Board of Education Regular Meeting
Monday, July 11, 2022 7:00 PM
High School Library
P.O. Box 8400
Ravenna, NE 68869-8400

1. Call to Order and Roll Call - Open Meeting Law
2. Excuse Absent Board Members
3. The Pledge of Allegiance
4. Recitation of School Mission Statement: ***Preparing Students Today to Succeed Tomorrow: Family-Community-School***
5. Recitation of Board Mission Statement: ***Providing collaborative leadership to prepare students today to succeed tomorrow.***
6. Approval of Agenda
7. Financial Report
8. Consent Agenda
    8.1. Discuss, consider, and take all necessary action to minutes
    8.2. Discuss, consider, and take all necessary action to bills
    8.3. Notice of Meeting Publication: The notice for this board meeting was published in the July 6th edition of the Ravenna News
    8.4. Discuss, consider, and take all necessary action to approve the hire of Mr. Trent Benjamin to the position of K-12 School Librarian for the 2022-2023 school year.
    8.5. Discuss, consider, and take all necessary action to accept the resignation of Ana Bermudez-Trinidad.
    8.6. Discuss, consider, and take all necessary action to declare electronic items as surplus
9. Blue Jay Celebration of Success-None This Month
10. Request to Address the Board and Correspondence

11. Board Report & Year One Goals Meeting Pulse

12. Information and Action Items

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

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

    12.3. Annual Student Fees Policy Hearing (#5045)

    12.4. Annual Bullying Policy Review (#5054)

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

    12.6. Discuss, consider, and take all action necessary to the 2022-23 Student Handbook

    12.7. Discuss, consider, and take all action necessary to the 2022-23 Ravenna Public Schools Student Activity Handbook

    12.8. Discuss, consider, and take all action necessary to the 2022-23 Staff Handbook

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

    12.10. Discuss, consider, and take all action necessary to set meal prices for the 2022-23 school year

13. Discussion Items

    13.1. Discuss, consider, and take all action necessary to give the board an update on the work of the Wilkins group on the facilities study, and master facilities plan

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

    13.3. Discuss, consider, and take all action regarding the parking lot renovation project

    13.4. Discuss, consider, and take all action necessary to review and evaluate administrative staff(Possible Executive Session)

    13.5. Discuss, consider, and take all action regarding resurfacing of the track

14. Elementary Principal's Report

15. Secondary Principal's Report

16. Superintendent's Report
17. Positive Comments
18. Adjournment

Ravenna Public Schools
Fund Balance Report
June 30th, 2022

Special Building		
Last month ending balance	$	431,713.95
Buffalo Co Taxes	$	18,284.75
Sherman Co Taxes	$	10,850.81
Settlement Checks	$	-
Interest	$	92.41
Check(s)	$	(250.00)
Bank Statement Balance	**$**	**460,691.92**
Outstanding Checks		
Flex 9 mo. CD 043	$	500,000.00
Interest	$	4,197.79
Total	**$**	**964,889.71**
Depreciation Fund		
Last month ending balance	$	194,086.77
Interest		$7.98
ESSERS II		$0.00
Transfer		$0.00
Check(s)		$0.00
Bank Statement Balance	**$**	**194,094.75**
Employee Benefit Fund		
Last month ending balance	$	14,779.13
Deposit for Employee Benefits	$	-
Interest	$	0.61
Check(s)	$	-
Bank Statement Balance	**$**	**14,779.74**
Flex 9 mo. CD 094	$	100,000.00
Interest	$	839.15
Total	**$**	**115,618.89**
Qualified Cap		
Last month ending balance	$	487.36
Buffalo Co Taxes	$	-
Sherm Co Taxes	$	-
US Treas.		
Interest	$	-
check(s) Transfer to GF	$	-
Bank Statement Balance	**$**	**487.36**

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
Checking Account ID 01		Fund Number 01 General		
	114594	Abante Marketing	05/19/2022	437.96
01 2310 610 000 000		Supplies	437.96	
Total Abante Marketing			437.96	
	114344	AGC Education, Inc.	06/28/2022	1,234.79
01 1100 610 001 027		Secon Art Materials	1,234.79	
Total AGC Education, Inc.			1,234.79	
	3167224	AKRS Equipment	06/10/2022	107.17
01 2620 610 001 000		GENERAL SUPPLIES	107.17	
	3175000	AKRS Equipment	06/17/2022	552.09
01 2620 610 001 000		GENERAL SUPPLIES	276.05	
01 2620 610 002 000		GENERAL SUPPLIES	276.04	
Total AKRS Equipment			659.26	
	3471	ALPHA REHABILITATION	06/30/2022	392.17
01 2151 320 001 602		PROFESSIONAL ED SERVICES	265.53	
01 2161 320 001 601		PROFESSIONAL ED SERVICES	126.64	
Total ALPHA REHABILITATION			392.17	
	32381	Applied Educational Systems	06/24/2022	799.00
01 1100 735 001 026		Comp Software	799.00	
Total Applied Educational Systems			799.00	
	C-22522-JW	ARROW SEED COMPANY INC	06/09/2022	1,332.60
01 2620 610 001 000		GENERAL SUPPLIES	666.30	
01 2620 610 002 000		GENERAL SUPPLIES	666.30	
Total ARROW SEED COMPANY INC			1,332.60	
	23132	ASK SUPPLY CO	06/24/2022	25.00
01 2620 610 002 000		GENERAL SUPPLIES	25.00	
Total ASK SUPPLY CO			25.00	
	4905153979. June22	BLACK HILLS ENERGY	06/20/2022	35.02
01 2610 621 001 000		Fuel Secon	17.51	
01 2610 621 002 000		Fuel Elem	17.51	
	8985166782. June22	BLACK HILLS ENERGY	06/20/2022	2,093.62
01 2610 621 001 000		Fuel Secon	1,046.81	
01 2610 621 002 000		Fuel Elem	1,046.81	
Total BLACK HILLS ENERGY			2,128.64	
	8681308	BLICK ART MATERIALS	06/07/2022	763.74
01 1190 610 002 000		PreK Supplies	19.00	
01 1100 610 001 027		Secon Art Materials	744.74	
Total BLICK ART MATERIALS			763.74	
	346093	Bluum USA, Inc.	06/02/2022	71.64
01 1200 610 001 000		Gen Supplies	35.82	
01 1100 610 002 000		Gen Supplies Elem	35.82	
Total Bluum USA, Inc.			71.64	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
	51816153RI	CAROLINA BIOLOGICAL SUPPLY CO	06/29/2022	444.28
01 1100 610 001 022		Materials	444.28	
	51816627RI	CAROLINA BIOLOGICAL SUPPLY CO	06/30/2022	28.40
01 1100 610 001 022		Materials	28.40	
	51816635RI	CAROLINA BIOLOGICAL SUPPLY CO	06/29/2022	120.75
01 1100 610 001 022		Materials	120.75	
Total CAROLINA BIOLOGICAL SUPPLY CO			593.43	
	001879174	CENTRAL COMMUNITY COLLEGE	07/05/2022	24.00
01 2212 330 001 000		Purch Prof Ser Secon	8.00	
01 2212 330 002 000		Purch Prof Ser Elem	16.00	
Total CENTRAL COMMUNITY COLLEGE			24.00	
	2505070122	CHARTER COMMUNICATIONS	07/01/2022	17.82
01 1100 382 000 000		INTERNET SERVICES	17.82	
Total CHARTER COMMUNICATIONS			17.82	
	357.June22	CITY OF RAVENNA	06/29/2022	422.83
01 2610 410 001 000		Water Sewer Secon	211.42	
01 2610 410 002 000		Water Sewer Elem	211.41	
	760.June22	CITY OF RAVENNA	06/28/2022	64.17
01 2610 410 001 000		Water Sewer Secon	32.09	
01 2610 410 002 000		Water Sewer Elem	32.08	
Total CITY OF RAVENNA			487.00	
	1321941	DAS State Accounting - Central Finance	06/10/2022	259.49
01 1100 382 000 000		INTERNET SERVICES	259.49	
Total DAS State Accounting - Central Finance			259.49	
	7087044	ECOLAB PEST ELIM DIV	06/21/2022	70.18
01 2620 431 001 000		Con/ser Repair Secon	35.09	
01 2620 431 002 000		Cont/ser Repair Elem	35.09	
Total ECOLAB PEST ELIM DIV			70.18	
	Q-441491	EDMENTUM	05/16/2022	2,520.00
01 1100 735 001 000		Comp Software Secon	2,520.00	
Total EDMENTUM			2,520.00	
	351872	EGAN SUPPLY CO.	06/14/2022	705.07
01 2610 610 001 000		Supplies Secon	336.35	
01 2610 610 002 000		Supplies Elem	336.35	
01 2510 610 000 000		Supplies	32.37	
Total EGAN SUPPLY CO.			705.07	
	180300.June22	ESU #10	06/30/2022	27,975.20
01 2153 591 002 607		AUDIOLOGY SPED 0-2	12.15	
01 2152 591 002 607		AUDIOLOGY SPED 3-5	12.17	
01 2151 591 001 607		Audiology Secon	48.63	
01 2151 591 002 607		Audiology Elem	48.63	
01 2151 591 002 604		Deaf Ed Sped Elem.	418.54	
01 2162 591 002 601		OT SPED 3-5	223.57	
01 2163 591 002 601		OT SPED 0-2	223.58	
01 2161 591 001 601		OT THERAPY SPED - School Age	894.29	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 2161 591 002 601		OT THERAPY-SPED School Age	894.29	
01 2142 591 002 606		PSYCH SERVICES SPED 3-5	402.61	
01 2143 591 002 606		PSYC SERVICES SPED 0-2	402.63	
01 2141 591 001 606		SCHOOL PSYCH	1,610.46	
01 2141 591 002 606		Diagnostic Testing (School Psych)	1,610.46	
01 2172 591 002 600		PT SPED 3-5	128.55	
01 2173 591 002 600		PT SPED 0-2	128.55	
01 2171 591 001 600		PT SERVICES	514.15	
01 2171 591 002 600		PT Therapy	514.15	
01 1291 591 002 603		PRE SPED Supervision (3-5)	189.16	
01 1292 591 002 603		Pre Sped Services (0-2)	189.17	
01 1200 591 001 000		SPED SUPERVISION SEC.	870.12	
01 1200 591 002 000		SPED SUPERVISION ELEM.	870.12	
01 2153 591 002 602		SPEECH (0-2)	429.87	
01 2152 591 002 602		PRE SCHL SPEECH (3-5)	3,267.00	
01 2151 591 001 602		Speech Therapy	3,095.05	
01 2151 591 002 602		Speech Therapy Elem	10,402.81	
01 2181 591 002 605		VISION	213.89	
01 1200 591 000 608		Vocational	240.60	
01 2410 810 002 000		Dues And Fees Elem	40.00	
01 2320 810 000 000		Dues And Fees	40.00	
01 2410 810 001 000		Dues And Fees Secon	40.00	
Total ESU #10			27,975.20	
	21-1826	ESU #9	06/10/2011	398.00
01 2580 810 000 000		REGISTRATION	199.00	
01 2212 330 002 000		Purch Prof Ser Elem	199.00	
Total ESU #9			398.00	
	Coop001999	ESU COORDINATING COUNCIL	06/30/2022	332.01
01 2220 735 001 000		Computer Software	166.01	
01 2220 735 002 000		Elem Software	166.00	
Total ESU COORDINATING COUNCIL			332.01	
	47514	FARMERS CO-OPERATIVE ASSOC	06/25/2022	2,360.35
01 2710 626 000 000		Gas And Oil	2,360.35	
Total FARMERS CO-OPERATIVE ASSOC			2,360.35	
	2722259	FLINN SCIENTIFIC INC	06/29/2022	52.25
01 1100 610 002 005		Grade 5 Materials	52.25	
	2723042	FLINN SCIENTIFIC INC	06/30/2022	168.40
01 1100 610 001 022		Materials	168.40	
	2723439	FLINN SCIENTIFIC INC	07/01/2022	1,924.47
01 1100 610 001 022		Materials	1,924.47	
Total FLINN SCIENTIFIC INC			2,145.12	
	10696401	Hamilton	07/01/2022	336.80
01 2510 382 001 000		Telephone Secon	168.40	
01 2510 382 002 000		Telehone Elem	168.40	
	10698844	Hamilton	07/01/2022	35.13
01 2510 382 001 000		Telephone Secon	17.57	
01 2510 382 002 000		Telehone Elem	17.56	
	10701185	Hamilton	07/01/2022	108.52
01 2510 382 001 000		Telephone Secon	54.26	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 2510 382 002 000		Telehone Elem	54.26	
Total Hamilton			480.45	
	12304.Gary6.10	Heartland Health Center, Inc.	06/20/2022	97.25
01 2710 340 000 000		Purch Ser(physicals)	97.25	
Total Heartland Health Center, Inc.			97.25	
	684976301	Home Depot Pro, The	05/11/2022	149.10
01 2610 610 001 000		Supplies Secon	74.55	
01 2610 610 002 000		Supplies Elem	74.55	
	684976319	Home Depot Pro, The	05/11/2022	87.50
01 2610 610 001 000		Supplies Secon	43.75	
01 2610 610 002 000		Supplies Elem	43.75	
	690833546	Home Depot Pro, The	06/14/2022	378.92
01 2610 610 001 000		Supplies Secon	189.46	
01 2610 610 002 000		Supplies Elem	189.46	
	691106256	Home Depot Pro, The	06/15/2022	357.12
01 2610 610 001 000		Supplies Secon	178.56	
01 2610 610 002 000		Supplies Elem	178.56	
	692101884	Home Depot Pro, The	06/21/2022	99.82
01 2610 610 001 000		Supplies Secon	49.91	
01 2610 610 002 000		Supplies Elem	49.91	
	692365992	Home Depot Pro, The	06/22/2022	120.76
01 2610 610 001 000		Supplies Secon	60.38	
01 2610 610 002 000		Supplies Elem	60.38	
	693120719	Home Depot Pro, The	06/27/2022	1,987.36
01 2620 610 001 000		GENERAL SUPPLIES	1,987.36	
Total Home Depot Pro, The			3,180.58	
	12795338.july2022	Hometown Leasing	07/07/2022	671.85
01 1100 443 001 000		LEASED EQUIP	335.93	
01 1100 443 002 000		LEASED EQUIP	335.92	
Total Hometown Leasing			671.85	
	955588825	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	06/23/2022	10,184.00
01 6998 640 001 000		BOOKS & PERIODICALS	10,184.00	
	955590339	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	06/24/2022	12,372.20
01 6998 640 001 000		BOOKS & PERIODICALS	12,372.20	
Total HOUGHTON MIFFLIN HARCOURT PUBLISHING CO			22,556.20	
	INV0000067365	Illuminate Education, Inc.	06/30/2022	101.50
01 1100 735 002 000		Comp Software Elem	101.50	
Total Illuminate Education, Inc.			101.50	
	2460.june2022	K & B PARTS	06/30/2022	200.20
01 2710 610 000 000		Tires And Parts	200.20	
Total K & B PARTS			200.20	
	2122-2075	Kjar, Bradley	07/07/2022	76.16
01 2320 580 000 000		Travel	76.16	
Total Kjar, Bradley			76.16	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
	1169	LARSEN ELECTRIC INC	03/03/2022	372.19
01 2620 431 001 000		Con/ser Repair Secon	372.19	
Total LARSEN ELECTRIC INC			372.19	
	CPS.May22	Live Well Counseling Center	06/16/2022	33.93
01 1100 334 000 000		Mileage for Psyche Services	33.93	
Total Live Well Counseling Center			33.93	
	4917	MC AUTOMOTIVE	06/02/2022	2,708.09
01 2730 431 000 000		REPAIRS & MAINT.	2,708.09	
	4961	MC AUTOMOTIVE	06/17/2022	136.00
01 2730 431 000 000		REPAIRS & MAINT.	136.00	
Total MC AUTOMOTIVE			2,844.09	
	36214	MERNARDS - KEARNEY	06/16/2022	227.93
01 2620 610 001 000		GENERAL SUPPLIES	227.93	
Total MERNARDS - KEARNEY			227.93	
	30	MIDWEST FLOOR SPECIALISTS	06/25/2022	2,236.00
01 2620 431 002 000		Cont/ser Repair Elem	2,236.00	
Total MIDWEST FLOOR SPECIALISTS			2,236.00	
	2128541-00	MIDWEST TECHNOLOGY PRODUCTS	06/07/2022	108.84
01 2620 610 001 000		GENERAL SUPPLIES	49.90	
01 1100 610 001 022		Materials	39.94	
01 1100 610 002 001		Grade 1 Materials	19.00	
Total MIDWEST TECHNOLOGY PRODUCTS			108.84	
	16822	MIGHTY DUCTS	06/20/2022	575.00
01 2620 431 001 000		Con/ser Repair Secon	287.50	
01 2620 431 002 000		Cont/ser Repair Elem	287.50	
Total MIGHTY DUCTS			575.00	
	0622-abood	MOSAIC	07/01/2022	1,927.80
01 1200 569 001 000		TUITION-OTHER	1,927.80	
Total MOSAIC			1,927.80	
	173175	Mystery Science, Inc.	06/23/2022	849.00
01 1100 735 002 000		Comp Software Elem	849.00	
Total Mystery Science, Inc.			849.00	
	52744.June22	NE PUBLIC POWER DISTRICT	06/29/2022	130.02
01 2610 621 001 000		Supplies Secon	65.01	
01 2610 621 002 000		Supplies Elem	65.01	
	52749.June22	NE PUBLIC POWER DISTRICT	06/29/2022	47.37
01 2610 621 001 000		Fuel Secon	23.69	
01 2610 621 002 000		Fuel Elem	23.68	
	52754.June22	NE PUBLIC POWER DISTRICT	06/29/2022	31.58
01 2610 621 001 000		Fuel Secon	15.79	
01 2610 621 002 000		Fuel Elem	15.79	
	52759.June22	NE PUBLIC POWER DISTRICT	06/29/2022	5,524.04
01 2610 621 001 000		Fuel Secon	2,762.02	
01 2610 621 002 000		Fuel Elem	2,762.02	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
	52765.June22	NE PUBLIC POWER DISTRICT	06/29/2022	64.79
01 2610 621 001 000		Fuel Secon	32.40	
01 2610 621 002 000		Fuel Elem	32.39	
Total NE PUBLIC POWER DISTRICT			5,797.80	
	72341	NORTHWEST EVALUATION ASSOCIATION	07/01/2022	720.00
01 1100 735 001 000		Comp Software Secon	360.00	
01 1100 735 002 000		Comp Software Elem	360.00	
Total NORTHWEST EVALUATION ASSOCIATION			720.00	
	Mem159.22-23	NRCSA	07/01/2022	850.00
01 2310 810 000 000		Dues And Fees	850.00	
Total NRCSA			850.00	
	1882-20220331	ONE SOURCE	03/31/2022	21.00
01 2310 340 000 000		SERVICES	21.00	
Total ONE SOURCE			21.00	
	2122-2052	Osburn, Allan	06/29/2022	68.33
01 2710 626 000 000		Gas And Oil	68.33	
Total Osburn, Allan			68.33	
	215451-00	PAPER 101	06/21/2022	6,056.97
01 1100 610 001 000		Gen Supplies Secon	3,113.80	
01 1100 610 002 000		Gen Supplies Elem	2,943.17	
Total PAPER 101			6,056.97	
	86740	PRAIRIE HILLS WIRELESS, LLC	07/01/2022	61.50
01 1100 382 000 000		INTERNET SERVICES	61.50	
Total PRAIRIE HILLS WIRELESS, LLC			61.50	
	S1441287.001	PYRAMID SCHOOL PRODUCTS	06/14/2022	2,766.04
01 1100 610 001 021		Math Materials	52.50	
01 1100 610 002 007		Kingrt Materials	9.18	
01 1100 610 001 032		Foreign Lang Mater	24.00	
01 2120 610 002 000		Supplies Elem	16.45	
01 1100 610 001 018		Music Materials	39.72	
01 1200 610 002 000		Gen Supplies Elem	26.19	
01 1100 610 001 025		Instr Materials	41.88	
01 2610 610 002 000		Supplies Elem	334.66	
01 1100 610 002 003		Grade 3 Materials	42.02	
01 1100 610 002 005		Grade 5 Materials	126.71	
01 1100 610 001 020		Lang Arts Materials	284.84	
01 1100 610 001 000		Gen Supplies Secon	278.87	
01 1100 610 001 022		Materials	351.22	
01 1190 610 002 000		PreK Supplies	81.55	
01 1100 610 002 000		Gen Supplies Elem	499.60	
01 1100 610 001 027		Secon Art Materials	103.78	
01 1100 610 002 001		Grade 1 Materials	45.26	
01 1100 610 002 002		Grade 2 Materials	84.16	
01 2220 610 002 000		Supplies Elem	207.70	
01 1100 610 002 006		Grade 6 Materials	50.65	
01 1100 610 001 026		Instr Materials	26.25	
01 1200 610 001 000		Gen Supplies	38.85	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
Total PYRAMID SCHOOL PRODUCTS			2,766.04	
	SRV092969	RASMUSSEN MECHANICAL SERVICES	06/14/2022	251.50
01 2620 431 001 000		Con/ser Repair Secon	125.75	
01 2620 431 002 000		Cont/ser Repair Elem	125.75	
	SRV093131	RASMUSSEN MECHANICAL SERVICES	06/17/2022	4,488.00
01 2620 431 001 000		Con/ser Repair Secon	2,244.00	
01 2620 431 002 000		Cont/ser Repair Elem	2,244.00	
Total RASMUSSEN MECHANICAL SERVICES			4,739.50	
	trash.July22	RAVENNA SANITATION	07/01/2022	850.40
01 2620 420 001 000		CLEANING SERVICES/TRASH	425.20	
01 2620 420 002 000		CLEANING SERVICES/TRASH	425.20	
Total RAVENNA SANITATION			850.40	
	2122-2061	Rossman, Trey	06/29/2022	52.80
01 2710 626 000 000		Gas And Oil	52.80	
Total Rossman, Trey			52.80	
	IN101018616	S&S WORLDWIDE	06/23/2022	41.25
01 1100 610 002 000		Gen Supplies Elem	41.25	
Total S&S WORLDWIDE			41.25	
	05525-607512	Safelite Fulfillment, Inc	06/13/2022	359.06
01 2710 431 000 000		REPAIRS & MAINT.	359.06	
	05525-607513	Safelite Fulfillment, Inc	06/13/2022	364.44
01 2710 431 000 000		REPAIRS & MAINT.	364.44	
	05525-607638	Safelite Fulfillment, Inc	06/16/2022	351.91
01 2710 431 000 000		REPAIRS & MAINT.	351.91	
Total Safelite Fulfillment, Inc			1,075.41	
	208130077156	SCHOOL SPECIALTY LLC	06/07/2022	436.51
01 1100 610 002 000		Gen Supplies Elem	163.33	
01 1100 610 001 020		Lang Arts Materials	16.31	
01 1100 610 001 022		Materials	192.37	
01 1100 610 001 021		Math Materials	10.40	
01 1190 610 002 000		PreK Supplies	18.67	
01 1100 610 002 003		Grade 3 Materials	12.88	
01 1100 610 002 002		Grade 2 Materials	10.38	
01 1200 610 001 000		Gen Supplies	1.80	
01 1100 610 001 000		Gen Supplies Secon	10.37	
	208130091797	SCHOOL SPECIALTY LLC	06/09/2022	36.36
01 1200 610 001 000		Gen Supplies	36.36	
	208130158331	SCHOOL SPECIALTY LLC	06/24/2022	183.96
01 1200 610 001 000		Gen Supplies	183.96	
	208130165188	SCHOOL SPECIALTY LLC	06/27/2022	14.75
01 2510 610 000 000		Supplies	14.75	
	2081360157669	SCHOOL SPECIALTY LLC	06/24/2022	42.08
01 1200 610 001 000		Gen Supplies	16.17	
01 1100 610 002 000		Gen Supplies Elem	16.95	
01 1100 610 001 021		Math Materials	8.96	
Total SCHOOL SPECIALTY LLC			713.66	
	3510960988	STAPLES	06/24/2022	25.99

