-000	WINNEBAGO PUBLIC SCHOOLS DISTRICT 17	$ 299,680.63
88-0005-000	ORD PUBLIC SCHOOLS	$ 103,263.62
88-0021-000	ARCADIA PUBLIC SCHOOLS	$ 14,862.81
89-0001-000	BLAIR COMMUNITY SCHOOLS	$ 153,231.28
89-0003-000	FORT CALHOUN COMMUNITY SCHS	$ 32,426.44
89-0024-000	ARLINGTON PUBLIC SCHOOLS	$ 45,548.74
90-0017-000	WAYNE COMMUNITY SCHOOLS	$ 99,344.36
90-0560-000	WAKEFIELD PUBLIC SCHOOLS	$ 90,144.64
90-0595-000	WINSIDE PUBLIC SCHOOLS	$ 19,363.07
91-0002-000	RED CLOUD COMMUNITY SCHOOLS	$ 52,939.06
91-0074-000	BLUE HILL PUBLIC SCHOOLS	$ 38,863.09
92-0045-000	WHEELER CENTRAL SCHOOLS	$ 18,001.04
93-0012-000	YORK PUBLIC SCHOOLS	$ 205,528.75
93-0083-000	MC COOL JUNCTION PUBLIC SCHS	$ 37,529.28
93-0096-000	HEARTLAND COMMUNITY SCHOOLS	$ 30,413.69
		$ 60,771,522.66

Superintendent Goals

Academic Achievement

Proposed Activity: Implement a system of teacher and principal evaluation that is research based and aligned with the Marzano Indicators. The selected instrument is the NEE (Network for Educator Effectiveness) evaluation instrument. More information about NEE can be found at https://neeadvantage.com/.

Rationale: Teacher and principal effectiveness has a direct impact on student achievement. A quality evaluation instrument can provide data for individualized professional development opportunities and for staff development opportunities.

AQuESTT Tenant: Educator Effectiveness

Deadline: December 2020

Vision

Proposed Activity: Coordinate a strategic planning session coordinated by NASB and engaging all stakeholders for the purpose of developing a functional, shared, written plan that is aligned to the six AQuESTT Tenants.

Rationale: AQuESTT is the state-wide accountability model, which the school district will be evaluated by in future years. Aligning the school district's strategic plan to the six AQuESTT Tenants will ensure that the district's strategic plan supports the school improvement process, which will also be aligned to the six AQuESTT Tenants.

AQuESTT Tenant: Positive Partnerships, Relationships, & Success

Deadline: May 2020

Community Relations

Proposed Activities: Strategic Planning Session with NASB; Golf; coffee; senior center visit/presentation; extend a written invitation to present to community groups, clubs & organizations; increased participation in Chamber; increased participation in Lion's Club; become a "tweeting superintendent"; monthly video following board meeting that is pushed out to patrons; develop a Superintendent Advisory Committee such as Gothenburg Public Schools; "brand" the school

Rationale: Interacting with community members and sharing our schools story with community members improves community relations and support for the school.

AQuESTT Tenant: Positive Partnerships, Relationships, & Success

Deadline: Progress evaluated during next formal evaluation

Community Engagement

Nebraska Association of School Boards

Ravenna Board of Education

Misti Fiddelke, President

Larry Behrendt

Marilyn Bohn

Tim Lewandowski

Tara Schirmer

Dawn Standage

Superintendent

Dwaine Uttecht

Mission Statement

Family – Community – School
Preparing Students Today to
Succeed Tomorrow

NASB
Nebraska Association of
SCHOOL BOARDS

Ravenna Community Engagement

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A focus group made up of 80 members participated in a Community Discussion on Monday, March 24, 2014. The group identified the strengths, accomplishments, and achievements of the Ravenna Public Schools as well as the challenges the district will face in the next three to five years. Group participants included parents, community members, board members, and a district administrator.

Feedback received:

Question 1: What points of pride, accomplishments, and achievements, has the district realized?