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 1100 610 001 020		Lang Arts Materials	25.99	
Total STAPLES			25.99	
	271112	Time Management Systems, Inc.	07/01/2022	16.25
01 2510 810 000 000		REGISTRATION	16.25	
Total Time Management Systems, Inc.			16.25	
	usbank.0622	U.S. Bank	06/27/2022	3,431.84
01 1100 610 002 018		Music Materials	21.16	
01 1100 610 001 020		Lang Arts Materials	23.97	
01 1100 610 002 003		Grade 3 Materials	56.85	
01 1100 610 002 000		Gen Supplies Elem	118.46	
01 1100 610 001 000		Gen Supplies Secon	29.97	
01 2120 610 002 000		Supplies Elem	21.99	
01 1100 610 001 022		Materials	228.48	
01 1100 610 001 000		Gen Supplies Secon	85.97	
01 1100 734 001 000		Comp Equip Secon	725.00	
01 1100 734 002 000		Comp Equip Elem	725.00	
01 2580 735 001 000		TECHNOLOGY SOFTWARE	290.00	
01 2620 610 001 000		GENERAL SUPPLIES	112.00	
01 1190 610 002 000		PreK Supplies	16.18	
01 2510 531 000 000		POSTAGE	1.56	
01 1100 610 002 018		Music Materials	210.22	
01 1100 610 001 033		Journalism Materials	544.90	
01 1100 610 001 028		Instr Materials	220.13	
Total U.S. Bank			3,431.84	
	352016	UNITED LABORATORIES	06/21/2022	376.52
01 2610 610 001 000		Supplies Secon	188.26	
01 2610 610 002 000		Supplies Elem	188.26	
Total UNITED LABORATORIES			376.52	
	4960080202206	Verizon Business	07/01/2022	66.28
01 2510 382 001 000		Telephone Secon	33.14	
01 2510 382 002 000		Telehone Elem	33.14	
Total Verizon Business			66.28	
	9909719637	VERIZON WIRELESS	06/25/2022	171.88
01 2510 382 001 000		Telephone Secon	85.94	
01 2510 382 002 000		Telehone Elem	85.94	
Total VERIZON WIRELESS			171.88	
	2205-012421	WILKE'S TRUE VALUE	05/11/2022	4.79
01 2620 610 001 000		GENERAL SUPPLIES	2.40	
01 2620 610 002 000		GENERAL SUPPLIES	2.39	
	2205-012578	WILKE'S TRUE VALUE	05/12/2022	522.25
01 2620 610 001 000		GENERAL SUPPLIES	261.13	
01 2620 610 002 000		GENERAL SUPPLIES	261.12	
	2205-015431	WILKE'S TRUE VALUE	06/02/2022	6.05
01 2620 610 001 000		GENERAL SUPPLIES	3.03	
01 2620 610 002 000		GENERAL SUPPLIES	3.02	
	2206-015287	WILKE'S TRUE VALUE	06/01/2022	34.20
01 2620 610 001 000		GENERAL SUPPLIES	17.10	
01 2620 610 002 000		GENERAL SUPPLIES	17.10	

PO Number / Account Number	Invoice Number	Vendor Name / Detail Description	Invoice Date	Amount
	2206-015480	WILKE'S TRUE VALUE	06/03/2022	36.22
01 2620 610 001 000		GENERAL SUPPLIES	18.11	
01 2620 610 002 000		GENERAL SUPPLIES	18.11	
	2206-015948	WILKE'S TRUE VALUE	06/06/2022	7.73
01 2620 610 002 000		GENERAL SUPPLIES	7.73	
	2206-016295	WILKE'S TRUE VALUE	06/09/2022	38.33
01 2710 610 000 000		Tires And Parts	38.33	
	2206-016296	WILKE'S TRUE VALUE	06/09/2022	1.66
01 2620 610 001 000		GENERAL SUPPLIES	0.83	
01 2620 610 002 000		GENERAL SUPPLIES	0.83	
	2206-017007	WILKE'S TRUE VALUE	06/14/2022	0.52
01 2620 610 001 000		GENERAL SUPPLIES	0.26	
01 2620 610 002 000		GENERAL SUPPLIES	0.26	
	2206-017694	WILKE'S TRUE VALUE	06/20/2022	57.59
01 2620 610 001 000		GENERAL SUPPLIES	57.59	
	2206-017766	WILKE'S TRUE VALUE	06/20/2022	3.44
01 2620 610 001 000		GENERAL SUPPLIES	3.44	
	2206-018273	WILKE'S TRUE VALUE	06/24/2022	9.20
01 2620 610 001 000		GENERAL SUPPLIES	9.20	
	2206-018829	WILKE'S TRUE VALUE	06/29/2022	111.26
01 2620 610 001 000		GENERAL SUPPLIES	55.63	
01 2620 610 002 000		GENERAL SUPPLIES	55.63	
	2206-018993	WILKE'S TRUE VALUE	06/30/2022	74.68
01 2620 610 001 000		GENERAL SUPPLIES	74.68	
Total WILKE'S TRUE VALUE			907.92	
Fund Number 01			111,082.78	
Checking Account ID 01			111,082.78	

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 General								
01 1100 111 001 000	SALARIES TEACHERS SECONDARY	1,020,990.00	74,183.76	790,345.91	77.41	230,644.09	0.00	230,644.09
01 1100 111 002 000	SALARIES TEACHERS ELEM.	970,023.00	58,936.01	648,296.11	66.83	321,726.89	0.00	321,726.89
01 1100 112 001 000	AIDES/COACHES	0.00	0.00	6,256.86	0.00	(6,256.86)	0.00	(6,256.86)
01 1100 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	1,000.00	0.00	6,847.41	684.74	(5,847.41)	0.00	(5,847.41)
01 1100 122 001 000	Sub Paras Salary	0.00	0.00	1,727.80	0.00	(1,727.80)	0.00	(1,727.80)
01 1100 123 001 000	Sub Salaries Secon	35,000.00	0.00	18,320.00	52.34	16,680.00	0.00	16,680.00
01 1100 123 002 000	Sub Salaries Elem	30,000.00	60.00	24,985.39	83.28	5,014.61	0.00	5,014.61
01 1100 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	9,355.69	106,444.41	0.00	(106,444.41)	0.00	(106,444.41)
01 1100 151 002 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	2,690.64	29,597.04	0.00	(29,597.04)	0.00	(29,597.04)
01 1100 211 001 000	Health Ins Secon	354,763.00	24,961.25	270,647.47	76.29	84,115.53	0.00	84,115.53
01 1100 211 002 000	Health Ins Elem	366,401.00	21,367.98	221,678.83	60.50	144,722.17	0.00	144,722.17
01 1100 213 001 000	GROUP INS.-SUBS	3,306.00	0.00	0.00	0.00	3,306.00	0.00	3,306.00
01 1100 213 002 000	GROUP INS.-SUBS	3,306.00	0.00	0.00	0.00	3,306.00	0.00	3,306.00
01 1100 220 001 000	FICA-NON INSTRUCTIONAL	0.00	0.00	523.82	0.00	(523.82)	0.00	(523.82)
01 1100 221 001 000	Fica Secon	80,860.00	6,295.31	67,568.52	83.56	13,291.48	0.00	13,291.48
01 1100 221 002 000	Fica Elem	76,502.00	4,502.07	50,186.29	65.60	26,315.71	0.00	26,315.71
01 1100 222 001 000	FICA-COACHES/AIDES	0.00	0.00	610.82	0.00	(610.82)	0.00	(610.82)
01 1100 223 001 000	FICA-SUB SUBS	2,678.00	0.00	1,401.43	52.33	1,276.57	0.00	1,276.57
01 1100 223 002 000	FICA-SUB SUBS	2,295.00	4.59	1,911.48	83.29	383.52	0.00	383.52
01 1100 231 001 000	RETIREMENT TEACHERS/ADMINS	100,170.00	8,251.87	88,583.19	88.43	11,586.81	0.00	11,586.81
01 1100 231 002 000	RETIREMENT TEACHERS/ADMIN	94,827.00	6,087.34	66,960.74	70.61	27,866.26	0.00	27,866.26
01 1100 233 002 000	RETIREMENT-SUBS	0.00	0.00	12.35	0.00	(12.35)	0.00	(12.35)
01 1100 281 001 000	CASH IN LIEU/HSA	0.00	1,799.10	19,236.83	0.00	(19,236.83)	0.00	(19,236.83)
01 1100 281 002 000	CASH IN LIEU/HSA	0.00	1,641.51	22,833.45	0.00	(22,833.45)	0.00	(22,833.45)
01 1100 330 001 000	ASSEMBLIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
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	33.93	1,027.18	41.09	1,472.82	0.00	1,472.82
01 1100 382 000 000	INTERNET SERVICES	10,000.00	338.81	5,661.10	56.61	4,338.90	0.00	4,338.90
01 1100 382 001 000	Distance Education	7,500.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00
01 1100 431 001 000	REPAIRS & MAINTENANCE - Contracted	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1100 431 002 000	REPAIRS & MAINTENANCE - Contracted	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
01 1100 443 001 000	LEASED EQUIP	9,000.00	335.93	3,695.23	41.06	5,304.77	0.00	5,304.77
01 1100 443 002 000	LEASED EQUIP	8,500.00	335.92	3,695.12	43.47	4,804.88	0.00	4,804.88
01 1100 565 001 000	Tuition to PostSecondary Schools	0.00	0.00	4,416.00	0.00	(4,416.00)	0.00	(4,416.00)
01 1100 580 001 000	Travel Secon	2,000.00	0.00	6,210.98	310.55	(4,210.98)	0.00	(4,210.98)
01 1100 580 002 000	Travel Elem	1,500.00	0.00	1,019.48	67.97	480.52	0.00	480.52
01 1100 610 000 000	SUPPLIES	0.00	0.00	137.60	0.00	(137.60)	0.00	(137.60)
01 1100 610 001 000	Gen Supplies Secon	15,000.00	3,518.98	14,783.76	98.56	216.24	0.00	216.24
01 1100 610 002 000	Gen Supplies Elem	15,000.00	3,818.58	13,308.22	88.72	1,691.78	0.00	1,691.78
01 1100 640 001 000	Textbooks Secon	30,000.00	0.00	2,374.73	7.92	27,625.27	0.00	27,625.27
01 1100 640 002 000	Textbooks Elem	30,000.00	0.00	14,472.96	48.24	15,527.04	0.00	15,527.04
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	725.00	1,102.83	1.84	58,897.17	0.00	58,897.17
01 1100 734 002 000	Comp Equip Elem	2,500.00	725.00	22,552.82	902.11	(20,052.82)	0.00	(20,052.82)
01 1100 735 001 000	Comp Software Secon	30,000.00	2,880.00	15,558.43	51.86	14,441.57	0.00	14,441.57
01 1100 735 002 000	Comp Software Elem	20,000.00	1,310.50	13,290.72	66.45	6,709.28	0.00	6,709.28
01 1100 810 001 000	FEES	5,500.00	0.00	2,320.15	42.18	3,179.85	0.00	3,179.85
01 1100 810 002 000	FEES	500.00	0.00	181.70	36.34	318.30	0.00	318.30
01 1100 890 001 000	Other Misc Exp Secon	2,500.00	0.00	4,254.44	170.18	(1,754.44)	0.00	(1,754.44)

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1100 890 002 000	Other Misc Exp Elem	2,500.00	0.00	125.00	5.00	2,375.00	0.00	2,375.00
1100 SALARIES		3,422,621.00	234,159.77	2,575,164.60	75.24	847,456.40	0.00	847,456.40
01 1160 111 002 000	SALARIES TEACHERS POVERTY	80,000.00	5,105.53	56,160.83	70.20	23,839.17	0.00	23,839.17
01 1160 211 002 000	Poverty Program Health Ins	12,003.00	1,482.90	16,311.90	135.90	(4,308.90)	0.00	(4,308.90)
01 1160 221 002 000	Poverty Program FICA	3,000.00	357.87	3,781.40	126.05	(781.40)	0.00	(781.40)
01 1160 231 002 000	Poverty Program Retire	5,000.00	504.31	5,547.41	110.95	(547.41)	0.00	(547.41)
01 1160 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	268.65	2,955.15	0.00	(2,955.15)	0.00	(2,955.15)
1160 POVERTY		100,003.00	7,719.26	84,756.69	84.75	15,246.31	0.00	15,246.31
01 1190 111 002 000	SALARIES TEACHERS PRE K	45,049.00	92.82	92.82	0.21	44,956.18	0.00	44,956.18
01 1190 112 002 000	PreK Para	41,000.00	0.00	16,910.95	41.25	24,089.05	0.00	24,089.05
01 1190 123 002 000	PreK Subs	1,500.00	0.00	1,468.75	97.92	31.25	0.00	31.25
01 1190 211 002 000	PreK Health	38,388.00	48.88	48.88	0.13	38,339.12	0.00	38,339.12
01 1190 212 002 000	GROUP INSURANCE-AIDES	0.00	0.00	6,945.90	0.00	(6,945.90)	0.00	(6,945.90)
01 1190 221 002 000	PreK Fica	6,698.00	7.05	7.05	0.11	6,690.95	0.00	6,690.95
01 1190 222 002 000	FICA-AIDES	0.00	0.00	605.32	0.00	(605.32)	0.00	(605.32)
01 1190 223 002 000	FICA-SUB SUBS	0.00	0.00	112.36	0.00	(112.36)	0.00	(112.36)
01 1190 231 002 000	PreK Retire	8,500.00	9.16	9.16	0.11	8,490.84	0.00	8,490.84
01 1190 232 002 000	RETIREMENT AIDES	0.00	0.00	1,670.44	0.00	(1,670.44)	0.00	(1,670.44)
01 1190 233 002 000	RETIREMENT-SUBS	0.00	0.00	6.17	0.00	(6.17)	0.00	(6.17)
01 1190 610 002 000	PreK Supplies	500.00	135.40	686.11	137.22	(186.11)	0.00	(186.11)
01 1190 890 002 000	PreK Misc Exp	500.00	0.00	60.00	12.00	440.00	0.00	440.00
1190 PREK		142,135.00	293.31	28,623.91	20.14	113,511.09	0.00	113,511.09
01 1200 111 001 000	SPED teachers	182,296.00	11,952.93	130,960.95	71.84	51,335.05	0.00	51,335.05
01 1200 111 002 000	SALARIES TEACHERS SPED ELEM.	205,633.00	16,187.52	178,137.72	86.63	27,495.28	0.00	27,495.28
01 1200 112 001 000	SPED Paras	176,000.00	269.22	117,004.89	66.48	58,995.11	0.00	58,995.11
01 1200 112 002 000	Aide Elem	171,000.00	162.30	125,704.72	73.51	45,295.28	0.00	45,295.28
01 1200 116 001 000	Nurse Sp Ed Services	13,460.00	60.66	11,165.27	82.95	2,294.73	0.00	2,294.73
01 1200 116 002 000	Nurse Sp Ed Services	13,460.00	60.66	11,165.30	82.95	2,294.70	0.00	2,294.70
01 1200 122 001 000	Sub Paras Salary	0.00	0.00	79.67	0.00	(79.67)	0.00	(79.67)
01 1200 123 001 000	Sub Secon	10,000.00	186.28	12,182.13	121.82	(2,182.13)	0.00	(2,182.13)
01 1200 123 002 000	Sub Elem	10,000.00	0.00	2,375.00	23.75	7,625.00	0.00	7,625.00
01 1200 132 002 000	OT - AIDES/PARAS	0.00	0.00	10.77	0.00	(10.77)	0.00	(10.77)
01 1200 211 001 000	Health Ins	61,472.00	3,920.73	31,850.07	51.81	29,621.93	0.00	29,621.93
01 1200 211 002 000	Health Ins Elem	106,467.00	5,382.31	59,205.41	55.61	47,261.59	0.00	47,261.59
01 1200 212 001 000	GROUP INSURANCE-AIDES	0.00	31.33	7,943.21	0.00	(7,943.21)	0.00	(7,943.21)
01 1200 212 002 000	GROUP INSURANCE-AIDES	0.00	39.15	22,079.45	0.00	(22,079.45)	0.00	(22,079.45)
01 1200 213 001 000	GROUP INS.-SUBS	0.00	0.00	3,548.09	0.00	(3,548.09)	0.00	(3,548.09)
01 1200 216 001 000	Health Ins. NURSE	1,961.00	0.00	1,583.26	80.74	377.74	0.00	377.74
01 1200 216 002 000	Health Ins-NURSE	1,961.00	0.00	1,583.26	80.74	377.74	0.00	377.74
01 1200 221 001 000	Fica Secon	28,850.00	949.47	10,439.63	36.19	18,410.37	0.00	18,410.37
01 1200 221 002 000	Fica Elem	29,578.00	1,190.38	13,099.92	44.29	16,478.08	0.00	16,478.08
01 1200 222 001 000	FICA-AIDES	0.00	20.52	8,769.23	0.00	(8,769.23)	0.00	(8,769.23)
01 1200 222 002 000	FICA-AIDES	0.00	12.28	9,117.09	0.00	(9,117.09)	0.00	(9,117.09)
01 1200 223 001 000	FICA-SUB SUBS	0.00	14.25	853.03	0.00	(853.03)	0.00	(853.03)
01 1200 223 002 000	FICA-SUB SUBS	0.00	0.00	181.69	0.00	(181.69)	0.00	(181.69)
01 1200 226 001 000	Fica-NURSE	1,030.00	4.64	844.56	82.00	185.44	0.00	185.44
01 1200 226 002 000	Fica-NURSE	1,030.00	4.64	844.56	82.00	185.44	0.00	185.44
01 1200 231 001 000	RETIREMENT TEACHERS/ADMINS	35,392.00	1,180.70	12,936.21	36.55	22,455.79	0.00	22,455.79
01 1200 231 002 000	RETIREMENT TEAHERS/ADMINS	37,203.00	1,598.98	17,596.19	47.30	19,606.81	0.00	19,606.81
01 1200 232 001 000	RETIREMENT AIDES	0.00	26.60	10,810.14	0.00	(10,810.14)	0.00	(10,810.14)
01 1200 232 002 000	RETIREMENT AIDES	0.00	16.03	12,417.95	0.00	(12,417.95)	0.00	(12,417.95)
01 1200 233 001 000	RETIREMENT-SUBS	0.00	18.40	1,109.68	0.00	(1,109.68)	0.00	(1,109.68)
01 1200 236 001 000	Retire-NURSE	1,330.00	5.99	1,102.90	82.92	227.10	0.00	227.10

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1200 236 002 000	Retire-NURSE	1,330.00	5.99	1,102.89	82.92	227.11	0.00	227.11
01 1200 281 001 000	CASH IN LIEU/HSA	8,827.00	734.59	8,080.49	91.54	746.51	0.00	746.51
01 1200 282 001 000	INSTRUCTIONAL AIDES HSA	0.00	5.50	51.15	0.00	(51.15)	0.00	(51.15)
01 1200 282 002 000	INSTRUCTIONAL AIDES HSA	0.00	6.87	978.86	0.00	(978.86)	0.00	(978.86)
01 1200 286 001 000	NURSE-HSA	0.00	0.00	229.89	0.00	(229.89)	0.00	(229.89)
01 1200 286 002 000	NURSE-HSA	0.00	0.00	229.89	0.00	(229.89)	0.00	(229.89)
01 1200 320 001 000	Purch Prof Ser Secon	3,500.00	0.00	1,101.50	31.47	2,398.50	0.00	2,398.50
01 1200 320 002 000	Purch Prof Serv Elem	8,000.00	0.00	1,426.50	17.83	6,573.50	0.00	6,573.50
01 1200 330 001 000	Contracted Services	250.00	0.00	1,623.75	649.50	(1,373.75)	0.00	(1,373.75)
01 1200 330 002 000	Contracted Services	0.00	0.00	97.50	0.00	(97.50)	0.00	(97.50)
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 569 001 000	TUITION-OTHER	150,000.00	1,927.80	63,375.20	42.25	86,624.80	0.00	86,624.80
01 1200 569 002 000	TUITION-OTHER	39,536.00	0.00	0.00	0.00	39,536.00	0.00	39,536.00
01 1200 580 001 000	Travel Secon	150.00	0.00	536.47	357.65	(386.47)	0.00	(386.47)
01 1200 580 002 000	Travel Elem	250.00	0.00	585.47	234.19	(335.47)	0.00	(335.47)
01 1200 591 000 000	ESU SERVICES	0.00	0.00	901.00	0.00	(901.00)	0.00	(901.00)
01 1200 591 001 000	SPED SUPERVISION SEC.	0.00	870.12	11,536.04	0.00	(11,536.04)	0.00	(11,536.04)
01 1200 591 002 000	SPED SUPERVISION ELEM.	33,888.00	870.12	9,399.81	27.74	24,488.19	0.00	24,488.19
01 1200 610 001 000	Gen Supplies	1,100.00	312.96	686.29	62.39	413.71	0.00	413.71
01 1200 610 002 000	Gen Supplies Elem	2,250.00	26.19	1,553.79	69.06	696.21	0.00	696.21
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	5.34	0.53	994.66	0.00	994.66
01 1200 735 002 000	Comp Software Elem	610.00	0.00	189.88	31.13	420.12	0.00	420.12
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		1,347,864.00	48,056.11	920,393.66	68.29	427,470.34	0.00	427,470.34
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	57,726.00	4,864.38	52,008.18	90.09	5,717.82	0.00	5,717.82
01 2120 111 002 000	Counselor Sal Elem	14,431.00	1,328.59	13,114.49	90.88	1,316.51	0.00	1,316.51
01 2120 211 001 000	Health Ins. Secon	13,052.00	876.92	9,799.62	75.08	3,252.38	0.00	3,252.38
01 2120 211 002 000	Health Ins. Elem	3,227.00	239.50	2,470.20	76.55	756.80	0.00	756.80
01 2120 221 001 000	Fica Secon	4,416.00	356.21	3,800.51	86.06	615.49	0.00	615.49
01 2120 221 002 000	Fica Elem	1,104.00	97.27	958.47	86.82	145.53	0.00	145.53
01 2120 231 001 000	Retirement Secon	5,702.00	480.49	5,137.29	90.10	564.71	0.00	564.71
01 2120 231 002 000	Retirement Elem	1,426.00	131.24	1,295.44	90.84	130.56	0.00	130.56
01 2120 281 001 000	TEACHERS/PRINCIPALS HSA	0.00	157.06	1,755.16	0.00	(1,755.16)	0.00	(1,755.16)
01 2120 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	42.89	442.39	0.00	(442.39)	0.00	(442.39)
01 2120 320 001 000	Purch Prof Ser Secon	1,000.00	0.00	280.00	28.00	720.00	0.00	720.00
01 2120 320 002 000	Purch Prof Ser Elem	1,000.00	0.00	260.00	26.00	740.00	0.00	740.00
01 2120 580 001 000	Travel Secon	500.00	0.00	68.88	13.78	431.12	0.00	431.12
01 2120 580 002 000	Travel Elem	60.00	0.00	68.87	114.78	(8.87)	0.00	(8.87)
01 2120 610 001 000	Supplies Secon	1,000.00	0.00	57.45	5.75	942.55	0.00	942.55
01 2120 610 002 000	Supplies Elem	1,000.00	38.44	181.39	18.14	818.61	0.00	818.61
01 2120 640 001 000	BOOKS & PERIODICALS	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2120 640 002 000	Resource Texts	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2120 735 001 000	Computer Software	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2120 810 000 000	REGISTRATION	0.00	0.00	79.00	0.00	(79.00)	0.00	(79.00)
2120 COUNSELOR		108,394.00	8,612.99	91,777.34	84.67	16,616.66	0.00	16,616.66
01 2130 116 000 000	SALARIES -Professional Non-Cert. (Nurse)	35,000.00	154.41	31,202.33	89.15	3,797.67	0.00	3,797.67
01 2130 216 000 000	GROUP INS.-NURSE	4,990.00	0.00	4,422.28	88.62	567.72	0.00	567.72
01 2130 226 000 000	FICA-NURSE	2,677.00	11.82	2,360.14	88.16	316.86	0.00	316.86
01 2130 236 000 000	RETIREMENT-NURSE	3,457.00	15.26	3,082.09	89.16	374.91	0.00	374.91
01 2130 286 000 000	NURSE-HSA	0.00	0.00	642.12	0.00	(642.12)	0.00	(642.12)
01 2130 320 001 000	Purch Prof Ser Secon	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2130 320 002 000	Purch Prof Serv Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2130 580 000 000	Travel	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2130 610 000 000	Health Supplies	2,500.00	0.00	8,898.27	355.93	(6,398.27)	0.00	(6,398.27)
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	12.50	6.25	187.50	0.00	187.50
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		49,674.00	181.49	50,619.73	101.90	(945.73)	0.00	(945.73)
01 2161 320 001 000	PROFESSIONAL ED SERVICES	0.00	0.00	792.51	0.00	(792.51)	0.00	(792.51)
2161 OCCUPATIONAL THERAPY-SPED SCHOOL AGE		0.00	0.00	792.51	0.00	(792.51)	0.00	(792.51)
01 2190 110 001 000	Act Trans Sal Secon	13,000.00	0.00	13,808.11	106.22	(808.11)	0.00	(808.11)
01 2190 110 002 000	Act Trans Sal Elem	1,200.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00
01 2190 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	0.00	93.29	0.00	(93.29)	0.00	(93.29)
01 2190 220 001 000	FICA-NON INSTRUCTIONAL	995.00	0.00	1,056.16	106.15	(61.16)	0.00	(61.16)
01 2190 220 002 000	FICA-NON INSTRUCTIONAL	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2190 230 001 000	RETIREMENT- NON INSTRUCTIONAL	1,284.00	0.00	441.77	34.41	842.23	0.00	842.23
01 2190 230 002 000	RETIREMENT- NON INSTRUCTIONAL	115.00	0.00	0.00	0.00	115.00	0.00	115.00
01 2190 280 001 000	CASH IN LIEU NON INSTR/HSA	0.00	0.00	0.68	0.00	(0.68)	0.00	(0.68)
01 2190 340 001 000	Testing	1,000.00	0.00	395.00	39.50	605.00	0.00	605.00
01 2190 580 002 000	Meals/mileage	90.00	0.00	0.00	0.00	90.00	0.00	90.00
2190 ACT TRANS		18,684.00	0.00	15,795.01	84.54	2,888.99	0.00	2,888.99
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	0.00	0.00	3,500.00	0.00	3,500.00
01 2212 123 002 000	Staff Development	2,500.00	0.00	32.00	1.28	2,468.00	0.00	2,468.00
01 2212 221 001 000	Staff Dev Fica	268.00	0.00	0.00	0.00	268.00	0.00	268.00
01 2212 221 002 000	Staff Dev Fica	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2212 231 002 000	Staff Dev Retire	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2212 330 001 000	Purch Prof Ser Secon	2,500.00	8.00	1,317.00	52.68	1,183.00	0.00	1,183.00
01 2212 330 002 000	Purch Prof Ser Elem	2,000.00	215.00	2,158.00	107.90	(158.00)	0.00	(158.00)
01 2212 580 001 000	Travel Secon	500.00	0.00	2,733.55	546.71	(2,233.55)	0.00	(2,233.55)
01 2212 580 002 000	Travel Elem	1,500.00	0.00	590.23	39.35	909.77	0.00	909.77
01 2212 610 001 000	Supplies Secon	1,500.00	0.00	132.50	8.83	1,367.50	0.00	1,367.50
01 2212 610 002 000	Supplies Elem	500.00	0.00	132.50	26.50	367.50	0.00	367.50
01 2212 810 001 000	Dues And Fees Secon	7,000.00	0.00	100.00	1.43	6,900.00	0.00	6,900.00
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	223.00	7,195.78	29.17	17,472.22	0.00	17,472.22
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

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2214 231 000 000	RETIREMENT TEACHERS/ADMINS	650.00	0.00	0.00	0.00	650.00	0.00	650.00
01 2214 580 001 000	TRAVEL	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2214 580 002 000	TRAVEL	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2214 610 001 000	GENERAL SUPPLIES	375.00	0.00	0.00	0.00	375.00	0.00	375.00
01 2214 610 002 000	GENERAL SUPPLIES	375.00	0.00	0.00	0.00	375.00	0.00	375.00
01 2214 810 001 000	DUES AND FEES	1,425.00	0.00	0.00	0.00	1,425.00	0.00	1,425.00
01 2214 810 002 000	DUES AND FEES	1,425.00	0.00	0.00	0.00	1,425.00	0.00	1,425.00
2214 IMPLEMENTATION OF STANDARDS		10,300.00	0.00	0.00	0.00	10,300.00	0.00	10,300.00
01 2220 111 001 000	SALARIES TEACHERS LIBRARIAN SECOND.	25,048.00	2,087.26	22,959.86	91.66	2,088.14	0.00	2,088.14
01 2220 111 002 000	SALARIES TEACHERS LIBRARIAN ELEM.	25,048.00	2,024.64	22,271.04	88.91	2,776.96	0.00	2,776.96
01 2220 211 001 000	Health Ins Secon	12,154.00	969.82	10,668.02	87.77	1,485.98	0.00	1,485.98
01 2220 211 002 000	Health Ins Elem	12,154.00	940.74	10,348.14	85.14	1,805.86	0.00	1,805.86
01 2220 221 001 000	Fica Secon	1,916.00	155.63	1,711.93	89.35	204.07	0.00	204.07
01 2220 221 002 000	Fica Elem	1,916.00	150.96	1,660.56	86.67	255.44	0.00	255.44
01 2220 231 001 000	Retire Secon	2,474.00	206.18	2,267.98	91.67	206.02	0.00	206.02
01 2220 231 002 000	Retire Elem	2,474.00	199.99	2,199.89	88.92	274.11	0.00	274.11
01 2220 320 001 000	Purchased Ser Secon	700.00	0.00	0.00	0.00	700.00	0.00	700.00
01 2220 320 002 000	Purchased Ser Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2220 431 001 000	Repair Secon	150.00	0.00	375.00	250.00	(225.00)	0.00	(225.00)
01 2220 431 002 000	Repair Elem	350.00	0.00	375.00	107.14	(25.00)	0.00	(25.00)
01 2220 591 001 000	ESU SERVICES	0.00	0.00	40.00	0.00	(40.00)	0.00	(40.00)
01 2220 610 001 000	Supplies Secon	500.00	0.00	411.69	82.34	88.31	0.00	88.31
01 2220 610 002 000	Supplies Elem	568.00	207.70	304.86	53.67	263.14	0.00	263.14
01 2220 640 001 000	Library Books Secon	4,700.00	0.00	2,904.31	61.79	1,795.69	0.00	1,795.69
01 2220 640 002 000	Library Books Elem	2,250.00	0.00	4,273.12	189.92	(2,023.12)	0.00	(2,023.12)
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	250.00	100.00	0.00	0.00	0.00
01 2220 642 002 000	AUDIO-VISUAL MATERIALS	250.00	0.00	250.00	100.00	0.00	0.00	0.00
01 2220 733 001 000	Equipment Secon	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2220 733 002 000	Equipment Elem	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2220 735 001 000	Computer Software	3,800.00	166.01	758.51	19.96	3,041.49	0.00	3,041.49
01 2220 735 002 000	Elem Software	2,500.00	166.00	1,545.50	61.82	954.50	0.00	954.50
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		101,092.00	7,274.93	85,575.41	84.65	15,516.59	0.00	15,516.59
01 2310 340 000 000	SERVICES	750.00	21.00	823.00	109.73	(73.00)	0.00	(73.00)
01 2310 520 000 000	INSURANCE(Property, Liability)	15,500.00	0.00	0.00	0.00	15,500.00	0.00	15,500.00
01 2310 540 000 000	Advertising & Print	7,500.00	0.00	7,496.35	99.95	3.65	0.00	3.65
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	437.96	1,757.72	50.22	1,742.28	0.00	1,742.28
01 2310 735 000 000	Software (E-Meetings)	2,000.00	0.00	2,600.00	130.00	(600.00)	0.00	(600.00)
01 2310 810 000 000	Dues And Fees	12,500.00	850.00	8,429.22	67.43	4,070.78	0.00	4,070.78
01 2310 890 000 000	Other Misc Exp	2,000.00	0.00	560.00	28.00	1,440.00	0.00	1,440.00
2310 BOARD OF EDUCATION		45,750.00	1,308.96	21,666.29	47.36	24,083.71	0.00	24,083.71
01 2320 105 000 000	SUPERINTENDENT SALARY	125,100.00	11,034.10	114,368.90	91.42	10,731.10	0.00	10,731.10
01 2320 110 000 000	Clerical	22,000.00	1,704.46	18,874.53	85.79	3,125.47	0.00	3,125.47
01 2320 130 000 000	OT-NON INSTRUCTIONAL	0.00	0.00	450.72	0.00	(450.72)	0.00	(450.72)
01 2320 210 000 000	GROUP INSURANCE-NON INSTRUCTIONAL	7,263.00	489.69	5,310.08	73.11	1,952.92	0.00	1,952.92
01 2320 215 000 000	Health Ins	1,137.00	64.61	709.95	62.44	427.05	0.00	427.05
01 2320 220 000 000	FICA-NON INSTRUCTIONAL	1,683.00	126.57	1,437.23	85.40	245.77	0.00	245.77
01 2320 225 000 000	Fica	9,570.00	820.55	8,490.34	88.72	1,079.66	0.00	1,079.66
01 2320 230 000 000	RETIREMENT- NON	2,152.00	168.36	1,908.92	88.70	243.08	0.00	243.08

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
	INSTRUCTIONAL							
01 2320 235 000 000	RETIREMENT SUPT.	12,235.00	1,086.56	11,260.66	92.04	974.34	0.00	974.34
01 2320 280 000 000	NON INSTRUCTIONAL HSA	0.00	88.92	964.23	0.00	(964.23)	0.00	(964.23)
01 2320 580 000 000	Travel	4,000.00	76.16	2,242.06	56.05	1,757.94	0.00	1,757.94
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	40.00	2,135.00	85.40	365.00	0.00	365.00
01 2320 890 000 000	Other Misc Exp	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
2320 EXECUTIVE ADMINISTRATION-SUPT		192,140.00	15,699.98	169,712.62	88.33	22,427.38	0.00	22,427.38
01 2330 317 000 000	LEGAL SERVICES	20,000.00	0.00	23,976.48	119.88	(3,976.48)	0.00	(3,976.48)
2330 DISTRICT LEGAL SERVICES		20,000.00	0.00	23,976.48	119.88	(3,976.48)	0.00	(3,976.48)
01 2410 110 001 000	Clerical Sal Secon	52,500.00	4,250.85	50,134.23	95.49	2,365.77	0.00	2,365.77
01 2410 110 002 000	Clerical Sal Elem	46,000.00	1,722.23	40,520.55	88.09	5,479.45	0.00	5,479.45
01 2410 111 001 000	Princ Sal Secon	85,721.00	7,083.37	77,916.67	90.90	7,804.33	0.00	7,804.33
01 2410 111 002 000	Prin Sal Elem	99,762.00	8,284.81	91,133.01	91.35	8,628.99	0.00	8,628.99
01 2410 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	0.00	0.00	746.73	0.00	(746.73)	0.00	(746.73)
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 130 001 000	OT-NON INSTRUCTIONAL	0.00	0.00	1,051.71	0.00	(1,051.71)	0.00	(1,051.71)
01 2410 130 002 000	OT-NON INSTRUCTIONAL	0.00	0.00	1,490.47	0.00	(1,490.47)	0.00	(1,490.47)
01 2410 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	65.48	720.78	0.00	(720.78)	0.00	(720.78)
01 2410 151 002 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	24,211.00	0.00	0.00	0.00	24,211.00	0.00	24,211.00
01 2410 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	1,221.24	13,510.15	0.00	(13,510.15)	0.00	(13,510.15)
01 2410 210 002 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	1,710.93	18,820.23	0.00	(18,820.23)	0.00	(18,820.23)
01 2410 211 001 000	Health Ins Secon	24,367.00	2,027.62	22,303.82	91.53	2,063.18	0.00	2,063.18
01 2410 211 002 000	Health Ins Elem	170.00	10.00	110.00	64.71	60.00	0.00	60.00
01 2410 220 001 000	FICA-NON INSTRUCTIONAL	4,246.00	315.69	3,867.52	91.09	378.48	0.00	378.48
01 2410 220 002 000	FICA-NON INSTRUCTIONAL	3,519.00	125.88	2,979.55	84.67	539.45	0.00	539.45
01 2410 221 001 000	Fica Secon	6,558.00	525.25	5,777.75	88.10	780.25	0.00	780.25
01 2410 221 002 000	Fica Elem	13,003.00	784.58	8,630.38	66.37	4,372.62	0.00	4,372.62
01 2410 230 001 000	RETIREMENT- NON INSTRUCTIONAL	5,428.00	419.89	4,781.29	88.09	646.71	0.00	646.71
01 2410 230 002 000	RETIREMENT- NON INSTRUCTIONAL	4,205.00	170.12	4,149.75	98.69	55.25	0.00	55.25
01 2410 231 001 000	RETIREMENT ADMINS SEC.	8,384.00	706.15	7,767.65	92.65	616.35	0.00	616.35
01 2410 231 002 000	RETIREMENT ADMIN ELEM.	9,757.00	818.36	9,001.96	92.26	755.04	0.00	755.04
01 2410 280 001 000	NON INSTRUCTIONAL HSA	24,211.00	221.77	2,453.36	10.13	21,757.64	0.00	21,757.64
01 2410 280 002 000	NON INSTRUCTIONAL HSA	24,211.00	310.69	3,417.59	14.12	20,793.41	0.00	20,793.41
01 2410 281 002 000	CASH IN LIEU/HSA	0.00	1,988.08	21,868.88	0.00	(21,868.88)	0.00	(21,868.88)
01 2410 580 001 000	Travel Secon	500.00	0.00	287.63	57.53	212.37	0.00	212.37
01 2410 580 002 000	Travel Elem	500.00	0.00	20.00	4.00	480.00	0.00	480.00
01 2410 610 001 000	Supplies Secon	1,150.00	0.00	319.14	27.75	830.86	0.00	830.86
01 2410 610 002 000	Supplies Elem	1,000.00	0.00	259.00	25.90	741.00	0.00	741.00
01 2410 733 001 000	Equipment Secon	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2410 733 002 000	Equipment Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2410 810 001 000	Dues And Fees Secon	500.00	40.00	1,289.00	257.80	(789.00)	0.00	(789.00)
01 2410 810 002 000	Dues And Fees Elem	500.00	40.00	684.00	136.80	(184.00)	0.00	(184.00)
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		443,503.00	32,842.99	396,012.80	89.29	47,490.20	0.00	47,490.20
01 2510 110 000 000	Clerical Salary	74,272.00	5,687.09	65,096.61	87.65	9,175.39	0.00	9,175.39
01 2510 130 000 000	OT-NON INSTRUCTIONAL	0.00	0.00	640.10	0.00	(640.10)	0.00	(640.10)