- Respect (Village – tight knit)
- Consistency of teaching staff, parents, and community
- People want to stay
- Our location
- Advanced classes
- Sports programs
- Small classroom sizes
- Special Education program
- Enrollment increases
- Maintain skills USA, FBLA, FFA
- College level preparedness
- Kids adjust post H.S. to college in relation to study habits
- Positive involvement and guidance/scholarship assistance
- Teacher involvement to assist outside classroom
- Fine arts program has evolved, improved over the years including music/art
- Teachers involved outside of school
- Strong administration
- Keep kids in school
- High graduation rates
- Nice building/facility – The Green House/Learning Center/Theatre
- Nice to see other things in addition to sports

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- Robotics, DECA–Lifetime skills– causes people to look at Ravenna differently
- FFA, FBLA, Skills, Trap and we do have athletics
- Student issues are handled well internally
- Biology class using greenhouse – seeing start to finish with growing plants, flowers, etc.
- Ravenna is on the map because of athletics, Robotics, DECA, acting and FFA
- Well represented by our teachers (i.e., staff presentation at an Autism conference)
- The youth came together with several teachers to put gather financing for the y outh center
- Ravenna produces students who become teachers which presents a positive image o f the current and past teaching staff
- We are a leader in technology with the one-to-one program
- The infrastructure of the school is good. The custodial staff has done a good job maintaining the facilities and grounds
- Surrounding employment
- Great facility – one location
- Technology based education with good student/instructor ratio
- Extra-curricular opportunities especially athletics
- Faculty contribute to the success of the district
- Academic competitions
- Welcoming community
- Youth Activity Center
- Star Program
- Good ACT scores
- Technology 1:1 program
- Good facilities
- One campus
- Security buzzer
- Parent volunteers
- Recognizing all groups and their successes – Robotics (new programs have been initiated) Drama and Bowling
- Alert text program
- Keep teachers for extended times
- Quality learning environment (school is well taken care of)

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- Parental involvement
- College prep classes offered
- Kinder/curriculum
- Improvement of theater
- Sporting Events
- FFA
- Robotics
- Speech and Drama
- Working with city for Trap Team
- Community Service – special needs pick up recycling
- Music program
- Music at nursing home
- High school age kids help with camps
- Teacher retention and a high number of staff members that have master's degree
- Youth Center
- Graduates that go on to college are successful students and well prepared
- Perform well academically as compared to other C-2 schools
- Post-graduate studies and education /increase in percentage of graduates
- Staff qualified and dedicated – longevity staff
- Arts/Drama/Robotics/Fine Arts Night
- New preschool in with Elementary and High School
- Youth Center well utilized after game gathering
- Board willing to listen to constituents through this meeting
- Scholarships for in state schools
- School activities published in paper
- Students of week/Athlete of week/Jr Jays
- Accredited
- Staff respects different learning styles
- District is not in debt
- Athletics
- Greenhouse
- Computer use
- College credit courses
- High graduation rates

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- Good student teacher ratio
- Strong teacher/parent involvement
- Community investment (Athletics, Academics, Organizations)
- Opportunities/Extracurricular Activities
- Youth Center (Kids took part/accepted responsibilities for development and impl ementation)
- Facilities kept up with changing times (technology)
- Starts at early age (preschool – high school)
- Good leadership (Administration, School Board)
- Greenhouse for Agriculture
- Good Agriculture department for community
- Clean sports program

Question 2: What challenges will the district face in the next three to five years?

A. Academic Program

- Test scores – government requirements
- Population of students
- Continue to improve student performance on Standardized Testing – Raising the bar
- Moving target of Standards
- Communication between staff and parent if the student is having trouble learning. Finding out at parent/teacher conferences could be too late.
- College courses
- Meeting standardized testing requirements
- Keeping good administrators
- NESA testing – need more explanation about it?
- Earlier notification of grades dropping BEFORE they get to the ninth hour penalty
- Challenge them to take at least one college credit upon graduation
- Mediocre testing scores
- There is a lack of advanced class work for the high ability learning students in the elementary
- Look into offering more college level distance learning courses to high school students

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B. School Climate/Learning Environment

- Declining enrollment
- Maintaining enrollment
- Education should be emphasized more than sports
- School violence/security issues – No Facebook during class
- Policies in place for social networking
- Enrollment is declining
- Some kids suffer in subjects because they are pulled out of class early to focus on a subject they need extra help
- Enrollment
- More emphasis on college classes
- Keeping kids focused
- Teaching money management/life skills
- Lunch program challenges
- Safe learning environment
- Security
- School nurses – paperwork
- School food – increased paperwork
- Same rules for every student
- Lack of student motivation
- Safety
- Food – amount and quality
- A decrease in enrollment will affect the number of students we have
- Maintain Alcohol – Drug – Tobacco awareness and education – stay up on e-cigs
- Several tenured teachers are coming up on retirement and several who are able to retire already
- Preparing kids for college
- Replacing Mr. Fisher and as other great teachers leave
- Having a "Practical" education center in our high school
- Retaining good quality administration and staffing
- Increased security/safety
- School Lunchroom Guidelines
- Retention of staff
- Safety – Lockdown System

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- Sustain enrollment
- Improved communication from the school to the community about classes being t aught events with the administrators at the school
- Student numbers
- Keeping staff
- Staff over loaded
- Keeping teachers if student population decreases
- Out of state scholarship opportunities
- Bullying – education for both students and teachers
- Teacher access time
- Language barriers
- Have graduates evaluate teachers

C. Parent – Community Relations

- Continued Family Involvement/Community Involvement
- Engaging students in entrepreneurships to take over jobs within the community
- Enrollment – Community Issues
- Changes in Family Values
- Fewer farmers every year
- Mr. Fisher leaving – what can we do to keep growth of town –students
- Prepare for Hispanic population

D. Governance (Board of Education/Superintendent)

- Stay sharp on finances
- Financing – budget issues being able to sustain staffing balances
- Expectations from state and federal standard
- Drama and music left out financially
- Finances – Fiscal responsibility
- Publicize the endowment more
- Funding challenges will continue to be a problem, especially the state funding formula
- Keeping up with payroll
- Future gov't regulation
- Budget costs
- Funding

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- Balancing all staff needs with demand for all activities
- Rising costs
- Decreased funding
- Money –budgeting
- Consolidation of schools
- Due to recent events in other schools. How many of our staff are trained to recognize drug use or threatening situations and what is the schools plan to handle?
- Declining state Aid dollars
- Retirement of staff
- Broadcasting teachers on TV to other places
- What funding will be like
- Possibly merging with other districts
- Figure out how to be a better leader
- If enrollment decreases – staff may decrease – funding decreases

E. Technology

- Keeping up with technology
- The cost of technology
- Technology – Social Media
- Keeping up with technology will be more challenging all the time
- Maintain quality technology
- Technology keeping up with the "jones" staffing and costs involved
- Technology – maintaining and/or improving and not falling behind
- Technology up keep – adequate funding to ensure progression
- Strict computer use regulations

F. Support Program

- Special Education programs

G. Extra-Curricular

- Sustaining the extra-curricular
- Teachers are asked to be involved in extra-curricular activities – hard to find enough volunteers
- Getting kids involved in extra activities

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- Kids to involved
- Kids not involved – video games

H. Transportation

- Bussing – transportation
- Transportation – Distances have increased – Equipment
- Distance traveled for activities busing rural – subcontracted in some districts
- Out of town pre-schools

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Community Engagement
Meeting II – April 8, 2014

Community members participated in a review and discussion of the identified needs brought forward during Community Engagement Meeting I. The outcome of the small group discussion realized the following priorities and strategies.