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2510 210 000 000	Health Ins	2,832.00	124.54	2,030.91	71.71	801.09	0.00	801.09
01 2510 220 000 000	Fica	6,357.00	489.67	5,537.90	87.11	819.10	0.00	819.10
01 2510 230 000 000	Retirement	7,336.00	561.76	6,493.34	88.51	842.66	0.00	842.66
01 2510 280 000 000	CASH IN LIEU/HSA	8,821.00	808.05	8,007.04	90.77	813.96	0.00	813.96
01 2510 315 000 000	ACCOUNTING & AUDITING SERVICES	6,500.00	0.00	7,600.00	116.92	(1,100.00)	0.00	(1,100.00)
01 2510 382 001 000	Telephone Secon	6,000.00	359.31	4,174.04	69.57	1,825.96	0.00	1,825.96
01 2510 382 002 000	Telehone Elem	6,000.00	359.30	4,173.89	69.56	1,826.11	0.00	1,826.11
01 2510 431 000 000	Repair Maint Service	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2510 443 000 000	Rental And Leases	1,500.00	0.00	1,410.00	94.00	90.00	0.00	90.00
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	1.56	4,192.62	69.88	1,807.38	0.00	1,807.38
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	47.12	862.48	42.40	1,171.52	0.00	1,171.52
01 2510 733 000 000	Equipment	1,141.00	0.00	0.00	0.00	1,141.00	0.00	1,141.00
01 2510 734 000 000	Computer Hardware	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2510 735 000 000	Computer Software	6,500.00	0.00	2,255.00	34.69	4,245.00	0.00	4,245.00
01 2510 810 000 000	REGISTRATION	0.00	16.25	246.16	0.00	(246.16)	0.00	(246.16)
01 2510 890 000 000	Other Misc Exp	429.00	0.00	0.00	0.00	429.00	0.00	429.00
2510 CLERICAL		168,269.00	8,454.65	112,720.09	66.99	55,548.91	0.00	55,548.91
01 2580 112 000 000	Tech Support Aides	3,000.00	696.12	1,760.01	58.67	1,239.99	0.00	1,239.99
01 2580 114 000 000	Tech Support Salary	67,500.00	5,625.00	65,531.64	97.08	1,968.36	0.00	1,968.36
01 2580 214 000 000	Tech Support Health Ins	24,307.00	37.54	412.94	1.70	23,894.06	0.00	23,894.06
01 2580 224 000 000	Tech Support Fica	5,393.00	430.16	5,011.53	92.93	381.47	0.00	381.47
01 2580 234 000 000	RETIREMENT-TECH	6,964.00	555.63	6,111.88	87.76	852.12	0.00	852.12
01 2580 432 000 000	TECH REPAIRS/MAINT.	2,500.00	0.00	1,300.00	52.00	1,200.00	0.00	1,200.00
01 2580 432 001 000	TECH REPAIRS & MAINTENANCE	2,000.00	0.00	358.58	17.93	1,641.42	0.00	1,641.42
01 2580 432 002 000	TECH REPAIRS & MAINTENANCE	2,000.00	0.00	358.58	17.93	1,641.42	0.00	1,641.42
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	0.00	3,623.84	72.48	1,376.16	0.00	1,376.16
01 2580 650 002 000	Computer Supplies	5,000.00	0.00	3,789.03	75.78	1,210.97	0.00	1,210.97
01 2580 735 001 000	TECHNOLOGY SOFTWARE	0.00	290.00	4,323.00	0.00	(4,323.00)	0.00	(4,323.00)
01 2580 739 001 000	OTHER EQUIPMENT	0.00	0.00	39,267.00	0.00	(39,267.00)	0.00	(39,267.00)
01 2580 810 000 000	REGISTRATION	500.00	199.00	421.00	84.20	79.00	0.00	79.00
2580 Administrative Tech Services		124,664.00	7,833.45	132,269.03	106.10	(7,605.03)	0.00	(7,605.03)
01 2610 110 001 000	Cust Sal Secon	100,066.00	10,961.41	95,981.33	95.92	4,084.67	0.00	4,084.67
01 2610 110 002 000	Cust Sal Elem	50,400.00	6,422.10	47,207.75	93.67	3,192.25	0.00	3,192.25
01 2610 123 001 000	Sub/Summer Sal Secon	15,400.00	2,417.64	3,121.26	20.27	12,278.74	0.00	12,278.74
01 2610 123 002 000	Sub/Summer Sal Elem	16,500.00	2,417.64	3,121.27	18.92	13,378.73	0.00	13,378.73
01 2610 130 001 000	OT-NON INSTRUCTIONAL	0.00	0.00	1,727.14	0.00	(1,727.14)	0.00	(1,727.14)
01 2610 130 002 000	OT-NON INSTRUCTIONAL	0.00	0.00	1,612.30	0.00	(1,612.30)	0.00	(1,612.30)
01 2610 210 001 000	Health Ins Secon	38,060.00	3,250.89	29,523.37	77.57	8,536.63	0.00	8,536.63
01 2610 210 002 000	Health Ins Elem	30,903.00	2,445.05	22,718.80	73.52	8,184.20	0.00	8,184.20
01 2610 220 001 000	Fica Secon	7,655.00	729.88	7,213.01	94.23	441.99	0.00	441.99
01 2610 220 002 000	Fica Elem	3,856.00	483.88	3,648.78	94.63	207.22	0.00	207.22
01 2610 223 001 000	FICA-SUB SUBS	1,178.00	184.93	218.78	18.57	959.22	0.00	959.22
01 2610 223 002 000	FICA-SUB SUBS	1,262.00	184.97	218.85	17.34	1,043.15	0.00	1,043.15
01 2610 230 001 000	Retirement Secon	11,406.00	1,082.75	9,350.20	81.98	2,055.80	0.00	2,055.80
01 2610 230 002 000	Retirement Elem	6,608.00	634.36	4,625.32	70.00	1,982.68	0.00	1,982.68
01 2610 280 002 000	CASH IN LIEU NON INSTR/HSA	0.00	408.51	3,598.99	0.00	(3,598.99)	0.00	(3,598.99)
01 2610 410 001 000	Water Sewer Secon	3,500.00	243.51	2,846.42	81.33	653.58	0.00	653.58
01 2610 410 002 000	Water Sewer Elem	4,500.00	243.49	2,811.92	62.49	1,688.08	0.00	1,688.08
01 2610 610 001 000	Supplies Secon	10,000.00	1,121.22	11,810.99	118.11	(1,810.99)	0.00	(1,810.99)
01 2610 610 002 000	Supplies Elem	15,055.00	1,455.88	11,917.71	79.16	3,137.29	0.00	3,137.29
01 2610 621 001 000	Fuel Secon	55,000.00	3,963.23	45,026.74	81.87	9,973.26	0.00	9,973.26

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2610 621 002 000	Fuel Elem	55,000.00	3,963.21	45,026.22	81.87	9,973.78	0.00	9,973.78
2610 CUSTODIAL		426,349.00	42,614.55	353,327.15	82.87	73,021.85	0.00	73,021.85
01 2620 110 000 000	Maintenance Sal	49,928.00	3,985.66	45,019.26	90.17	4,908.74	0.00	4,908.74
01 2620 210 000 000	Health Ins	3,665.00	305.23	3,343.87	91.24	321.13	0.00	321.13
01 2620 220 000 000	Fica	3,820.00	304.05	3,434.57	89.91	385.43	0.00	385.43
01 2620 230 000 000	Retirement	4,932.00	393.69	4,330.59	87.81	601.41	0.00	601.41
01 2620 420 001 000	CLEANING SERVICES/TRASH	0.00	425.20	4,841.20	0.00	(4,841.20)	0.00	(4,841.20)
01 2620 420 002 000	CLEANING SERVICES/TRASH	0.00	425.20	4,841.20	0.00	(4,841.20)	0.00	(4,841.20)
01 2620 431 001 000	Con/ser Repair Secon	35,000.00	3,064.53	18,269.43	52.20	16,730.57	0.00	16,730.57
01 2620 431 002 000	Cont/ser Repair Elem	20,000.00	4,928.34	15,910.09	79.55	4,089.91	0.00	4,089.91
01 2620 520 001 000	PROPERTY INS.	20,000.00	0.00	0.00	0.00	20,000.00	0.00	20,000.00
01 2620 520 002 000	PROPERTY INS.	20,000.00	0.00	0.00	0.00	20,000.00	0.00	20,000.00
01 2620 610 001 000	GENERAL SUPPLIES	15,000.00	3,930.11	25,889.95	172.60	(10,889.95)	0.00	(10,889.95)
01 2620 610 002 000	GENERAL SUPPLIES	10,694.00	1,333.53	18,490.37	172.90	(7,796.37)	0.00	(7,796.37)
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	4,450.00	222.50	(2,450.00)	0.00	(2,450.00)
01 2620 733 002 000	Equipment Elem	2,000.00	0.00	4,450.00	222.50	(2,450.00)	0.00	(2,450.00)
01 2620 890 001 000	Other Exp Secon	288.00	0.00	72.00	25.00	216.00	0.00	216.00
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		199,277.00	19,095.54	153,342.53	76.95	45,934.47	0.00	45,934.47
01 2710 110 000 000	Transp Salaries	136,319.00	9,943.26	128,062.06	93.94	8,256.94	0.00	8,256.94
01 2710 123 000 000	SUB SALARIES	20,000.00	0.00	2,617.55	13.09	17,382.45	0.00	17,382.45
01 2710 210 000 000	Health Ins	4,473.00	396.24	2,277.97	50.93	2,195.03	0.00	2,195.03
01 2710 220 000 000	Fica	10,428.00	749.57	9,759.93	93.59	668.07	0.00	668.07
01 2710 223 000 000	FICA-SUB SUBS	1,530.00	0.00	200.24	13.09	1,329.76	0.00	1,329.76
01 2710 230 000 000	Retirement	5,693.00	490.95	6,638.55	116.61	(945.55)	0.00	(945.55)
01 2710 233 000 000	RETIREMENT-SUBS	0.00	0.00	150.40	0.00	(150.40)	0.00	(150.40)
01 2710 330 000 000	TESTING	500.00	0.00	1,625.00	325.00	(1,125.00)	0.00	(1,125.00)
01 2710 334 000 000	MILEAGE PAID-CONTRACTED	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2710 340 000 000	Purch Ser(physicals)	4,000.00	97.25	1,131.67	28.29	2,868.33	0.00	2,868.33
01 2710 431 000 000	REPAIRS & MAINT.	0.00	1,075.41	1,075.41	0.00	(1,075.41)	0.00	(1,075.41)
01 2710 442 000 000	LEASE VEHICLES	0.00	0.00	4,600.00	0.00	(4,600.00)	0.00	(4,600.00)
01 2710 610 000 000	Tires And Parts	25,000.00	238.53	7,148.76	28.60	17,851.24	0.00	17,851.24
01 2710 626 000 000	Gas And Oil	40,000.00	2,481.48	51,293.34	128.23	(11,293.34)	0.00	(11,293.34)
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	492.62	24.63	1,507.38	0.00	1,507.38
2710 Vehicle Operation-Reg. Ed		251,443.00	15,472.69	217,073.50	86.33	34,369.50	0.00	34,369.50
01 2712 110 001 000	NON-INSTRUCTIONAL	0.00	727.02	18,123.57	0.00	(18,123.57)	0.00	(18,123.57)
01 2712 110 002 000	SPED Transp Salary	15,000.00	0.00	0.00	0.00	15,000.00	0.00	15,000.00
01 2712 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	184.19	1,108.93	0.00	(1,108.93)	0.00	(1,108.93)
01 2712 210 002 000	SPED Transp Health	4,432.00	0.00	0.00	0.00	4,432.00	0.00	4,432.00
01 2712 220 001 000	FICA-NON INSTRUCTIONAL	0.00	50.53	1,356.16	0.00	(1,356.16)	0.00	(1,356.16)
01 2712 220 002 000	SPED Transp FICA	1,148.00	0.00	0.00	0.00	1,148.00	0.00	1,148.00
01 2712 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	71.81	1,790.21	0.00	(1,790.21)	0.00	(1,790.21)
01 2712 230 002 000	SPED Transp Retire	1,482.00	0.00	0.00	0.00	1,482.00	0.00	1,482.00
01 2712 332 001 000	Mileage/parent Secon	4,500.00	0.00	0.00	0.00	4,500.00	0.00	4,500.00
01 2712 332 002 000	Mileage/parents Elem	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 2712 519 001 000	Contracted Transpor	7,500.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00
01 2712 519 002 000	Contracted Elem	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2712 520 000 000	INSURANCE(Property, Liability)	1,300.00	0.00	0.00	0.00	1,300.00	0.00	1,300.00
01 2712 626 001 000	Gas & Oil	500.00	0.00	0.00	0.00	500.00	0.00	500.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
2712 Vehicle Operation-School Age SPED		40,862.00	1,033.55	22,378.87	54.77	18,483.13	0.00	18,483.13
01 2730 431 000 000	REPAIRS & MAINT.	25,000.00	2,844.09	14,566.35	58.27	10,433.65	0.00	10,433.65
2730 Vehicle Service/Maint. Reg Ed.		25,000.00	2,844.09	14,566.35	58.27	10,433.65	0.00	10,433.65
01 3300 120 000 000	Youth Center Wages	16,500.00	0.00	0.00	0.00	16,500.00	0.00	16,500.00
01 3300 220 000 000	Fica	1,262.00	0.00	0.00	0.00	1,262.00	0.00	1,262.00
01 3300 230 000 000	Retirement	900.00	0.00	0.00	0.00	900.00	0.00	900.00
3300 YOUTH CENTER		18,662.00	0.00	0.00	0.00	18,662.00	0.00	18,662.00
01 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	267.12	2,938.32	97.94	61.68	0.00	61.68
01 3535 211 000 000	High Ability Health	1,208.00	127.65	1,427.50	118.17	(219.50)	0.00	(219.50)
01 3535 221 000 000	High Ability Fica	230.00	19.80	217.75	94.67	12.25	0.00	12.25
01 3535 231 000 000	High Ability Retirement	297.00	26.39	290.29	97.74	6.71	0.00	6.71
01 3535 580 000 000	High Abilt Learn Mileage	320.00	0.00	2,532.13	791.29	(2,212.13)	0.00	(2,212.13)
01 3535 591 000 000	ESU SERVICES	0.00	0.00	1,000.00	0.00	(1,000.00)	0.00	(1,000.00)
01 3535 610 000 000	High Abilt Learn Supplies	2,820.00	0.00	5,557.88	197.09	(2,737.88)	0.00	(2,737.88)
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	4,931.00	123.28	(931.00)	0.00	(931.00)
3535 HIGH ABILITY LEARNERS		17,039.00	440.96	18,894.87	110.89	(1,855.87)	0.00	(1,855.87)
01 6200 111 000 000	REGULAR SALARIES	47,000.00	5,586.05	61,446.55	130.74	(14,446.55)	0.00	(14,446.55)
01 6200 211 000 000	HEALTH INSURANCE	7,072.00	1,594.88	17,543.68	248.07	(10,471.68)	0.00	(10,471.68)
01 6200 221 000 000	FICA	5,000.00	404.82	4,453.02	89.06	546.98	0.00	546.98
01 6200 231 000 000	RETIREMENT	3,500.00	551.78	6,069.58	173.42	(2,569.58)	0.00	(2,569.58)
01 6200 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	288.94	3,178.34	0.00	(3,178.34)	0.00	(3,178.34)
01 6200 395 000 000	Subawards/Subcontracts $25000 or less	0.00	0.00	4,017.00	0.00	(4,017.00)	0.00	(4,017.00)
01 6200 580 000 000	Travel	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 6200 610 000 000	Supplies/Materials	120.00	0.00	0.00	0.00	120.00	0.00	120.00
6200 TITLE 1 PART A		62,942.00	8,426.47	96,708.17	153.65	(33,766.17)	0.00	(33,766.17)
01 6210 610 000 000	SUPPLIES	8,151.00	0.00	0.00	0.00	8,151.00	0.00	8,151.00
6210 TITLE 1 ACCOUNTABILITY		8,151.00	0.00	0.00	0.00	8,151.00	0.00	8,151.00
01 6310 111 000 000	TEACHERS SALARIES	28,800.00	2,533.22	27,865.42	96.75	934.58	0.00	934.58
01 6310 211 000 000	TITLE IIA Health	11,553.00	882.02	9,702.22	83.98	1,850.78	0.00	1,850.78
01 6310 221 000 000	TITLE IIA Fica	1,900.00	183.81	2,021.91	106.42	(121.91)	0.00	(121.91)
01 6310 231 000 000	TITLE IIA Retirement	2,850.00	250.22	2,752.42	96.58	97.58	0.00	97.58
01 6310 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	159.80	1,757.80	0.00	(1,757.80)	0.00	(1,757.80)
6310 TITLE IIA		45,103.00	4,009.07	44,099.77	97.78	1,003.23	0.00	1,003.23
01 6315 810 000 000	DUES AND FEES TITLE 2B	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
6315 TITLE II, PART B		2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 6330 111 000 000	SALARIES-REAP	33,009.00	0.00	0.00	0.00	33,009.00	0.00	33,009.00
01 6330 211 000 000	GROUP INSURANCE REAP	16,785.00	0.00	0.00	0.00	16,785.00	0.00	16,785.00
01 6330 221 000 000	FICA REAP	5,750.00	0.00	0.00	0.00	5,750.00	0.00	5,750.00
01 6330 231 000 000	RETIREMENT REAP	5,100.00	0.00	0.00	0.00	5,100.00	0.00	5,100.00
6330 TITLE VI, PART B REAP		60,644.00	0.00	0.00	0.00	60,644.00	0.00	60,644.00
01 6403 591 000 000	IDEA Vocational/Vision	7,469.00	0.00	0.00	0.00	7,469.00	0.00	7,469.00
6403 IDEA PART B-SCHOOL AGE		7,469.00	0.00	0.00	0.00	7,469.00	0.00	7,469.00
01 6406 111 000 000	BASE 3-4 SPED INSTR	0.00	290.41	3,194.51	0.00	(3,194.51)	0.00	(3,194.51)
01 6406 211 000 000	BASE 3-4 SPED HEALTH	0.00	152.91	1,720.01	0.00	(1,720.01)	0.00	(1,720.01)
01 6406 221 000 000	BASE 3-4 SPED FICA	0.00	22.05	242.55	0.00	(242.55)	0.00	(242.55)

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 6406 231 000 000	BASE 3-4 SPED RETIR	0.00	28.69	315.59	0.00	(315.59)	0.00	(315.59)
01 6406 320 000 000	PROFESSIONAL ED SERVICES	2,529.00	0.00	0.00	0.00	2,529.00	0.00	2,529.00
6406 IDEA PRESCHOOL: 3-4		2,529.00	494.06	5,472.66	216.40	(2,943.66)	0.00	(2,943.66)
01 6408 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	0.00	3,463.65	38,100.15	0.00	(38,100.15)	0.00	(38,100.15)
01 6408 111 002 000	SALARIES TEACHERS/PROFESSIONAL STAFF	25,353.00	0.00	0.00	0.00	25,353.00	0.00	25,353.00
01 6408 112 000 000	SALARIES INSTRUCTIONAL AIDES	0.00	0.00	15,905.01	0.00	(15,905.01)	0.00	(15,905.01)
01 6408 112 002 000	SALARIES INSTRUCTIONAL AIDES	13,245.00	0.00	0.00	0.00	13,245.00	0.00	13,245.00
01 6408 211 000 000	GROUP INSURANCE TEACHERS/ADMINS	14,221.00	1,823.83	20,512.93	144.24	(6,291.93)	0.00	(6,291.93)
01 6408 212 000 000	GROUP INSURANCE-AIDES	105.00	0.00	5,903.20	5,622.10	(5,798.20)	0.00	(5,798.20)
01 6408 221 000 000	SPED IDEA FICA	0.00	262.97	2,892.07	0.00	(2,892.07)	0.00	(2,892.07)
01 6408 221 002 000	FICA TEACHERS/ADMIN	3,552.00	0.00	0.00	0.00	3,552.00	0.00	3,552.00
01 6408 222 000 000	FICA-AIDES	0.00	0.00	1,013.65	0.00	(1,013.65)	0.00	(1,013.65)
01 6408 231 000 000	SPED IDEA RETIRE	0.00	342.14	3,763.44	0.00	(3,763.44)	0.00	(3,763.44)
01 6408 231 002 000	RETIREMENT TEACHERS/ADMINS	3,525.00	0.00	0.00	0.00	3,525.00	0.00	3,525.00
01 6408 232 000 000	RETIREMENT AIDES	0.00	0.00	1,571.06	0.00	(1,571.06)	0.00	(1,571.06)
01 6408 282 000 000	INSTRUCTIONAL AIDES HSA	0.00	0.00	862.30	0.00	(862.30)	0.00	(862.30)
6408 IDEA Part B (611) Base & EP 0-21		60,001.00	5,892.59	90,523.81	150.87	(30,522.81)	0.00	(30,522.81)
01 6412 320 000 000	PROFESSIONAL ED SERVICES-IDEA	3,493.00	0.00	0.00	0.00	3,493.00	0.00	3,493.00
6412 IDEA Part B Proportionate		3,493.00	0.00	0.00	0.00	3,493.00	0.00	3,493.00
01 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	2,258.46	24,843.06	0.00	(24,843.06)	0.00	(24,843.06)
01 6992 211 000 000	REAP Health	0.00	786.37	8,650.07	0.00	(8,650.07)	0.00	(8,650.07)
01 6992 221 000 000	REAP Fica	0.00	163.87	1,802.57	0.00	(1,802.57)	0.00	(1,802.57)
01 6992 231 000 000	REAP Retirement	0.00	223.08	2,453.88	0.00	(2,453.88)	0.00	(2,453.88)
01 6992 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	142.46	1,567.06	0.00	(1,567.06)	0.00	(1,567.06)
6992 REAP		0.00	3,574.24	39,316.64	0.00	(39,316.64)	0.00	(39,316.64)
01 6997 113 001 000	SALARIES SUBSTITUTE TEACHERS	0.00	0.00	14,743.75	0.00	(14,743.75)	0.00	(14,743.75)
01 6997 113 002 000	SALARIES SUBSTITUTE TEACHERS	0.00	0.00	14,743.75	0.00	(14,743.75)	0.00	(14,743.75)
01 6997 213 001 000	GROUP INS.-SUBS	0.00	0.00	2,273.91	0.00	(2,273.91)	0.00	(2,273.91)
01 6997 213 002 000	GROUP INS.-SUBS	0.00	0.00	2,899.56	0.00	(2,899.56)	0.00	(2,899.56)
01 6997 223 001 000	FICA-SUB SUBS	0.00	0.00	1,079.65	0.00	(1,079.65)	0.00	(1,079.65)
01 6997 223 002 000	FICA-SUB SUBS	0.00	0.00	1,066.11	0.00	(1,066.11)	0.00	(1,066.11)
01 6997 233 001 000	RETIREMENT-SUBS	0.00	0.00	1,318.18	0.00	(1,318.18)	0.00	(1,318.18)
01 6997 233 002 000	RETIREMENT-SUBS	0.00	0.00	1,162.38	0.00	(1,162.38)	0.00	(1,162.38)
01 6997 734 001 000	TECHNOLOGY RELATED HARDWARE	0.00	0.00	149,191.00	0.00	(149,191.00)	0.00	(149,191.00)
6997 ESSER II		0.00	0.00	188,478.29	0.00	(188,478.29)	0.00	(188,478.29)
01 6998 640 001 000	BOOKS & PERIODICALS	0.00	22,556.20	22,556.20	0.00	(22,556.20)	0.00	(22,556.20)
01 6998 643 001 000	WEB/CLOUD BASED SOFTWARE	0.00	0.00	6,318.53	0.00	(6,318.53)	0.00	(6,318.53)
01 6998 643 002 000	WEB/CLOUD BASED SOFTWARE	0.00	0.00	6,318.52	0.00	(6,318.52)	0.00	(6,318.52)
01 6998 735 001 000	TECHNOLOGY SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6998 735 002 000	TECHNOLOGY SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6998 ESSER III		0.00	22,556.20	35,193.25	0.00	(35,193.25)	0.00	(35,193.25)