Student Academics

I. Provide more advanced learning opportunities for both high school and elementary students
   a) Research programs that can "challenge" youth for the high ability learners (Example: The reading program has three levels to help kids raise their testing scores.)
   b) Consider internships or job shadowing to help kids identify what may be an unrealized interest or passion
   c) Identify and bring local businesses into the district to support curriculum
   d) Insure kids who have an IEP are pushed and challenged to allow them to succeed
   e) Make certain the district is able to consider ways to keep up with technology
   f) Provide continuing education for staff to support curriculum offerings
   g) Pursue grants to help fund technology
   h) Use social media as an educational tool for students
   i) Continue to provide an environment that supports all learning levels and types

II. Expand the curriculum to offer more diverse opportunities for students
   a) Poll students to identify their interests
   b) Consider other programs such as:
      1. Robotics
      2. Auto body or Mechanics classes
      3. Block scheduling
      4. Class flipping
   c) Maintain quality faculty (young progressive educators)
   d) Balance extracurricular and academics

III. Improve academic opportunities for students by providing technological advancements

IV. Prepare students with skills for the 21st Century
   a) Keep curriculum current with workplace trends

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V. Prepare students for a future and emphasize responsibility and professional workplace behavior
   b) Fair standards and discipline for all students
   c) Clear and thorough policy on bullying
   d) Train on bullying all levels, students, staff, and parents

VI. Maintain academic excellence with variations in resources
   a) Encourage every student to take at least one unit of higher education
   b) Maintain academic superiority to attract students from other areas
   c) Promote on-line/distance learning for a better selection of classes
   d) Encourage teachers to teach every student to the best of their ability so that every student reaches their potential

VII. Provide a curriculum that will prepare each student to meet or exceed their potential
   a) Provide diverse curriculum and more flexibility for staff
   b) Continue time management finance classes and expand college classes
   c) Consider advanced technology courses

Technology

I. Promote on-line and distance learning to support technology curriculum opportunities

II. Improve academics by providing advanced technological (Pre-K through 12th grade)

III. Raise technology funds through the foundation
   a) Web presence
   b) Brochure
   c) Newsletter

IV. Form an active technology task force
   a) 1 to 2 school board representatives
   b) 1 to 2 administrative representatives
   c) 1 to 2 faculty representatives
   d) 1 to 2 student representatives

V. Enforce responsible use of technology through policy and training
   a) Understand that once posted on the web it is forever there
   b) Common sense ethics

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School Climate

I. Provide and create an environment for all learning levels and types
II. Provide more opportunities for higher level achieving students to challenge their level of learning
III. Use social media as an educational tool in the classroom
IV. Continue to offer opportunities like this to allow parents to voice not just what we want, but also to support the board and principals
V. Consider other ways to keep parents and patrons involved

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1. **Do you think the Community Engagement process was a worthwhile activity for the district and community? Why?**
   - We hope the administration and board takes a close look at the points brought up!
   - Yes, whenever you can share ideas and inputs you gain interest.
   - Yes, I got ideas from people that otherwise would not say anything or think their opinion didn't matter.
   - Yes – it makes the community more aware of issues in the community. Everyone's opinion is valued in a setting such as this.
   - Very worthwhile – shows board/community support, gives direction to school system, gives multiple points brought to attention.
   - Yes, it's nice to discuss and see the difference viewpoints of other community leaders
   - Yes, it gives the board the opportunity to hear others opinion's
   - Yes, it will give the board some ideas on what the community expects
   - Yes, ideas from many are always appreciated
   - Yes – increased community involvement in the school
   - Yes, communication between community and school is key to getting things done.
   - Yes, you got more ideas from a lot of different people
   - Yes, it brought people together and allowed us to express ourselves and concerns or hopes for our school and future.
   - Yes, is always good to get new ideas and thoughts in front of a board/community
   - Hope so because the board can only do so much everyone has to buy in
   - Yes, very worthwhile. The community as a whole can help create/make ideas which in turn can make the whole community active in the schools
   - Yes, helps show more community support to the schools
   - Yes, offered variety of thoughts and ideas to be given
   - Yes, helps get parents involved in what our children are learning and challenges they may be dealing with in the school system
   - Yes, lots of interesting and well thought out ideas were presented
   - Yes, it involved the community, all ages, all opinion's and knowledgeable
   - Yes, gives people a voice
   - Don't know – haven't seen anything come about it yet. This is a good start – let's see specific follow through!!!