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 8000 912 000 000	Lunch Fund	25,000.00	0.00	0.00	0.00	25,000.00	0.00	25,000.00
01 8000 913 001 000	Activity Transfer	44,999.00	0.00	0.00	0.00	44,999.00	0.00	44,999.00
01 8000 915 000 000	Depreciation Fund	545,470.00	0.00	0.00	0.00	545,470.00	0.00	545,470.00
8000 TRANSFERS (OUTGOING)		615,469.00	0.00	0.00	0.00	615,469.00	0.00	615,469.00
01 9000 900 000 000	Non Program Exp. Transfer	0.00	0.00	15,000.00	0.00	(15,000.00)	0.00	(15,000.00)
9000 Non Program Expenditures		0.00	0.00	15,000.00	0.00	(15,000.00)	0.00	(15,000.00)
000 DISTRICT WIDE		8,175,218.00	499,114.90	6,011,427.81	73.53	2,163,790.19	0.00	2,163,790.19
01 1100 610 002 001	Grade 1 Materials	400.00	64.26	1,137.76	284.44	(737.76)	0.00	(737.76)
01 1100 640 002 001	Classroom Periodical	1,800.00	0.00	0.00	0.00	1,800.00	0.00	1,800.00
1100 SALARIES		2,200.00	64.26	1,137.76	51.72	1,062.24	0.00	1,062.24
001 FIRST GRADE		2,200.00	64.26	1,137.76	51.72	1,062.24	0.00	1,062.24
01 1100 610 002 002	Grade 2 Materials	400.00	94.54	362.79	90.70	37.21	0.00	37.21
01 1100 640 002 002	Classroom Periodical	1,750.00	0.00	0.00	0.00	1,750.00	0.00	1,750.00
1100 SALARIES		2,150.00	94.54	362.79	16.87	1,787.21	0.00	1,787.21
002 SECOND GRADE		2,150.00	94.54	362.79	16.87	1,787.21	0.00	1,787.21
01 1100 610 002 003	Grade 3 Materials	400.00	111.75	111.75	27.94	288.25	0.00	288.25
01 1100 640 002 003	Classroom Periodical	1,550.00	0.00	0.00	0.00	1,550.00	0.00	1,550.00
1100 SALARIES		1,950.00	111.75	111.75	5.73	1,838.25	0.00	1,838.25
003 THIRD GRADE		1,950.00	111.75	111.75	5.73	1,838.25	0.00	1,838.25
01 1100 610 002 004	Grade 4 Materials	400.00	0.00	454.98	113.75	(54.98)	0.00	(54.98)
01 1100 640 002 004	Classroom Periodical	650.00	0.00	0.00	0.00	650.00	0.00	650.00
1100 SALARIES		1,050.00	0.00	454.98	43.33	595.02	0.00	595.02
004 FOURTH GRADE		1,050.00	0.00	454.98	43.33	595.02	0.00	595.02
01 1100 610 002 005	Grade 5 Materials	400.00	178.96	178.96	44.74	221.04	0.00	221.04
01 1100 640 002 005	Classroom Periodical	550.00	0.00	0.00	0.00	550.00	0.00	550.00
1100 SALARIES		950.00	178.96	178.96	18.84	771.04	0.00	771.04
005 FIFTH GRADE		950.00	178.96	178.96	18.84	771.04	0.00	771.04
01 1100 610 002 006	Grade 6 Materials	400.00	50.65	50.65	12.66	349.35	0.00	349.35
01 1100 640 002 006	Classroom Periodical	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1100 SALARIES		700.00	50.65	50.65	7.24	649.35	0.00	649.35
006 SIXTH GRADE		700.00	50.65	50.65	7.24	649.35	0.00	649.35
01 1100 610 002 007	Kingrt Materials	300.00	9.18	49.20	16.40	250.80	0.00	250.80
01 1100 640 002 007	Classroom Periodical	800.00	0.00	0.00	0.00	800.00	0.00	800.00
1100 SALARIES		1,100.00	9.18	49.20	4.47	1,050.80	0.00	1,050.80
007 Kindergarten		1,100.00	9.18	49.20	4.47	1,050.80	0.00	1,050.80
01 1100 610 002 017	Elem Art Materials	501.00	0.00	0.00	0.00	501.00	0.00	501.00
1100 SALARIES		501.00	0.00	0.00	0.00	501.00	0.00	501.00
017 ELEM. ART		501.00	0.00	0.00	0.00	501.00	0.00	501.00
01 1100 610 001 018	Music Materials	1,000.00	39.72	1,520.90	152.09	(520.90)	0.00	(520.90)
01 1100 610 002 018	Music Materials	727.00	231.38	548.65	75.47	178.35	0.00	178.35
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	950.00	114.32	(119.00)	0.00	(119.00)
1100 SALARIES		3,558.00	271.10	3,019.55	84.87	538.45	0.00	538.45
018 MUSIC		3,558.00	271.10	3,019.55	84.87	538.45	0.00	538.45
01 1100 610 002 019	Elem Pe Materials	200.00	0.00	1,300.58	650.29	(1,100.58)	0.00	(1,100.58)
01 1100 733 002 019	Equipment	300.00	0.00	0.00	0.00	300.00	0.00	300.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
1100 SALARIES		500.00	0.00	1,300.58	260.12	(800.58)	0.00	(800.58)
019 ELEM. PE		500.00	0.00	1,300.58	260.12	(800.58)	0.00	(800.58)
01 1100 610 001 020	Lang Arts Materials	500.00	351.11	723.95	144.79	(223.95)	0.00	(223.95)
01 1100 640 001 020	Classroom Periodical	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 1100 735 001 020	Computer Software	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1100 810 001 020	Student Registration	900.00	0.00	0.00	0.00	900.00	0.00	900.00
1100 SALARIES		2,200.00	351.11	723.95	32.91	1,476.05	0.00	1,476.05
020 LANGUAGE ARTS		2,200.00	351.11	723.95	32.91	1,476.05	0.00	1,476.05
01 1100 610 001 021	Math Materials	200.00	71.86	76.13	38.07	123.87	0.00	123.87
1100 SALARIES		200.00	71.86	76.13	38.07	123.87	0.00	123.87
021 MATH		200.00	71.86	76.13	38.07	123.87	0.00	123.87
01 1100 431 001 022	REPAIRS & MAINTENANCE - Contracted	750.00	0.00	0.00	0.00	750.00	0.00	750.00
01 1100 610 001 022	Materials	5,000.00	3,498.31	3,775.18	75.50	1,224.82	0.00	1,224.82
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	3,498.31	3,775.18	40.38	5,574.82	0.00	5,574.82
022 SCIENCE		9,350.00	3,498.31	3,775.18	40.38	5,574.82	0.00	5,574.82
01 1100 610 001 023	Soc Stud Materials	150.00	0.00	144.55	96.37	5.45	0.00	5.45
01 1100 640 001 023	Classroom Periodical	320.00	0.00	0.00	0.00	320.00	0.00	320.00
1100 SALARIES		470.00	0.00	144.55	30.76	325.45	0.00	325.45
023 SOCIAL STUDIES		470.00	0.00	144.55	30.76	325.45	0.00	325.45
01 1100 431 001 025	REPAIRS & MAINTENANCE - Contracted	1,600.00	0.00	0.00	0.00	1,600.00	0.00	1,600.00
01 1100 580 001 025	Instructor Travel	1,700.00	0.00	414.27	24.37	1,285.73	0.00	1,285.73
01 1100 610 001 025	Instr Materials	4,000.00	41.88	3,400.81	85.02	599.19	0.00	599.19
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	325.00	65.00	175.00	0.00	175.00
01 1100 810 001 025	FEES	950.00	0.00	984.00	103.58	(34.00)	0.00	(34.00)
1100 SALARIES		8,940.00	41.88	5,124.08	57.32	3,815.92	0.00	3,815.92
025 AGRICULTURE		8,940.00	41.88	5,124.08	57.32	3,815.92	0.00	3,815.92
01 1100 431 001 026	REPAIRS & MAINTENANCE - Contracted	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1100 580 001 026	Instructor Travel	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1100 610 001 026	Instr Materials	1,000.00	26.25	63.04	6.30	936.96	0.00	936.96
01 1100 640 001 026	Expendable Wrbk	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 733 001 026	Equipment	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1100 735 001 026	Comp Software	1,000.00	799.00	799.00	79.90	201.00	0.00	201.00
01 1100 810 001 026	FEES	1,400.00	0.00	70.00	5.00	1,330.00	0.00	1,330.00
1100 SALARIES		5,000.00	825.25	932.04	18.64	4,067.96	0.00	4,067.96
026 BUSINESS		5,000.00	825.25	932.04	18.64	4,067.96	0.00	4,067.96
01 1100 610 001 027	Secon Art Materials	1,800.00	2,083.31	2,107.17	117.07	(307.17)	0.00	(307.17)
1100 SALARIES		1,800.00	2,083.31	2,107.17	117.07	(307.17)	0.00	(307.17)
027 SECONDARY ART		1,800.00	2,083.31	2,107.17	117.07	(307.17)	0.00	(307.17)
01 1100 350 001 028	Other Purchased Services	0.00	0.00	921.15	0.00	(921.15)	0.00	(921.15)
01 1100 431 001 028	REPAIRS & MAINTENANCE - Contracted	2,500.00	0.00	615.65	24.63	1,884.35	0.00	1,884.35
01 1100 431 002 028	REPAIRS & MAINTENANCE -	500.00	0.00	0.00	0.00	500.00	0.00	500.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
	Contracted							
01 1100 610 001 028	Instr Materials	1,000.00	220.13	1,755.44	175.54	(755.44)	0.00	(755.44)
01 1100 610 002 028	Instrument Materials	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 733 001 028	Equipment	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1100 733 002 028	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 810 001 028	Registration	500.00	0.00	95.00	19.00	405.00	0.00	405.00
01 1100 810 002 028	Student Registration	500.00	0.00	125.00	25.00	375.00	0.00	375.00
1100 SALARIES		10,000.00	220.13	3,512.24	35.12	6,487.76	0.00	6,487.76
028 BAND		10,000.00	220.13	3,512.24	35.12	6,487.76	0.00	6,487.76
01 1100 431 001 029	REPAIRS & MAINTENANCE - Contracted	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 440 001 029	Secon Pe Rental	6,500.00	0.00	0.00	0.00	6,500.00	0.00	6,500.00
01 1100 610 001 029	Instr Materials	800.00	0.00	1,295.70	161.96	(495.70)	0.00	(495.70)
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	1,295.70	14.72	7,504.30	0.00	7,504.30
029 SECONDARY PE		8,800.00	0.00	1,295.70	14.72	7,504.30	0.00	7,504.30
01 1100 610 001 030	FCS Instr Materials	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1100 SALARIES		500.00	0.00	0.00	0.00	500.00	0.00	500.00
030 FCS		500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 431 001 031	REPAIRS & MAINTENANCE - Contracted	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1100 580 001 031	Instructor Travel	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 1100 610 001 031	Instruc Materials	2,000.00	0.00	2,551.35	127.57	(551.35)	0.00	(551.35)
01 1100 733 001 031	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 735 001 031	Comp Software	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1100 810 001 031	Instru Registration	1,080.00	0.00	0.00	0.00	1,080.00	0.00	1,080.00
1100 SALARIES		4,930.00	0.00	2,551.35	51.75	2,378.65	0.00	2,378.65
031 INDUSTRIAL ARTS		4,930.00	0.00	2,551.35	51.75	2,378.65	0.00	2,378.65
01 1100 610 001 032	Foreign Lang Mater	200.00	24.00	210.20	105.10	(10.20)	0.00	(10.20)
01 1100 640 001 032	Classroom Period	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1100 810 001 032	REGISTRATION	50.00	0.00	0.00	0.00	50.00	0.00	50.00
1100 SALARIES		400.00	24.00	210.20	52.55	189.80	0.00	189.80
032 FOREIGN LANGUAGE		400.00	24.00	210.20	52.55	189.80	0.00	189.80
01 1100 610 001 033	Journalism Materials	300.00	544.90	544.90	181.63	(244.90)	0.00	(244.90)
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	544.90	544.90	90.82	55.10	0.00	55.10
033 JOURNALISM		600.00	544.90	544.90	90.82	55.10	0.00	55.10
01 2171 591 001 600	PT SERVICES	0.00	514.15	6,323.66	0.00	(6,323.66)	0.00	(6,323.66)
01 2171 591 002 600	PT Therapy	12,070.00	514.15	6,323.66	52.39	5,746.34	0.00	5,746.34
2171 PHYSICAL THERAPY-SPED SCHOOL AGE		12,070.00	1,028.30	12,647.32	104.78	(577.32)	0.00	(577.32)
01 2172 591 002 600	PT SPED 3-5	3,794.00	128.55	1,580.92	41.67	2,213.08	0.00	2,213.08
2172 PHYSICAL THERAPY:SPED 3-5		3,794.00	128.55	1,580.92	41.67	2,213.08	0.00	2,213.08
01 2173 591 002 600	PT SPED 0-2	1,380.00	128.55	1,580.92	114.56	(200.92)	0.00	(200.92)
2173 PHYSICAL THERAPY:SPED 0-2		1,380.00	128.55	1,580.92	114.56	(200.92)	0.00	(200.92)
01 6408 591 002 600	ESU SERVICES-PT	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
6408 IDEA Part B (611) Base & EP 0-21		2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
600 PT Services		19,244.00	1,285.40	15,809.16	82.15	3,434.84	0.00	3,434.84
01 2161 320 001 601	PROFESSIONAL ED SERVICES	35,000.00	126.64	1,635.77	4.67	33,364.23	0.00	33,364.23
01 2161 591 001 601	OT THERAPY SPED - School Age	0.00	894.29	10,986.98	0.00	(10,986.98)	0.00	(10,986.98)

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2161 591 002 601	OT THERAPY-SPED School Age	25,387.00	894.29	10,986.98	43.28	14,400.02	0.00	14,400.02
2161 OCCUPATIONAL THERAPY-SPED SCHOOL AGE		60,387.00	1,915.22	23,609.73	39.10	36,777.27	0.00	36,777.27
01 2162 591 002 601	OT SPED 3-5	4,821.00	223.57	2,746.75	56.97	2,074.25	0.00	2,074.25
2162 OCCUPATIONAL THERAPY-SPED 3-5		4,821.00	223.57	2,746.75	56.97	2,074.25	0.00	2,074.25
01 2163 591 002 601	OT SPED 0-2	1,929.00	223.58	2,746.74	142.39	(817.74)	0.00	(817.74)
2163 OCCUPATIONAL THERAPY-SPED 0-2		1,929.00	223.58	2,746.74	142.39	(817.74)	0.00	(817.74)
01 6408 591 002 601	ESU SERVICES-OT	4,000.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00
6408 IDEA Part B (611) Base & EP 0-21		4,000.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00
601 OT Services		71,137.00	2,362.37	29,103.22	40.91	42,033.78	0.00	42,033.78
01 2151 320 001 602	PROFESSIONAL ED SERVICES	0.00	265.53	2,256.62	0.00	(2,256.62)	0.00	(2,256.62)
01 2151 591 001 602	Speech Therapy	0.00	3,095.05	38,212.97	0.00	(38,212.97)	0.00	(38,212.97)
01 2151 591 002 602	Speech Therapy Elem	163,618.00	10,402.81	126,988.48	77.61	36,629.52	0.00	36,629.52
2151 SPEECH PATH/AUDIOLOGY-SPED School Age		163,618.00	13,763.39	167,458.07	102.35	(3,840.07)	0.00	(3,840.07)
01 2152 591 002 602	PRE SCHL SPEECH (3-5)	9,090.00	3,267.00	25,997.92	286.01	(16,907.92)	0.00	(16,907.92)
2152 SPEECH PATH/AUDIOLOGY-SPED Ages 3-5		9,090.00	3,267.00	25,997.92	286.01	(16,907.92)	0.00	(16,907.92)
01 2153 591 002 602	SPEECH (0-2)	9,090.00	429.87	8,599.11	94.60	490.89	0.00	490.89
2153 SPEECH PATH/AUDIOLOGY-SPED Ages 0-2		9,090.00	429.87	8,599.11	94.60	490.89	0.00	490.89
01 6408 591 002 602	ESU SERVICES-Speech	22,000.00	0.00	0.00	0.00	22,000.00	0.00	22,000.00
6408 IDEA Part B (611) Base & EP 0-21		22,000.00	0.00	0.00	0.00	22,000.00	0.00	22,000.00
602 Speech		203,798.00	17,460.26	202,055.10	99.14	1,742.90	0.00	1,742.90
01 1291 591 002 603	PRE SPED Supervision (3-5)	6,695.00	189.16	2,259.00	33.74	4,436.00	0.00	4,436.00
1291 SPED AGES 3-5		6,695.00	189.16	2,259.00	33.74	4,436.00	0.00	4,436.00
01 1292 591 002 603	Pre Sped Services (0-2)	5,000.00	189.17	2,258.99	45.18	2,741.01	0.00	2,741.01
1292 SPED AGES 0-2		5,000.00	189.17	2,258.99	45.18	2,741.01	0.00	2,741.01
01 6408 591 002 603	ESU SERVICES-Supervision	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
6408 IDEA Part B (611) Base & EP 0-21		5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
603 Sped Super		16,695.00	378.33	4,517.99	27.06	12,177.01	0.00	12,177.01
01 1200 591 001 604	Deaf Ed	862.00	0.00	0.00	0.00	862.00	0.00	862.00
1200 SPEDICAL ED School Age		862.00	0.00	0.00	0.00	862.00	0.00	862.00
01 1291 591 002 604	PRE Deaf Ed Services (3-5)	862.00	0.00	0.00	0.00	862.00	0.00	862.00
1291 SPED AGES 3-5		862.00	0.00	0.00	0.00	862.00	0.00	862.00
01 2151 591 002 604	Deaf Ed Sped Elem.	0.00	418.54	5,253.07	0.00	(5,253.07)	0.00	(5,253.07)
2151 SPEECH PATH/AUDIOLOGY-SPED School Age		0.00	418.54	5,253.07	0.00	(5,253.07)	0.00	(5,253.07)
01 2152 591 002 604	Deaf Ed 3-5 Sped Services	0.00	0.00	48.64	0.00	(48.64)	0.00	(48.64)
2152 SPEECH PATH/AUDIOLOGY-SPED Ages 3-5		0.00	0.00	48.64	0.00	(48.64)	0.00	(48.64)
01 2153 591 002 604	Pre Deaf Ed Services (0-2)	862.00	0.00	491.83	57.06	370.17	0.00	370.17
2153 SPEECH PATH/AUDIOLOGY-SPED Ages 0-2		862.00	0.00	491.83	57.06	370.17	0.00	370.17
604 Deaf Ed		2,586.00	418.54	5,793.54	224.03	(3,207.54)	0.00	(3,207.54)
01 2181 591 002 605	VISION	3,568.00	213.89	2,658.37	74.51	909.63	0.00	909.63
2181 VISUALLY IMPAIRED:SPED SCHOOL AGE		3,568.00	213.89	2,658.37	74.51	909.63	0.00	909.63
605 Vision		3,568.00	213.89	2,658.37	74.51	909.63	0.00	909.63
01 2141 591 001 606	SCHOOL PSYCH	0.00	1,610.46	20,150.37	0.00	(20,150.37)	0.00	(20,150.37)
01 2141 591 002 606	Diagnostic Testing (School Psych)	46,700.00	1,610.46	20,820.33	44.58	25,879.67	0.00	25,879.67
2141 PSYCHOLOGICAL SERVICES: SPED SCHOOL AGE		46,700.00	3,220.92	40,970.70	87.73	5,729.30	0.00	5,729.30
01 2142 591 002 606	PSYCH SERVICES SPED 3-5	5,838.00	402.61	4,367.63	74.81	1,470.37	0.00	1,470.37
2142 PSYCHOLOGICAL SERVICES: SPED 3-5		5,838.00	402.61	4,367.63	74.81	1,470.37	0.00	1,470.37