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- The Ravenna News does a very good job of informing the community of board meetings and school activities. The school does not inform. The website is not always up to date and there is no column from the school administration or board. You should not expect the News to do your advertising!
- Yes, it is important that communities come together to discuss
- Yes, the board wanted to provide a forum for input before they made major changes to policy. I believe this approach is commendable.
- Yes, it is always good to get a variety of opinions
- Yes, community involvement is always important although people don't always take the time to become involved!!
- Yes, I believe that the community needs to be heard when it comes to education because it is the community that is served my education.
- Yes, it was nice to hear what others had to say. It was also nice to know that they were thinking along the same lines as me.
- Absolutely worthwhile – Furthering is a constant necessity. Community Forums increase patrons' ownership of the education process.
- Not sure – don't know if everyone is being heard
- Yes, it brought together the community discussion, not just school board
- Yes, good community bonding and for people to realize how to solve problems instead of just identify them.
- Yes, I think it gives the board an opportunity to get a feeling about how the community feels. Gave me personal insight to other opinions.
- Yes, this activity was a positive insight as to how the public views our school.

2. What did you learn from the Community Engagement process?

- It's good to hear other points of view
- There are many ideas out there we do not think about and some good resources out there.
- People can work together! It was nice to have such a cross section of the community present.
- Our school is strong academically
- There is always improvement to be made and that the board has a tough job to manage this process
- How little I know
- Many people are interested in the well-being of our school
- Everyone wants a school with great academics for all children.
- Should have had the community involved years ago.
- A lot

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- The willingness of the board to hear ideas and thoughts. Showed they were proactive and care.
- That things from when I was in school 6 years ago have not been improved
- How other community schools works and where we need to go.
- People do seem to care about improving school, but it seems like the same group needs to diversify somehow to include more people.
- We all have the goal of improving and bettering our school and students
- Different ways things work within school system, was nice to hear opinions from the elementary up to high school level
- The vast number of challenges facing the school board/education district. Also, the many success stories that accompany them.
- Community wants to be involved in children's academic growth.
- A lot of ideas – different views
- People want more for our school – Don't give up – but there is so much more that can be done!
- We have many same concerns and parent's community members that are interested in helping.
- Primarily that most participants were concerned with academics and the advancements in technology that can assist in teaching students.
- The community wants to be heard.
- Interesting ideas and opinions from other people. Some ideas I hadn't thought of previously.
- That there are many issues that education faces, and they continue to increase.
- I learned where the school was currently in many areas of education. I learned that technology is very much on the minds of others.
- There is a lot to be proud of.
- Physical and verbal bullying is happening, but it is not always noticed.
  It sounds like a 4 or 5 on a scale of 10
- That education is near and dear to many people
- There are a lot of people that are concerned in many areas not just a few.
- Gained insight to personal feeling in regard to what people feel is important to the education process
- I learned there are many people interested in our school and the progress it needs to make.

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3. **What would you do to improve the process?**
   - Possibly more input by board members
   - Worked good the way it was
   - Yearly community meetings
   - Maybe a little more time
   - Effective as it was
   - Maybe have one night without administration to discuss
   - Maybe have a general question and answer period
   - Board Question and Answer for a set time
   - Have kids come for their input
   - Continue more engagement meetings because everybody has a positive attitude
   - Invite more actual educators. Noticed more spouses invited but not actual educators. Don't they have better ideas of work at school? Advertise in paper.
   - Liked the open discussion
   - Thought it was a good process. Maybe provide each table with a different focus/area to improve.
   - Encourage job shadowing, academic programs thru the web
   - Nothing
   - Let's see what the school board has for goals (specific goals) and what their plan is to see this through. Get more specifics and details.
   - Nothing at this time
   - I felt it was about right. One long meeting would overwhelm, but more than two would result in poor final attendance.
   - A place that private comments could be made
   - I felt this was a good format to follow in the future
   - Possibly an overview of the school system for those that are not very involved in the district
   - More use of technology to put their information online
   - This is a fairly tried and true process
   - I believe there needs to be a 3rd party secretary at every table to protect from personal opinion being shared with group and then all people will be heard
   - Thought it was good as is
   - I wish the administration could have interacted with the discussion groups

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4. **Do you have interest in continuing to serve the district? If so, do you have ideas of how you like to serve?**

   - Volunteer to help is agriculture related programs or classes
   - No interest at this time
   - Possibly volunteer in classroom. Encourage participation in the Ravenna Foundation. Encourage the foundation to help in funding "extra" projects of the school.
   - I have interest/participate with the children
   - Yes, taskforce
   - Yes, giving input as needed on topics
   - Community and Parents needs to feel welcomed in to the school system to volunteer. If people were welcomed to help at school they would see a lot more volunteers
   - Yes, school board or another board of some kind
   - Yes, not sure at this time.
   - Yes, engagement meetings
   - Stacy Paitz – any type of committee to help our youth
   - Yes. Would love to provide an internship/practical experience for students
   - Yes, I'm interested everyone should be –without our school our community would go under.
   - Always willing to help.
   - Keep this up I really appreciate being included and participating in this type
   - Yes, I would like to be a part of the next step of this process. What becomes of the information the board has from the Community Engagement?
   - I would be willing to sponsor a mentorship course or arrange for contacts in different disciplines per curriculum guidelines.
   - Yes
   - Yes, advice and information
   - I'm going to remain anonymous on this form – I will sign up for something down the road.
   - Yes, in discussions
   - Not at this time. The walleye are biting and my fishing pole is ready for a workout

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Ravenna Public Schools

Ken Schroeder <ken.schroeder@ravennabluejays.org>

Fwd: NASB Board Self-Assessment Resources and Services

1 message

Marilyn Bohn <mamabohn7@gmail.com> Thu, Feb 7, 2019 at 10:12 AM
To: Ken Schroeder <ken.schroeder@ravennabluejays.org>

Hi K

Here are the attachments you can put on e-meetings.

Thank you
M

---------- Forwarded message ---------
From: **Marcia Herring** <mherring@nasbonline.org>
Date: Fri, Jan 25, 2019, 6:23 PM
Subject: NASB Board Self-Assessment Resources and Services
To: Marilyn Bohn <mamabohn7@gmail.com>

Good evening, Marilyn!

I have attached the four traditional board self-assessment resources. Please note that BA.1, BA.2, BA.3 and BA.4 are available in two formats (both narrative and numerical). The Board Leadership Standard Assessment is available is available only in the format attached. Below, I have provided the details of the Online Board Self-Assessment process.

Board Self-Assessment

The **Online Board Self-Assessment Survey Service** includes:

Option I –

The Association will

- Assist the board to identify a board self-assessment tool
- Integrate the identified tool into an online survey
- Distribute the link to all board members to complete the survey
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written Needs Analysis summarizing areas of need

Fee: $250

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

Thank you for your interest in the NASB Board Self-Assessment resources. Please let me know if you have any questions.

Have an amazing weekend and safe travels to Lincoln for the Legislative Issues Conference.