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2143 591 002 606	PSYC SERVICES SPED 0-2	5,838.00	402.63	5,037.60	86.29	800.40	0.00	800.40
2143 PSYCHOLOGICAL SERVICES: SPED 0-2		5,838.00	402.63	5,037.60	86.29	800.40	0.00	800.40
01 6408 591 002 606	ESU SERVICES-Psych	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
6408 IDEA Part B (611) Base & EP 0-21		5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
606 D/E Psychological		63,876.00	4,026.16	50,375.93	78.87	13,500.07	0.00	13,500.07
01 2151 591 001 607	Audiology Secon	0.00	48.63	604.50	0.00	(604.50)	0.00	(604.50)
01 2151 591 002 607	Audiology Elem	1,614.00	48.63	524.08	32.47	1,089.92	0.00	1,089.92
2151 SPEECH PATH/AUDIOLOGY-SPED School Age		1,614.00	97.26	1,128.58	69.92	485.42	0.00	485.42
01 2152 591 002 607	AUDIOLOGY SPED 3-5	202.00	12.17	231.55	114.63	(29.55)	0.00	(29.55)
2152 SPEECH PATH/AUDIOLOGY-SPED Ages 3-5		202.00	12.17	231.55	114.63	(29.55)	0.00	(29.55)
01 2153 591 002 607	AUDIOLOGY SPED 0-2	202.00	12.15	151.12	74.81	50.88	0.00	50.88
2153 SPEECH PATH/AUDIOLOGY-SPED Ages 0-2		202.00	12.15	151.12	74.81	50.88	0.00	50.88
01 6408 591 002 607	ESU SERVICES-D/E Audiology	250.00	0.00	0.00	0.00	250.00	0.00	250.00
6408 IDEA Part B (611) Base & EP 0-21		250.00	0.00	0.00	0.00	250.00	0.00	250.00
607 Audiology		2,268.00	121.58	1,511.25	66.63	756.75	0.00	756.75
01 1200 591 000 608	Vocational	5,343.00	240.60	1,845.50	34.54	3,497.50	0.00	3,497.50
1200 SPEDICAL ED School Age		5,343.00	240.60	1,845.50	34.54	3,497.50	0.00	3,497.50
608 VOCATIONAL		5,343.00	240.60	1,845.50	34.54	3,497.50	0.00	3,497.50
01 General		8,631,582.00	534,063.22	6,352,761.58	73.60	2,278,820.42	0.00	2,278,820.42

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
Grand Total:		8,631,582.00	534,063.22	6,352,761.58	73.60	2,278,820.42	0.00	2,278,820.42

Ravenna Public Schools
GENERAL FUND
Ending June 30th, 2022

Beginning Balance:		**$2,072,213.45**
Receipts:		
Tax Collection (Sherman)	$146,668.13	
Tax Collection (Buffalo)	$256,617.79	
State of NE Sped	$82,485.00	
G5 Grant	$2,325.00	
CCC DL Classes	$5,568.00	
Village of Hazard	$350.00	
ESU 10	$600.00	
Sale of Prop/Equip.	$350.00	
Medicaid (MAC)		
State Aid	$3,789.00	
State of NE (MIPS)		
Insurance		
Other	$585.00	
Interest	$90.80	
Total Receipts:		**$499,428.72**
Disbursements:		
Board Bills (June)	$577,987.11	
		$577,987.11
Ending Balance:		$1,993,655.06
Cash on Hand:	**$1,993,655.06**	
Outstanding checks	$77,718.52	
Bank Balance:	$2,071,373.58	
Investments:		**$2,162,474.84**
Accounted for as Follows:		
General Fund		
General Fund Checking	$1,993,655.06	
CD #184	$0.00	
CD # 70099 (9 mo)	$2,162,474.84	
Total Available:	**$4,156,129.90**	**$4,156,129.90**

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
8 Revenue				
01 1100 1000	District Taxes - Buffalo	0.00	222,305.20	3,545,065.52
01 1100 1100	District Taxes - Sherman	0.00	142,962.93	1,003,434.53
01 1115 1000	Carline-Buffalo	0.00	6,733.67	9,391.85
01 1115 1100	Carline - Sherman	0.00	0.00	2,699.80
01 1120 1000	Public Power Tax - Buffalo	0.00	1,730.38	178,026.30
01 1120 1100	Public Power Tax - Sherman	0.00	0.00	1,351.61
01 1125 1000	Motor Vehicle Taxes - Buffalo	0.00	12,073.87	157,667.21
01 1125 1100	Motor Vehicle Taxes - Sherman	0.00	2,538.92	29,865.89
01 1311	Tuition Individual	0.00	0.00	0.00
01 1313	Tuit Sp Ed Individ.	0.00	0.00	0.00
01 1315	DISTANCE LEARNING	0.00	5,568.00	5,568.00
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.	0.00	90.80	6,505.66
01 1701	Bond Fund Transfer	0.00	0.00	0.00
01 1742	PostSecondary Fees	0.00	0.00	1,566.00
01 1790	Driver's Ed	0.00	0.00	0.00
01 1800	KEARNEY FOUND YC	0.00	0.00	0.00
01 1900	AUTISM ACTION PARTNERSHIP	0.00	0.00	0.00
01 1910	RENTAL OF SCHOOL EQUIPMENT & FACILITIES	0.00	200.00	1,550.00
01 1911	Local License Fees	0.00	350.00	2,487.00
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	0.00	2,362.89	20,087.12
01 2110 1100	Sherm Fines-license	0.00	410.66	2,903.14
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	600.00	1,125.00
01 3110	State Aid	0.00	3,789.00	37,854.00
01 3120	Spec. Ed Programs	0.00	82,485.00	509,505.00
01 3125	Special Ed Transpor.	0.00	0.00	0.00
01 3130 1000	Homestead Exemption - Buffalo	0.00	11,411.78	45,647.12
01 3130 1100	Sherm Homestead Ex	0.00	755.62	2,266.86
01 3131	PROPERTY TAX CREDIT	0.00	0.00	392,413.66
01 3132	PERSONAL PROPERTY TAX CREDIT	0.00	0.00	0.00
01 3134	PERSONAL PROPERTY TAX CREDIT-RR & PSE	0.00	0.00	0.00
01 3170	State Vocational	0.00	0.00	0.00
01 3180 1000	Pro-rata Motor Veh.Buffalo	0.00	0.00	8,366.91
01 3180 1100	Sher Pro Rat Moto V	0.00	0.00	1,856.86
01 3400	State Apportionment	0.00	0.00	45,746.58
01 3500	Other State Categorical Programs	0.00	0.00	0.00
01 3512	DIST ED INCENTIVE	0.00	0.00	27,016.96

Account Number		Account Description	Budget	Month to Date	Year to Date
01 3535		High Abilt Learners	0.00	0.00	4,945.00
01 3550		School Tech Fund	0.00	0.00	0.00
01 3570		Teacher Evaluation	0.00	0.00	0.00
01 3990		Other State Funds	0.00	0.00	0.00
01 4100		Title 1 Carry Over	0.00	0.00	0.00
01 4105		UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00
01 4311		Title VI Past Year	0.00	0.00	0.00
01 4312		Title VI Current	0.00	0.00	0.00
01 4315		Title V	0.00	0.00	0.00
01 4325		Title IIA Class Size Reduction	0.00	0.00	0.00
01 4401		IDEA PRESCHOOL	0.00	0.00	0.00
01 4402		Preschool Travel	0.00	0.00	0.00
01 4403		Spec Ed Medicaid	0.00	0.00	0.00
01 4505		Title 1 Current	0.00	0.00	0.00
01 4506		Title 1 NCLB	0.00	0.00	0.00
01 4509		TITLE II, PART A NCLB TCHR QULTY GRANTS	0.00	0.00	0.00
01 4511		REAP GRANT	0.00	2,325.00	2,325.00
01 4512		IDEA Base	0.00	0.00	0.00
01 4516		IDEA Pre-school Handicapp	0.00	0.00	2,529.00
01 4518		IDEA Part B (611) Base & EP	0.00	0.00	102,904.00
01 4519		IDEA E-P	0.00	0.00	0.00
01 4524		OTHER FEDERAL NON-CATEGORICAL RECEIPTS	0.00	0.00	0.00
01 4525		Fed. Vocational	0.00	0.00	0.00
01 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	6,601.23
01 4709		Medicaid Administrative Activities	0.00	0.00	8,751.47
01 4900		Other Fed. Non-cat	0.00	0.00	44,224.93
01 4969		Title IV, Part A	0.00	0.00	0.00
01 4996		CARES Act	0.00	0.00	0.00
01 4997		ESSER II	0.00	0.00	149,191.00
01 5200		From Other Funds	0.00	0.00	0.00
01 5300		Sale Of Prop & Equip	0.00	350.00	4,486.50
01 5301		Insurance Adjustment	0.00	0.00	1,401.00
01 5690		Other Non-revenue	0.00	385.00	37,848.14
01 9000		Non-program Receipts	0.00	0.00	15,000.00
01 9004		Interfund from QCPUF	0.00	0.00	0.00
01 9100		NE ST REVENUE	0.00	0.00	0.00
01 9200		Interlocal Agreement	0.00	0.00	0.00
01	General		0.00	499,428.72	6,420,175.85
8	Revenue		0.00	499,428.72	6,420,175.85

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	119,786.00	0.00	9,619.97	8.03	110,166.03	0.00	110,166.03
06 3100 630 000	FOOD	0.00	0.00	149,190.71	0.00	(149,190.71)	0.00	(149,190.71)
3100 FOOD SERVICES		119,786.00	0.00	158,810.68	132.58	(39,024.68)	0.00	(39,024.68)
		119,786.00	0.00	158,810.68	132.58	(39,024.68)	0.00	(39,024.68)
06 3100 110 000 000	Salary	99,803.00	2,875.85	102,990.58	103.19	(3,187.58)	0.00	(3,187.58)
06 3100 120 000 000	Sub Salaries	0.00	0.00	1,433.52	0.00	(1,433.52)	0.00	(1,433.52)
06 3100 130 000 000	Overtime Salaries	0.00	0.00	120.02	0.00	(120.02)	0.00	(120.02)
06 3100 210 000 000	Health Insurance	36,403.92	738.59	30,376.25	83.44	6,027.67	0.00	6,027.67
06 3100 220 000 000	Fica	2,980.40	219.36	6,511.62	218.48	(3,531.22)	0.00	(3,531.22)
06 3100 230 000 000	Retirement	3,248.68	284.07	10,354.75	318.74	(7,106.07)	0.00	(7,106.07)
06 3100 431 000 000	Repair	0.00	0.00	299.56	0.00	(299.56)	0.00	(299.56)
06 3100 733 000 000	Equipment	0.00	0.00	10,047.97	0.00	(10,047.97)	0.00	(10,047.97)
06 3100 810 000 000	Registration	0.00	0.00	83.89	0.00	(83.89)	0.00	(83.89)
06 3100 890 000 000	Other Supplies/Misc	0.00	0.00	234.75	0.00	(234.75)	0.00	(234.75)
3100 FOOD SERVICES		142,436.00	4,117.87	162,452.91	114.05	(20,016.91)	0.00	(20,016.91)
06 9000 950 000 000	SPECIAL ITEMS	0.00	0.00	15,000.00	0.00	(15,000.00)	0.00	(15,000.00)
9000 Non Program Expenditures		0.00	0.00	15,000.00	0.00	(15,000.00)	0.00	(15,000.00)
000 DISTRICT WIDE		142,436.00	4,117.87	177,452.91	124.58	(35,016.91)	0.00	(35,016.91)
06 Lunch		262,222.00	4,117.87	336,263.59	128.24	(74,041.59)	0.00	(74,041.59)

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
Grand Total:		262,222.00	4,117.87	336,263.59	128.24	(74,041.59)	0.00	(74,041.59)

Ravenna Public School
Lunch Fund Report
June 30th, 2022

Beginning Balance:	$	56,059.63
RECEIPTS:		
Deposit	$	15,032.20
Interest	$	2.34
Total Receipts:	$	15,034.54
DISBURSEMENTS:		
Lunch Bills	$	13,649.96
Outstanding Checks	$	2,343.38
Total Disbursements:	$	15,993.34
Bank Balance:	$	55,100.83
Book Balance:	$	52,757.45

Revenue Detail

Account Number		Account Description	Budget	Month to Date	Year to Date
8	Revenue				
06 1510		Interest	0.00	2.34	17.58
06 1611		Student Lunches	0.00	126.91	33,619.33
06 1612		Daily Sales-Breakfast	0.00	0.00	0.00
06 1613		Special Milk	0.00	0.00	71.31
06 1620		Daily Sales-Adult/A la Carte	0.00	0.00	7,113.30
06 1650		Daily Sales-Summer Food Programs	0.00	0.00	0.00
06 2100		State Reimbursement	0.00	0.00	0.00
06 2200		Breakfast	0.00	0.00	0.00
06 3150		STATE REIMBURSEMENT	0.00	0.00	0.00
06 4210		FEDERAL REIMB. NSLP	0.00	14,870.40	299,921.01
06 5000		Trans From Savings	0.00	0.00	0.00
06 5200		School Dist Contrib.	0.00	0.00	15,000.00
06 5690		Other Income	0.00	34.89	3,638.15
06 9000		Non Program Receipts	0.00	0.00	0.00
06	Lunch		0.00	15,034.54	359,380.68
8	Revenue		0.00	15,034.54	359,380.68

2122-2042

ABANTE
MARKETING
13378 Centech Rd. • Omaha, NE 68138
p. 402.592.0000 • f. 402.592.8323
www.abantemarketing.com

INVOICE

DATE	INVOICE #	OUR JOB #	YOUR P.O. #
5/19/2022	114594	168941	
		Reference#	130837

SOLD TO:

Ravenna Public Schools
41750 Carthage Rd
Ravenna, NE 68849
USA

SHIPPED TO:

Ravenna Public Schools
Brad Kjar
41750 Carthage Rd
Ravenna, NE 68849 USA

TERMS	F.O.B.	SHIPPED VIA	DATE SHIPPED	Entered By	SALESPERSON
Net 10		UPS	5/18/2022	Angie	CN

QTY ORDERED	QTY SHIPPED	DESCRIPTION	PRICE	AMOUNT
6	6	PBF57 Oversize Micro-mink Sherpa Blanket royal-6	58.45	350.70
1	1	dig fee RAVENNA03E Corner of blanket white to match blanket	25.00	25.00
1	1	Shipped On: 05/18/2022 Tracking #: 1Z6X82850363608717	34.39	34.39
1	1	Freight in from Vendor	27.87	27.87

012310 610 000

We appreciate your business!

If paying by credit card a 4% processing charge will be added to the total. Credit card payments are due upon receipt.

Total $437.96

Acceptance of the product listed above as well as this invoice constitute a binding agreement to pay a 1.5% interest charge per month for any balance past due terms listed on this invoice.

Fax #:

Phone #:

Balance Due $437.96

Ravenna Public Schools

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

PURCHASE ORDER

Date: 05/19/22
P.O. # 2122-2042
Bill To: PO Box 8400

Tax Exemption No. 05-627933

VENDOR
Abante Marketing

SHIP TO
Ravenna Public Schools
Attn: Brad Kjar
41750 Carthage Road
Ravenna NE, 68869

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Oversized Micro blankets Royal	6	58.45	350.70
	Ravenna Corner of blanket	1	25.00	25.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$375.70
S & H	$62.26
discount	$0.00
TOTAL	**$437.96**

Other Comments or Special Instructions

Authorized by

7.7.22
Date

Invoice

Terms	Due Date	Invoice #
Net 30	7/28/2022	114344

Remit payment to:

AGC Education, Inc.
600 Bursca Drive - Suite 601
Bridgeville, PA 15017

Bill To

RAVENNA (NE) PUBLIC SCHOOLS
PO BOX 8400
RAVENNA, NE 68869
ATTN: A/P DEPT-HILARY BOLLING

Ship To

RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869
ATTN: LIBBY CLARK-ART DEPT
PH#308-452-3249

S.O. No.	Invoice Date	Customer #	Rep	P.O. No.	Ship Date	Ship Via
90672	6/28/2022	7960	TER	22-23Clark5	6/27/2022	UPG

Item	Description	Qty	Backordered	Rate	Amount
8788B001TG	Matte Black Ink Tank, Series 207, 300 ml for IPF 680/685/780/785	1	0	140.00	140.00
8789B001TG	Black Ink Tank, Series 207, 300 ml for IPF 680/685/780/785	1	0	140.00	140.00
8790B001TG	Cyan Ink Tank, Series 207, 300 ml for IPF 680/685/780/785	1	0	140.00	140.00
8791B001TG	Magenta Ink Tank, Series 207, 300 ml for IPF 680/685/780/785	1	0	140.00	140.00
8792B001TG	Yellow Ink Tank, Series 207, 300 ml for IPF 680/685/780/785	1	0	140.00	140.00
36100GP	Glossy Photographic Paper, 36" x 100'	2	0	189.00	378.00
36150BP	Bright White Bond Paper, 36"x150'	1	0	65.00	65.00
Shipping	Shipping Charge	1		91.79	91.79
	HILARY BOLLING hilary.bolling@ravennabluejays.org UPS Tracking No.: 1Z1856050343113102				

01 HW 000 W1 027
B & D. G
7-8-22

Thank you We appreciate your business!

Total	$1,234.79
Payments/Credits	$0.00
Balance Due	$1,234.79

PLEASE NOTE: If a Credit Card or P-Card is used to pay the balance a 3% Processing Fee will be added to the payment.

PURCHASE ORDER

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

Mar. 21, 2022
P.O. # 22-23Clark5
Bill To: PO Box 8400

Tax Exemption No. **05-627933**

VENDOR

AGC Education, Inc.
600 Bursca Drive-Suite
601
Bridgeville, PA 15017

SHIP TO

Libby Clark Art Dept

Ravenna Public Schools
41750 Carthage St
Ravenna, NE 68869

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
✓	Matte Black Ink Tank 300 ml (for	1	140.00	140.00
✓	Cyan Ink Tank 300ml (for Canon	1	140.00	140.00
✓	Magenta Ink Tank 300ml (for Ca	1	140.00	140.00
✓	Yellow Ink Tank 300ml (for Cano	1	140.00	140.00
✓	Black Ink Tank 300ml (for Canor	1	140.00	140.00
✓	Glossy Photographic Paper, 36"	2	189.00	378.00
✓	White Bright bond paper 36" x 150'	1	65.00	65.00

Other Comments or Special Instructions

Emailed

SUBTOTAL	$1,143.00
TAX RATE	
TAX	
S & H	$91.79
discount	
TOTAL	**$1,234.79**

B. J. D. Jr. 4-22-22

Authorized by Date

Quote

AGC Education, Inc.
600 Bursca Drive - Suite 601
Bridgeville, PA 15017

Date	Quote #
5/24/2022	85321

Quote Requested By
RAVENNA PUBLIC SCHOOLS 41750 CARTHAGE RD RAVENNA, NE 68869 ATTN: LIBBY CLARK PH#308-452-3249

Terms	Rep
Net 30	TER

Item	Description	Qty	Cost	Total
	CANON IPF780 POSTER PRINTER SUPPLIES			
8788B001TG	Matte Black Ink Tank, Series 207, 300 ml for IPF 680/685/780/785	1	140.00	140.00
8789B001TG	Black Ink Tank, Series 207, 300 ml for IPF 680/685/780/785	1	140.00	140.00
8790B001TG	Cyan Ink Tank, Series 207, 300 ml for IPF 680/685/780/785	1	140.00	140.00
8791B001TG	Magenta Ink Tank, Series 207, 300 ml for IPF 680/685/780/785	1	140.00	140.00
8792B001TG	Yellow Ink Tank, Series 207, 300 ml for IPF 680/685/780/785	1	140.00	140.00
36100GP	Glossy Photographic Paper, 36" x 100'	2	189.00	378.00
36150BP	Bright White Bond Paper, 36"x150'	1	65.00	65.00
Shipping	Shipping Charge	1	91.79	91.79

NOTE: AGC Education is a Canon Authorized, Platinum Level dealer and is authorized by Canon to provide you this price quote. Purchasing from Non-Certified Dealers will void all manufacture warranties & support.

Terms & Conditions

Net 30-day Terms, Lead Time 3-5 Days
Credit Card Orders will be assessed a 3% Processing Fee
PayPal orders will be assessed a 5% Processing Fee.

Total $1,234.79

Quote valid until the last day of the month in which the quote was written.

Please Sign & Return with Purchase Order

Signature B. f D. F.

AGC Education, Inc.

600 Bursca Drive - Suite 601
Bridgeville, PA 15017

PICK / PACK LIST

Date	Order #
6/23/2022	90672

NOTE TO RECEIVER: Please inspect this order for damage and verification of product immediately upon receipt. It is the responsibility of the receiver to report any order discrepancies or damages within 10 business days from the original date of delivery.

NUMBER OF PACKAGES FOR THIS ORDER = _____

Ship To
RAVENNA PUBLIC SCHOOLS 41750 CARTHAGE RD RAVENNA, NE 68869 ATTN: LIBBY CLARK-ART DEPT PH#308-452-3249

P.O. No.	Ship Date	Ship Via
22-23Clark5	6/27/2022	UPG

Item #	Description	QTY	Prev. Shipped	QTY to Ship	QTY Picked	Ship Via	Box Num
8788B001TG	Matte Black Ink Tank, Series 207, 300 ml for IPF 680/685/780/785	1	0	1	1	UPG	
8789B001TG	Black Ink Tank, Series 207, 300 ml for IPF 680/685/780/785	1	0	1	1	UPG	
8790B001TG	Cyan Ink Tank, Series 207, 300 ml for IPF 680/685/780/785	1	0	1	1	UPG	
8791B001TG	Magenta Ink Tank, Series 207, 300 ml for IPF 680/685/780/785	1	0	1	1	UPG	
8792B001TG	Yellow Ink Tank, Series 207, 300 ml for IPF 680/685/780/785	1	0	1	1	UPG	
36100GP	Glossy Photographic Paper, 36" x 100'	2	0	2	2	UPG	
36150BP	Bright White Bond Paper, 36"x150'	1	0	1	1	UPG	
Shipping	Shipping Charge	1	0	0			
	HILARY BOLLING			0			
	hilary.bolling@ravennabluejays.org			0			
	Ship complete			0			

BOX # _____	BOX # _____	BOX # _____	BOX # _____	BOX # _____
DIM. 41-13-13	DIM. _____	DIM. _____	DIM. _____	DIM. _____
WT. 49	WT. _____	WT. _____	WT. _____	WT. _____

AKRS EQUIPMENT
42185 Hwy 2
Ravenna, NE 68869
Phone: 308-452-3254
Fax: 308-452-4227
Email: Ravenna@AKRS.com
www.akrs.com

JOHN DEERE

PARTS INVOICE

Invoice To Account No.: 135060

RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA NE 68869
US

Bus Ph: (308)452-3249 Prv Ph:

Deliver To Account No.: 135060

RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA NE 68869

Bus Ph: (308)452-3249 Prv Ph:

Invoice No:	**3175000**
Date:	6/17/2022
Time:	09:56:44
Page:	1 of 1
Payment Type:	Account

Supplied Quantity	Back Order Quantity	Part Number	Part Description	Bin Loc	List Price	Net Price	Extended Price	Tax Ind
1.00	0.00	BR 700	BACKPACK BLOWER 64.8 cc	STIHL	549.99	549.99	$549.99	N
1.00	0.00	0781 313 8002	2.6 OZ ULTRA ENGINE OIL	STIHL	2.10	2.10	$2.10	N

Customer PO No: S/N 529157057
Tax Exempt No: 05-627933
Salesperson: BRIAN MALMSTROM

Parts:	$552.09
Misc:	$0.00
Sales Tax:	$0.00
Deposit:	$0.00
Total:	$552.09

Try our new after-hours support number for the Ravenna area - (308) 218-3996

2122-7055

TERMS AND CONDITIONS
Approved charges are due the 15th of the month following invoice date. Accounts 30 days past duewill be charged a FINANCE CHARGE of 1.5% per month which equals an 18% ANNUAL RATE of interest per year. $35 returned check fee. Purchaser agrees to pay reasonable attorney fees if collection efforts are required. The invoice must accompany all returned goods. No returns accepted after 30 days. Returned goods subject to restocking charges. Electrical parts are non-refundable.

Received by: ..... Date: 17/6

Ravenna Public Schools

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

PURCHASE ORDER

Date: 06/17/22
P.O. # 2122-2055
Bill To: PO Box 8400

Tax Exemption No. 05-627933

VENDOR
AKRS

SHIP TO
Ravenna Public Schools
Attn: Todd VanWinkle
41750 Carthage Road
Ravenna NE, 68869

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
BR 700	Backpack blower 64.8 cc	1	549.99	549.99
7813138002	2.6 oz ultra engine oil	1	2.10	2.10
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$552.09
S & H	$0.00
discount	$0.00
TOTAL	**$552.09**

Other Comments or Special Instructions

Authorized By

7-8-22
Date

AKRS EQUIPMENT

REMIT TO:
P.O. Box 406
Seward, NE 68434
Phone: 402-646-2019
Email: AR@AKRS.com
www.akrs.com

Ainsworth, NE
Albion, NE
Auburn, NE
Aurora, NE
Broken Bow, NE
Central City, NE
Crete, NE
David City, NE
Elkhorn, NE
Grand Island, NE
Gretna, NE
Geneva, NE
McCook, NE
Neligh, NE
Norfolk, NE
North Platte, NE
O'Neill, NE
Oberlin, KS
Ord, NE
Osceola, NE
Plainview, NE
Ravenna, NE
Saint Paul, NE
Seward, NE
Spalding, NE
Syracuse, NE
York, NE

Customer Account Number	135060

RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA NE 68869

STATEMENT

0101013

Statement as of: 6/30/2022

Date	Location	Reference	PO No	Description	Charges	Payments & Credits	Balance
6/10/2022	Ravenna	3167224		Parts Sale	$107.17	$0.00	$107.17
6/17/2022	Ravenna	3175000	S/N 529157057	Parts Sale	$552.09	$0.00	$552.09

CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS	TOTAL
$659.26	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$659.26**

Thank You for Your Business!
Please forward payment by the 15th of the month to avoid late charges
There will be a 1.5% interest charge per month (18% annual) on balances unpaid after the 15th.

01 2710 610 001 000
002 000

AVOID CREDIT CARD FEES AND TRIPS TO THE POST OFFICE. SIGN UP TODAY AT AKRS.COM AND ACTIVATE THE CUSTOMER PORTAL OPTION. SEE ALL YOUR INVOICE COPIES AND PAY VIA ACH.

Remittance Slip - Tear Off This Portion & Return With Your Payment

Account Number	135060	Account Name	RAVENNA PUBLIC SCHOOLS RAVENNAC2857

Statement as of: 6/30/2022	AKRS EQUIPMENT REMIT TO: Account payments are also accepted at any AKRS locations. Invoice copies can be requested via email to AR@AKRS.com	TOTAL PAID

CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS	TOTAL DUE
$659.26	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$659.26**

Alpha Rehabilitation,
920 E. 56th Street, Bldg. A
Kearney, NE 68847

Invoice

Bill To
Ravenna Public Schools Hilary Bolling 41750 Carthage Rd. Ravenna, NE 68869

Date	Invoice #
6/30/2022	3471

Item	Date	Description	Qty	Rate	Amount
SLP School Rate	6/30/22	Speech Therapy - Julianna Abood	3	75.00	225.00
Drive Time SLP School Rate		SLP Drive Time	0.42	75.00	31.50
Mileage (Contract)		Mileage (Contract)	15.44	0.585	9.03
School OT/PT Contract Rate	6/30/22	Occupational Therapy - Julianna Abood	0.67	79.00	52.93
School Drive Time		School Rate Drive Time OT/PT	0.25	79.00	19.75
Mileage (Contract)		Mileage (Contract)	9.69	0.585	5.67
OTA	6/30/22	Occupational Therapy - Julianna Abood	0.67	53.00	35.51
OTA Drive time		OTA Drive Time	0.2	53.00	10.60
Mileage (Contract)		Mileage (Contract)	3.73	0.585	2.18

602

01 2161 320001 601 - 126.64
01 2151 320 001602 - 265.53

B. f D. G. 7-7-22

	Total	$392.17

Medicaid in Public Schools (MIPS)
RECORD SHEET

Customer's Name
Abood, Julianna

Referring Physician
No Referring Physician

School District
Ravenna

Speech Therapist
Seier, Jana

[ ] Preschool

[X] School-Age

[X] Professional

[ ] Para-Professional

Therapy Provided: SLP **Month:** June **Year:** 2022

Day	Day of Week	Minutes Served	Drive Time	Miles	Day	Day of Week	Minutes Served	Drive Time	Miles
1	Wed	0	0.000	0.000	17	Fri	0	0.000	0.000
2	Thu	0	0.000	0.000	18	Sat	0	0.000	0.000
3	Fri	0	0.000	0.000	19	Sun	0	0.000	0.000
4	Sat	0	0.000	0.000	20	Mon	0	0.000	0.000
5	Sun	0	0.000	0.000	21	Tue	30	0.080	2.930
6	Mon	30	0.060	2.160	22	Wed	0	0.000	0.000
7	Tue	30	0.070	2.570	23	Thu	0	0.000	0.000
8	Wed	0	0.000	0.000	24	Fri	0	0.000	0.000
9	Thu	0	0.000	0.000	25	Sat	0	0.000	0.000
10	Fri	0	0.000	0.000	26	Sun	0	0.000	0.000
11	Sat	0	0.000	0.000	27	Mon	30	0.060	2.280
12	Sun	0	0.000	0.000	28	Tue	30	0.080	2.930
13	Mon	0	0.000	0.000	29	Wed	0	0.000	0.000
14	Tue	30	0.070	2.570	30	Thu	0	0.000	0.000
15	Wed	0	0.000	0.000	31				
16	Thu	0	0.000	0.000					

Total Therapy Hours:	**3.000**
Total Drive Time:	**0.420**
Total Miles:	**15.440**

Medicaid in Public Schools (MIPS)
RECORD SHEET

Customer's Name
Abood, Julianna

Referring Physician
No Referring Physician

School District
Ravenna

Occupational Therapist
Drake, KaeLynn

[ ] Preschool

[X] School-Age

[ ] Professional

[ ] Para-Professional

Therapy Provided: OT **Month:** June **Year:** 2022

Day	Day of Week	Minutes Served	Drive Time	Miles	Day	Day of Week	Minutes Served	Drive Time	Miles
1	Wed	0	0.000	0.000	17	Fri	0	0.000	0.000
2	Thu	0	0.000	0.000	18	Sat	0	0.000	0.000
3	Fri	0	0.000	0.000	19	Sun	0	0.000	0.000
4	Sat	0	0.000	0.000	20	Mon	0	0.000	0.000
5	Sun	0	0.000	0.000	21	Tue	0	0.000	0.000
6	Mon	0	0.000	0.000	22	Wed	0	0.000	0.000
7	Tue	0	0.000	0.000	23	Thu	0	0.000	0.000
8	Wed	0	0.000	0.000	24	Fri	0	0.000	0.000
9	Thu	0	0.000	0.000	25	Sat	0	0.000	0.000
10	Fri	0	0.000	0.000	26	Sun	0	0.000	0.000
11	Sat	0	0.000	0.000	27	Mon	0	0.000	0.000
12	Sun	0	0.000	0.000	28	Tue	20	0.120	4.560
13	Mon	0	0.000	0.000	29	Wed	0	0.000	0.000
14	Tue	20	0.130	5.130	30	Thu	0	0.000	0.000
15	Wed	0	0.000	0.000	31				
16	Thu	0	0.000	0.000					

Total Therapy Hours:	**0.670**
Total Drive Time:	**0.250**
Total Miles:	**9.690**

Medicaid in Public Schools (MIPS)
RECORD SHEET

Customer's Name
Abood, Julianna

Referring Physician
No Referring Physician

School District
Ravenna

Occupational Therapist
Pyle, Cindy

[ ] Preschool

[X] School-Age

[X] Professional

[ ] Para-Professional

Therapy Provided: OT **Month:** June **Year:** 2022

Day	Day of Week	Minutes Served	Drive Time	Miles	Day	Day of Week	Minutes Served	Drive Time	Miles
1	Wed	0	0.000	0.000	17	Fri	0	0.000	0.000
2	Thu	0	0.000	0.000	18	Sat	0	0.000	0.000
3	Fri	0	0.000	0.000	19	Sun	0	0.000	0.000
4	Sat	0	0.000	0.000	20	Mon	0	0.000	0.000
5	Sun	0	0.000	0.000	21	Tue	20	0.100	3.730
6	Mon	0	0.000	0.000	22	Wed	0	0.000	0.000
7	Tue	20	0.100	0.000	23	Thu	0	0.000	0.000
8	Wed	0	0.000	0.000	24	Fri	0	0.000	0.000
9	Thu	0	0.000	0.000	25	Sat	0	0.000	0.000
10	Fri	0	0.000	0.000	26	Sun	0	0.000	0.000
11	Sat	0	0.000	0.000	27	Mon	0	0.000	0.000
12	Sun	0	0.000	0.000	28	Tue	0	0.000	0.000
13	Mon	0	0.000	0.000	29	Wed	0	0.000	0.000
14	Tue	0	0.000	0.000	30	Thu	0	0.000	0.000
15	Wed	0	0.000	0.000	31				
16	Thu	0	0.000	0.000					

Total Therapy Hours:	**0.670**
Total Drive Time:	**0.200**
Total Miles:	**3.730**

Applied
educational systems
Empowering Lifelong Learners

Invoice

BILL TO:
Ravenna Public Schools
ATTN: Hilary Bolling - Accounts Payable
PO Box 8400
Ravenna, NE 68869

Amount Due: $799.00
Due Date: 07/24/2022
Terms: N30
Purchase Order # 2223-ELLIST2
AES Invoice # INV0032381
Invoice Date: 06/24/2022

Remit Payment To:
Applied Educational Systems
312 East Walnut St.
Suite 200
Lancaster, PA 17602
arap@aeseducation.com

01110073500 1 026

ITEM DESCRIPTION	QUANTITY	MONTHS	UNIT PRICE	LINE TOTAL
Ravenna High School - BIT21 2022 Business&ITCenter21 Classroom: 50 Students	1	12	799.00	$799.00
			TOTAL	$799.00

Please Note:

- **All AES products are online resources delivered electronically.**
- **Teachers receive access to AES system upon Purchase Order receipt.**
- **No physical materials are shipped and no Bill of Lading or packing slip provided.**

Payment Instructions:

Currency: USD
Pay by ACH: Contact arap@aeseducation.com for banking information
Pay by Check: Include invoice number on check and remit to the address below
Applied Educational Systems Inc
312 E Walnut St, Suite 200
Lancaster, PA 17602
Pay by Credit Card: For totals under $5,000 only use this link:
https://classic.aeseducation.com/payments
TAXES: AES does not currently collect sales tax for any U.S. State.

Thank you for your business. From all of us at AES, "Happy Teaching!"

Applied
educational systems
Empowering Lifelong Learners

Invoice

BILL TO:
Ravenna Public Schools
ATTN: Hilary Bolling - Accounts Payable
PO Box 8400
Ravenna, NE 68869

Amount Due: $799.00
Due Date: 07/24/2022
Terms: N30
Purchase Order # 2223-ELLIST2
AES Invoice # INV0032381
Invoice Date: 06/24/2022

Remit Payment To:
Applied Educational Systems
312 East Walnut St.
Suite 200
Lancaster, PA 17602
arap@aeseducation.com

ITEM DESCRIPTION	QUANTITY	MONTHS	UNIT PRICE	LINE TOTAL
Ravenna High School - BIT21 2022 Business&ITCenter21 Classroom: 50 Students	1	12	799.00	$799.00
			TOTAL	$799.00

Please Note:

- **All AES products are online resources delivered electronically.**
- **Teachers receive access to AES system upon Purchase Order receipt.**
- **No physical materials are shipped and no Bill of Lading or packing slip provided.**

Payment Instructions:

Currency: USD
Pay by ACH: Contact arap@aeseducation.com for banking information
Pay by Check: Include invoice number on check and remit to the address below
Applied Educational Systems Inc
312 E Walnut St, Suite 200
Lancaster, PA 17602
Pay by Credit Card: For totals under $5,000 only use this link:
https://classic.aeseducation.com/payments
TAXES: AES does not currently collect sales tax for any U.S. State.

Thank you for your business. From all of us at AES, "Happy Teaching!"

PURCHASE ORDER

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

DATE:	2/22/2022
P.O. #	2223 --ELLIST2
Bill To:	P.O Box 8400
Order #	
Tax Exemption No.	05-627933

VENDOR
Applied Educational Systems
312 East Walnut Street, Suite 200
Lancaster, PA 17602
800-220-2175

SHIP TO
Ravenna Public Schools
Attn: Tanner Ellis
41750 Carthage Road
Ravenna NE, 68869

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Business & IT Center 21 Classroom: 50 students	1	799.00	799.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$799.00
TAX RATE	0.000%
TAX	$0.00
S & H	$0.00
OTHER	$0.00
TOTAL	**$799.00**

Other Comments or Special Instructions
Curriculum for Computers 8 and Info Tech renewel for 2022-2023

Authorized by

3/18/2022
Date

B & D. G

ARROW SEED COMPANY, INC.

P.O. Box 722 Broken Bow, NE 68822 308-872-6826

INVOICE

Date: 09-Jun-22
Invc #: C-22522-JW
Acct #: RAVENPU

2122-2043

SOLD TO: RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA, NE 68869

SHIPPED TO: *** SAME ***

Sale # **C-22522-JW**	Ordered: **08-Jun-22**	Terms: **Net due 10th EOM**	
Sold By: **H**	Shipped: **08-Jun-22**	Due: **10-Jul-22**	
Cust PO #:	Via: **A-C.Shears**	FOB: **.**	

	DESCRIPTION / LOT CODE		QUANTITY	NET PRICE	EXTENSION / Taxes/Royalties
1	15-0-5+.2%Merit-80%PCSCU	SHIP	18.000 bags	$39.500 /bag	$711.00
2	32-0-6 /30%PCSCU 22-54324	SHIP	16.000 bags	$37.600 /bag	$601.60
3	FuelSurcharge.../.	SHIP	0.000	$20.000 /	$20.00

Total Weight: 1,700.00

Invoice Total: $1,332.60

01262061000 1
002

FIRST THE SEED

CUSTOMER COPY

NOTICE TO BUYER — LIMITATION OF WARRANTY

Arrow Seed Company, Inc. warrants that the seed or other products sold by it conforms to the descriptions on the label within tolerances, if any, established by law. THIS EXPRESS WARRANTY EXCLUDES AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE WHICH ARE HEREBY EXPRESSLY DISCLAIMED.

In any event, it is expressly agreed that liability of Arrow Seed Company, Inc. to the Buyer or others for any loss (whether such loss results from breach of warranty, or contract, or from negligence) shall be limited solely to the amount of the purchase price of the seed or other products. This remedy hereby provided shall be the exclusive and sole remedy of the Buyer and all other persons for any such loss. In no event shall Arrow Seed Company, Inc. be liable for any consequential or incidential damages sustained by the Buyer or any other person.

By acceptance of the seed or other products the Buyer acknowledges that the limitations and disclaimers herein set forth are conditions of the sale and constitute the entire agreement between the parties regarding warranty or other liabilities and the remedy therefor.

TERMS: NET 10 EOM (UNLESS OTHERWISE PROVIDED IN SALES TERMS AT TIME OF PURCHASE.)

All invoices before 21st are due 10th of following month. Invoices after 20th are due 10th of next following month. Service charge of 1½% per month (18% per annum) or highest legal rate for amount owing will be charged on all accounts beginning 1st day past due.

ARROW SEED COMPANY, INC.

P.O. Box 722 Broken Bow, NE 68822 308-872-6826

PACKING SLIP

08-Jun-22

Sale # C-22522-JW

Acct #: RAVENPU

Ph: (308) 452-3249 Cell: (308) 380-7776

SHIP TO: RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA, NE 68869

Sold By:	**H**	Ordered:	**08-Jun-22**	Via:	**A-C.Shears**
Terms:	**Net due 10th EOM**			Ref:	
		Shipped:	**08-Jun-22**	FOB:	**.**

	DESCRIPTION LOT CODE	Special	QUANTITY	UnitWt		Ttl Wt
1	**15-0-5+.2%Merit-80%PCSCU** **.**		18.000 bags	50.0	*SHIP*	900
2	**32-0-6 /30%PCSCU** **22-54324**		16.000 bags	50.0	*SHIP*	800
3	**FuelSurcharge.../.**		0.000		*SHIP*	
		ORDER TOTALS:	34.000			1,700

Picked By: _____ **Date:** _____

Shipped By: _____ **Date:** _____

Received By: _____ **Date:** _____

FIRST THE SEED

CUSTOMER COPY

NOTICE TO BUYER — LIMITATION OF WARRANTY

Arrow Seed Company, Inc. warrants that the seed or other products sold by it conforms to the descriptions on the label within tolerances, if any, established by law. THIS EXPRESS WARRANTY EXCLUDES AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE WHICH ARE HEREBY EXPRESSLY DISCLAIMED.

In any event, it is expressly agreed that liability of Arrow Seed Company, Inc. to the Buyer or others for any loss (whether such loss results from breach of warranty, or contract, or from negligence) shall be limited solely to the amount of the purchase price of the seed or other products. This remedy hereby provided shall be the exclusive and sole remedy of the Buyer and all other persons for any such loss. In no event shall Arrow Seed Company, Inc. be liable for any consequential or incidential damages sustained by the Buyer or any other person.

By acceptance of the seed or other products the Buyer acknowledges that the limitations and disclaimers herein set forth are conditions of the sale and constitute the entire agreement between the parties regarding warranty or other liabilities and the remedy therefor.

TERMS: NET 10 EOM (UNLESS OTHERWISE PROVIDED IN SALES TERMS AT TIME OF PURCHASE.)

All invoices before 21st are due 10th of following month. Invoices after 20th are due 10th of next following month. Service charge of 1½% per month (18% per annum) or highest legal rate for amount owing will be charged on all accounts beginning 1st day past due.

Ravenna Public Schools

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

PURCHASE ORDER

Date: 06/09/22
P.O. # 2122-2043
Bill To: PO Box 8400

Tax Exemption No. 05-627933

VENDOR
Arrow Seed Company, inc.