Warm regards,

Marcia R. Herring

NASB Director of Board Leadership

Nebraska Association of School Boards

1311 Stockwell Street

Lincoln NE 68502

Toll Free 800.422.4572

Direct Line 402.817.0296

Cell/Text 402.450.5152

Legislative Issues Conference

January 27-28

School Board Member Week

January 27 to February 2

Budget & Finance Workshops

February 13 | La Vista

February 20 | North Platte

Presidents Retreat – Kearney / February 17-18

Presidents Retreat – Lincoln / February 24-25

Learn more and register at www.NASBonline.org

5 attachments

image003.png
12K

BA.1 Narrative.doc
160K

BA.2 Numerical.doc
151K

BA.3 Narrative.doc
128K

BA.4 Numerical.doc
138K

Ravenna Public Schools

Ken Schroeder <ken.schroeder@ravennabluejays.org>

Fwd: NASB Superintendent Evaluation Resources and Services

1 message

Marilyn Bohn <mamabohn7@gmail.com> Thu, Feb 7, 2019 at 10:13 AM
To: Ken Schroeder <ken.schroeder@ravennabluejays.org>

And more..... Thank you! If we can get back in time I'll be there.

M

---------- Forwarded message ---------
From: **Marcia Herring** <mherring@nasbonline.org>
Date: Fri, Jan 25, 2019, 6:23 PM
Subject: NASB Superintendent Evaluation Resources and Services
To: Marilyn Bohn <mamabohn7@gmail.com>

Good evening, Marilyn! I have attached the NASB Superintendent Evaluation resources and below you will find a breakdown of the three options available to the board should they have interest in utilizing the online process.

NASB Online Superintendent Evaluation Service includes:

Option I –

The Association will:

- Integrate the board adopted superintendent evaluation tool into an online survey
- Issue link to superintendent to complete a self-assessment (Note: The superintendent self-evaluation is an optional feature.)
- Download superintendent self-assessment
- Distribute the superintendent self-assessment summary and survey link to each board member via email
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written summary and forward to board president

Fee $200

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

Option II -

The Association will:

- Assist the board in the identification and/or design of a superintendent evaluation tool
- Issue link to superintendent to complete a self-assessment (Note: The superintendent self-evaluation is an optional feature.)
- Download superintendent self-assessment
- Distribute the superintendent self-assessment summary and survey link to each board member via email
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written summary and forward to board president

Fee $250

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

Option III –

The Association will:

- Develop a customized Superintendent Evaluation tool for the board

Fee $50

- Issue link to superintendent to complete a self-assessment (Note: The superintendent self-evaluation is an optional feature.)
- Download superintendent self-assessment
- Distribute the superintendent self-assessment summary and survey link to each board member via email
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written summary and forward to board president

Fee $250

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

Thank you for your interest in the NASB Superintendent Evaluation resources and the Online Superintendent Evaluation should the board decide to utilize this service. Please let me know if you have any questions, Marilyn!

Warm regards,

Marcia R. Herring

NASB Director of Board Leadership

Nebraska Association of School Boards

1311 Stockwell Street

Lincoln NE 68502

Toll Free 800.422.4572

Direct Line 402.817.0296

Cell/Text 402.450.5152

Legislative Issues Conference

January 27-28

School Board Member Week

January 27 to February 2

Budget & Finance Workshops

February 13 | La Vista

February 20 | North Platte

Presidents Retreat – Kearney / February 17-18

Presidents Retreat – Lincoln / February 24-25

Learn more and register at www.NASBonline.org

4 attachments



image003.png
12K

Supt Eval 1.1 Governance Standards Narrative.doc
170K

Supt Eval 1.2 Governance Standards Numerical.doc
181K

Supt Eval 2.1 Leadership Standards Narrative.doc
178K

RAVENNA SCHOOL BOARD 2018-2019 CALENDAR

September	Parent Teacher Board Meet & Greet	Dawn Planning All Participate
October	Review Envision Civic Group Visits	Marc Ryan
November	Review Community Data Results from 2014	Tara

December	Retreat with Personality Strength	Misti Planning All Participate
January	Organize, Structure, Expectations	All
February	Superintendent Review, Assessment, Tools	Marilyn Tools All Participate

March	Parent Teacher Conf Staff Engagement	All
April	High School Achievement	Brad
May	Elementary Achievement	Paul

June	Mission Statement	All
July	Vision	All
August	Planning for 19-20 School Year	All