SHIP TO
Ravenna Public Schools
Attn: Todd Van Winkle
41750 Carthage Road
Ravenna NE, 68869

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Merit- 80%	18	39.50	711.00
	30% PCSCU	16	37.60	601.60
	fuel surcharge	1	20.00	20.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$1,332.60
S & H	
discount	$0.00
TOTAL	**$1,332.60**

Other Comments or Special Instructions

Authorized by 7-7-22 Date

ASK Supply Co. LLC
Business Solutions & Supplies
Phone 308-234-5166
Fax 308-236-9855
P.O. Box 624 Kearney, NE 68848

Invoice

Date	Invoice #
6/24/2022	23132

Bill To	Ship To
Ravenna Public School 41750 Carthage Rd P.O. Box 8400 Ravenna, NE 68869	Ravenna Public School 41750 Carthage Rd P.O. Box 8400 Ravenna, NE 68869

P.O. Number	Terms	Rep	Ship		F.O.B.	Contact #
DAN	Net 30	KLW	4/19/2022	ASK Van		

Quantity	Item Code	Description	Price Each	Amount
1	PQL55399	REMOTE FOR SPECTRA LIGHTING PANELS EACH	25.00	25.00

01 2620 610 0002000

BfD 7-8-22

It's been a pleasure working with you! If you should need anything else please ASK. 308-234-5166

Total $25.00

ASK Supply Co. LLC
Business Solutions & Supplies
Phone 308-234-5166
Fax 308-236-9855
P.O. Box 624 Kearney, NE 68848

Invoice

Date	Invoice #
6/24/2022	23132

Bill To

Ravenna Public School
41750 Carthage Rd
P.O. Box 8400
Ravenna, NE 68869

Ship To

Ravenna Public School
41750 Carthage Rd
P.O. Box 8400
Ravenna, NE 68869

P.O. Number	Terms	Rep	Ship		F.O.B.	Contact #
DAN	Net 30	KLW	4/19/2022	ASK Van		

Quantity	Item Code	Description	Price Each	Amount
1	PQL55399	REMOTE FOR SPECTRA LIGHTING PANELS EACH	25.00	25.00

It's been a pleasure working with you! If you should need anything else please ASK. 308-234-5166

Total $25.00

ASK Supply Co. LLC

P.O. Box 624
Kearney, NE 68848

Packing Slip

Date	Invoice #
6/24/2022	23132

Ship To
Ravenna Public School 41750 Carthage Rd P.O. Box 8400 Ravenna, NE 68869

P.O. No.	Ship	Via	CONTACT
DAN	4/19/2022	ASK Van	

Quantity	Item Code	Description
1	PQL55399	REMOTE FOR SPECTRA LIGHTING PANELS EACH

7.8.22

It's been a pleasure working with you! If you should need anything else please ASK. 308-234-5166

PURCHASE ORDER

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

Date: 06/24/22
P.O. # 2122-2073
Bill To: PO Box 8400

Tax Exemption No. **05-627933**

VENDOR
ASK Supply

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

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
PQL55399	Remote for Spectra lighting panels each	1	25.00	25.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$25.00
S & H	$0.00
discount	$0.00
TOTAL	**$25.00**

Other Comments or Special Instructions

Authorized by

Date

Black Hills Energy Ready

PO BOX 6001
RAPID CITY SD 57709-6001

Scan to Pay Now

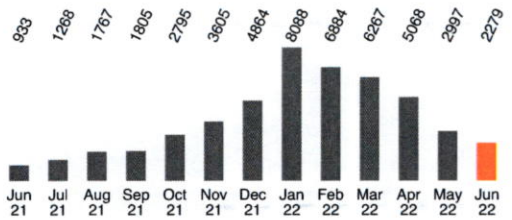
Account Number: 8985 1667 82
Service For: RAVENNA SCHOOL DIST

Billing Date: 06/20/2022

Past Due Balance	$2,360.05
Current Month Charges - Due 07/11/2022	$2,093.62
Total This Bill	**$4,453.67**

www.blackhillsenergy.com | Customer Service/24-hour emergency: 888-890-5554 | Pay with credit card: 866-537-9039

Your gas use at a glance (in Therms)
Service Address: 41750 CARTHAGE ST
Meter SG583543



	Days	Therms/Day	Cost/Day
This Month	31	73.52	$67.54
Last Month	28	107.04	$84.29
Last Year	30	31.10	$24.81

Your Account Summary

Previous Bill Total	$2,360.05
Payments	$0.00
Past Due Balance	**$2,360.05**
Current Month Charges	
Gas Service	$2,093.62
Total This Bill	**$4,453.67**

See following pages for charge details

If you smell natural gas, leave the area immediately and call 911 and then call Black Hills Energy at 888-890-5554.

Your account contains a balance forward that must be paid immediately to stop collection activity.

Black Hills Cares provides an opportunity to help families in our community pay their energy bills. To give, select the round up option to round your bill to the next dollar and donate the difference, or consider giving a monthly or one-time donation. Visit blackhillsenergy.com/bhcares for details.

B & D. G

0176106210 01
0126106210 02
7.8.22

Detach here and return the bottom portion with your payment

Account Number: 8985 1667 82

Black Hills Energy Ready

PO BOX 6001
RAPID CITY SD
57709-6001

Past Due Balance	$2,360.05
Current Month Charges - Due 07/11/2022	$2,093.62
Total This Bill	**$4,453.67**
ENTER AMOUNT ENCLOSED:	

11000000

To give to Black Hills Cares (run by the Black Hills Corp. Foundation), round up your monthly bill to the next dollar. You can also make a recurring monthly or one-time donation.

One Time_____ Monthly Fixed_____ Monthly Round-up_____

eBILL Saves you time.
www.blackhillsenergy.com/paperless

11774 1 AV 0.426 0172129-BHES207907-ST.1GRP_1-011774
RAVENNA SCHOOL DIST
JUNIOR/SENIOR SCHOOLS
PO BOX 8400
RAVENNA NE 68869-8400

T:38

MAKE CHECKS PAYABLE TO:
BLACK HILLS ENERGY
PO BOX 6001
RAPID CITY SD 57709-6001

898516678200000445367000004453672316

Details of Current Charges -- Gas Service for 41750 CARTHAGE ST

Rate Schedule LC-CGS (NE625)
Meter Number: SG583543

Reading	06/17/22	78419	
Reading	05/17/22	77496	
	31 days	923	Hundred Cubic Feet (CCF)
		x 2.29490	Gas Pressure Factor
		x 1.0759	BTU Factor
		2279	**Total Billable Therms**
Your average daily usage was		73.52	Therms
Last year this period it was		31.10	Therms

Billing Details for 05/17/22 - 06/17/22, 31 days.

Customer Charge	$28.57
State Regulatory Assessment	$0.20
Safety and Integrity Charge	$6.25
Distribution Chg 40 Therms @ $0.50858	$20.34
Distribution Chg 2,239 Therms @ $0.15	$335.85
GSCA 2,279 Therms @ $0.00	$0.00
ACE (Public Alliance for Community Energy)	$0.00
Commodity Charge 2,279 Therms @ $0.739	$1,684.18
Franchise Fee 2,279 Therms @ $0.008	$18.23
Total Charge this Service	**$2,093.62**

For a better understanding of the terms, definitions and information on your bill, visit blackhillsenergy.com/bill.

For a complete description of terms and fees on your bill or for more tariff or rate schedule information, please contact us or visit www.blackhillsenergy.com/rates.

Access your account at www.blackhillsenergy.com to:

- Update your mailing address.
- Enroll in Auto Pay to have your payment automatically deducted from your checking or savings account.
- Sign up for paperless billing. Make FREE online payments.
- Obtain PDF copies of previous bills.
- View usage, billing, payment history, and more!

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

Black Hills Energy Ready

PO BOX 6001
RAPID CITY SD 57709-6001

Scan to Pay Now

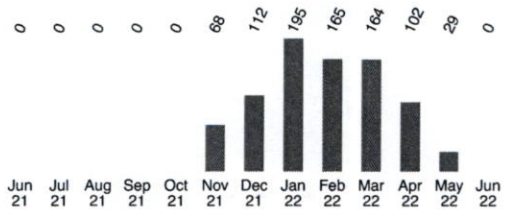
Account Number: 4905 1539 79
Service For: B H YOUTH CENTER

Billing Date: 06/20/2022

Past Due Balance	$67.77
Current Month Charges - Due 07/11/2022	$35.02
Total This Bill	**$102.79**

www.blackhillsenergy.com | Customer Service/24-hour emergency: 888-890-5554 | Pay with credit card: 866-537-9039

Your gas use at a glance (in Therms)
Service Address: 41750 CARTHAGE ST
Meter BHE561831



	Days	Therms/Day	Cost/Day
This Month	31	0.00	$1.13
Last Month	28	1.04	$2.42
Last Year	30	0.00	$1.01

Your Account Summary

Previous Bill Total	$67.77
Payments	$0.00
Past Due Balance	**$67.77**
Current Month Charges	
Gas Service	$35.02
Total This Bill	**$102.79**

See following pages for charge details

If you smell natural gas, leave the area immediately and call 911 and then call Black Hills Energy at 888-890-5554.

Your account contains a balance forward that must be paid immediately to stop collection activity.

Black Hills Cares provides an opportunity to help families in our community pay their energy bills. To give, select the round up option to round your bill to the next dollar and donate the difference, or consider giving a monthly or one-time donation. Visit blackhillsenergy.com/bhcares for details.

B & D. G.

0126106210 01
0126106210 02
7.8.22

Detach here and return the bottom portion with your payment

Account Number: 4905 1539 79

Black Hills Energy Ready

PO BOX 6001
RAPID CITY SD
57709-6001

Past Due Balance	$67.77
Current Month Charges - Due 07/11/2022	$35.02
Total This Bill	**$102.79**
ENTER AMOUNT ENCLOSED:	

11000000

To give to Black Hills Cares (run by the Black Hills Corp. Foundation), round up your monthly bill to the next dollar. You can also make a recurring monthly or one-time donation.

One Time_____ Monthly Fixed_____ Monthly Round-up_____

eBILL Saves you time.
www.blackhillsenergy.com/paperless

11773 1 AV 0.426 0172129-BHES207907-ST.1GRP_1-011773
B H YOUTH CENTER
PO BOX 8400
RAVENNA NE 68869-8400

T:38

MAKE CHECKS PAYABLE TO:
BLACK HILLS ENERGY
PO BOX 6001
RAPID CITY SD 57709-6001

490515397900000010279000000102792316

Details of Current Charges -- Gas Service for 41750 CARTHAGE ST

Rate Schedule SC-CGS (NE615)
Meter Number: BHE561831

Reading	06/17/22	822	
Reading	05/17/22	822	
	31 days	0	Hundred Cubic Feet (CCF)
		x 0.94700	Gas Pressure Factor
		x 1.0759	BTU Factor
		0	**Total Billable Therms**
Your average daily usage was		.00	Therms
Last year this period it was		.00	Therms

Billing Details for 05/17/22 - 06/17/22, 31 days.

Customer Charge	$28.57
State Regulatory Assessment	$0.20
Safety and Integrity Charge	$6.25
Distribution Chg 0 Therms @ $0.50858	$0.00
GSCA 0 Therms @ $0.00	$0.00
ACE (Public Alliance for Community Energy)	$0.00
Commodity Charge 0 Therms @ $0.739	$0.00
Franchise Fee 0 Therms @ $0.008	$0.00
Total Charge this Service	**$35.02**

For a better understanding of the terms, definitions and information on your bill, visit blackhillsenergy.com/bill.

For a complete description of terms and fees on your bill or for more tariff or rate schedule information, please contact us or visit www.blackhillsenergy.com/rates.

Access your account at www.blackhillsenergy.com to:

- Update your mailing address.
- Enroll in Auto Pay to have your payment automatically deducted from your checking or savings account.
- Sign up for paperless billing. Make FREE online payments.
- Obtain PDF copies of previous bills.
- View usage, billing, payment history, and more!

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.



SEND PAYMENT & INVOICE TO

BLICK art materials

6910 Eagle Way
CHICAGO, IL 60678-1069

TELEPHONE: 800-447-1892
D-U-N-S NO. 00-193-3258
F.E.I.N. 463756132

ALL CORRESPONSE INVOLVING THIS INVOICE MUST BE MARKED WITH THIS INVOICE NUMBER

CUSTOMER P.O. NO.	INVOICE DATE	INVOICE NO.
22[redacted]ESU1	6/07/22	8681308

BILL TO: RAVENNA PUBLIC SCHOOLS
ACCOUNTS PAYABLE,
PO BOX 8400
RAVENNA, NE 68869-8400 USA

SHIP TO: RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869-4[redacted] USA

ORDER NO.	SOURCE CODE	ACCOUNT NO.	TERMS	DATE SHIPPED	SHIPPED VIA
27534482	QBM1000	8336	NET 30 DAYS FR INV DATE	6/07/22	FUTURE SPECIAL INST FEDEX

QUANTITY ORDERED	QUANTITY SHIPPED	SEE BELOW	ITEM NUMBER (PREV. CATALOG NO.)	DESCRIPTION	UNIT PRICE	EXTENSION
1	1		00082-1124	TEMPRA PAINT STICKS 24P CLSC MTLX NE[redacted]ON Pack	19.00	19.00
75	75		13506-2085 (13506-2)	SCHOLASTC SCRATCH BD BLK 8.5X11 12PT	.52	39.00
1	1		00711-9086 (00711-9)	BLICKRYLIC MTLC GOLD PT	4.61	4.61
1	1		00711-9326 (00711-9)	BLICKRYLIC MTLC SLVR PT	4.61	4.61
1	1		00711-9516 (00711-9)	BLICKRYLIC MTLC COPPR PT	4.61	4.61
5	5		00624-5164 (00624-5)	BLICK ART ACRY CERLN BLU 4.65OZ	7.71	38.55
72	72		07008-0810 (0700808)	BLICK CANVAS PANEL 8X10 5OZ COTTON	1.04	74.88
36	36		07008-1216 (0700812)	BLICK CANVAS PANEL 12X16 5OZ COTTO[redacted]	2.20	79.20
24	24		07008-1620 (0700816)	BLICK CANVAS PANEL 16X20 5OZ COTTO[redacted]	3.56	85.44
12	12		07008-1824 (0700818)	BLICK CANVAS PANEL 18X24 5OZ COTTO[redacted]	4.39	52.68
12	12		07008-2228 (0700822)	BLICK CANVAS PANEL 22X28 5OZ COTTO[redacted]	6.24	74.88
48	48		10314-1043 (X4809-2)	BLICK DRAWING PAD 9INX12IN 80LB 30S[redacted]	2.70	129.60
8	8		00624-2044 (00624-2)	BLICK ART ACRY MARS BLK 4.65OZ	3.07	24.56
4	4		00624-5184 (00624-5)	BLICK ART ACRY CBLT BLU 4.65OZ	7.71	30.84
				WARNING: THIS PRODUCT CONTAINS A CHEMICAL K[redacted]OWN TO THE STATE OF CALIFORNIA TO CAUSE CANCER		
3	3		00624-5234 (00624-5)	BLICK ART ACRY ULTRMRN BLU 4.65[redacted]Z	3.07	9.21
2	2		00624-7064 (00624-7)	BLICK ART ACRY THLO GRN 4.65OZ	3.07	6.14
2	2		00624-4094 (00624-4)	BLICK ART ACRY CAD YLW MED 4.65[redacted]Z	5.27	10.54
1	1		00624-7124 (00624-7)	BLICK ART ACRY HKRS GRN 4.65OZ	3.07	3.07
1	1		00624-4534 (00624-4)	BLICK ART ACRY CAD ORG 4.65OZ	5.27	5.27
1	1		00624-3444 (00624-3)	BLICK ART ACRY ALIZ CRMSN HUE4.[redacted]5OZ	3.07	3.07
1	1		00624-3224 (00624-3)	BLICK ART ACRY NPTHL CRMSN 4.65[redacted]Z	3.07	3.07
1	1		00624-8064 (00624-8)	BLICK ART ACRY RAW SIENNA 4.65O[redacted]Z	3.07	3.07
1	1		00624-8046 (00624-8)	BLICK ART ACRY BRNT SIENNA 16O[redacted]Z	9.64	9.64

TOTAL MERCHANDISE	SHIPPING CHARGES	ITEM SPECIFIC FREIGHT CHARGES	S[redacted]ALES TAX	PREPAYMENT AMOUNT	PAY THIS AMOUNT

Items back ordered or shipped from the factory will be invoiced seperately. Items substituted are of equal or higher value. We

U - Indicates Items Substituted For Items Ordered
B - Indicates Items Back Ordered
F - Indicates Items Shipped From Factory
S - Indicates Items Cancelled-Not Available

ALL DISCOUNTS ARE REFLECT[redacted]D IN THE UNIT PRICE COLUMN

THE ARTICLES AND/OR THE PERFORMANCE OF THE SERVICES COVERED BY THIS INVOICE WERE PRODUC[redacted]D IN COMPLIANCE WITH THE FEDERAL FAIR LABOR STANDARDS ACT OF 1938 AS AMENDED

Vermont, see important sales and use tax information on our web[redacted]site www.dickblick.com/customerservice/taxes/ regarding tax you may owe directly to the associated taxing authority

SEND PAYMENT AND INVOICE TO

BLICK art materials

6910 Eagle Way
CHICAGO, IL 60678-1069

TELEPHONE: 800-447-1892
D-U-N-S NO. 00-193-3258
F.E.I.N. 463756132

INVOICE ALL CORRESPONSE INVOLVING THIS INVOICE MUST BE MARKED WITH THIS INVOICE NUMBER		
CUSTOMER P.O. NO.	INVOICE DATE	INVOICE NO.
2223ESU1	6/07/22	8681308

BILL TO: RAVENNA PUBLIC SCHOOLS
ACCOUNTS PAYABLE,
PO BOX 8400
RAVENNA, NE 68869-8400 USA

SHIP TO: RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869-4053 USA

ORDER NO.	SOURCE CODE	ACCOUNT NO.	TERMS	DATE SHIPPED	SHIPPED VIA
27534482	QBM1000	8336	NET 30 DAYS FR INV DATE	6/07/22	FUTURE SPECIAL INST FEDEX

QUANTITY ORDERED	QUANTITY SHIPPED	SEE BELOW	ITEM NUMBER (PREV. CATALOG NO.)	DESCRIPTION	UNIT PRICE	EXTENSION
5	5		00624-1016 (00624-1)	BLICK ART ACRY WHT TITNM 16OZ	9.64	48.20

01 1190 610 000 000 19.00

01 1100 610 001 027 744.74

Items back ordered or shipped from the factory will be invoiced seperately. Items substituted are of equal or higher value. We substitute to assure a complete order as rapidly as possible

U - Indicates Items Substituted For Items Ordered
B - Indicates Items Back Ordered
F - Indicates Items Shipped From Factory
S - Indicates Items Cancelled-Not Available
C - Indicates Items Cancelled By Customer

TOTAL MERCHANDISE	SHIPPING CHARGES	ITEM SPECIFIC FREIGHT CHARGES	SALES TAX	PREPAYMENT AMOUNT	PAY THIS AMOUNT
763.74					763.74

ALL DISCOUNTS ARE REFLECTED IN THE UNIT PRICE COLUMN

THE ARTICLES AND/OR THE PERFORMANCE OF THE SERVICES COVERED BY THIS INVOICE WERE PRODUCED IN COMPLIANCE WITH THE FEDERAL FAIR LABOR STANDARDS ACT OF 1938 AS AMENDED

If you are located in Kentucky, Louisiana, Oklahoma, South Dakota, or Vermont, see important sales and use tax information on our website www.dickblick.com/customerservice/taxes/ regarding tax you may owe directly to the associated taxing authority

BLICK art materials

Utrecht Art Supplies

CARTON CONTENTS

Customer Service 800-723-2787

Ship-To Customer:
ATTN: KAYLA WIARDA
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869-4053

Bill-To Customer:
RAVENNA SCHOOL DISTRICT 69
PO BOX 8400
RAVENNA, NE 68869-8400

BLICK ART MATERIALS
864 ENTERPRISE AVE.
PO Box 1267
Galesburg, IL 61402-1267
www.dickblick.com

Note Text:
FUTURE ORDER-06/07/22

Date Entered: 04/27/2022
Order Number: 27534482

Customer PO Number: 2223ESU1
Pick Number: 1834630
Shipment ID: SIV4594209
BOL: DOC5936082
Customer Number: 1416901

Carton Number	Order Line	Item Number	Item Description	Qty
00000530050345036345	0001	00624-1016	BLICK ART ACRY WHT TITNM 16OZ	5
00000530050345036345	0002	00624-8046	BLICK ART ACRY BRNT SIENNA 16OZ	1
00000530050345036345	0003	00624-8064	BLICK ART ACRY RAW SIENNA 4.65OZ	1
00000530050345036345	0004	00624-3224	BLICK ART ACRY NPTHL CRMSN 4.65OZ	1
00000530050345036345	0005	00624-3444	BLICK ART ACRY ALIZ CRMSN HUE4.65OZ	1
00000530050345036345	0006	00624-4534	BLICK ART ACRY CAD ORG 4.65OZ	1
00000530050345036345	0007	00624-7124	BLICK ART ACRY HKRS GRN 4.65OZ	1
00000530050345036345	0008	00624-4094	BLICK ART ACRY CAD YLW MED 4.65OZ	2
00000530050345036345	0009	00624-7064	BLICK ART ACRY THLO GRN 4.65OZ	2
00000530050345036345	0010	00624-5234	BLICK ART ACRY ULTRMRN BLU 4.65OZ	3
00000530050345036345	0011	00624-5184	BLICK ART ACRY CBLT BLU 4.65OZ	4
WARNING: THIS PRODUCT CONTAINS A CHEMIC L KNOWN TO THE STATE OF CALIFORNIA TO CAUSE CAN ER				
00000530050345036345	0012	00624-2044	BLICK ART ACRY MARS BLK 4.65OZ	8
00000530050345036345	0017	07008-1216	BLICK CANVAS PANEL 12X16 5OZ COTTON	21
00000530050345036345	0019	00624-5164	BLICK ART ACRY CERLN BLU 4.65OZ	5
00000530050345036345	0023	13506-2085	SCHOLASTC SCRATCH BD BLK 8.5X11 12PT	75
1 SHEET = 1 EACH				
00000530050345036345	0024	00082-1124	TEMPRA PAINT STICKS 24P CLSC MTLX NEON	1

BLICK art materials

Utrecht Art Supplies

CARTON CONTENTS

Customer Service 800-723-2787

Ship-To Customer:
ATTN: KAYLA WIARDA
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869-4053

Bill-To Customer:
RAVENNA SCHOOL DISTRICT 69
PO BOX 8400
RAVENNA, NE 68869-8400

BLICK ART MATERIALS
864 ENTERPRISE AVE.
PO Box 1267
Galesburg, IL 61402-1267
www.dickblick.com

Note Text:
FUTURE ORDER-06/07/22

Date Entered: 04/27/2022
Order Number: 27534482

Customer PO Number: 2223ESU1
Pick Number: 1834630
Shipment ID: SIV4594209
BOL: DOC5936082
Customer Number: 1416901

Carton Number	Order Line	Item Number	Item Description	Qty
00000530050345036376	0020	00711-9516	BLICKRYLIC MTLC COPPR PT	1
00000530050345036376	0021	00711-9326	BLICKRYLIC MTLC SLVR PT	1
00000530050345036376	0022	00711-9086	BLICKRYLIC MTLC GOLD PT	1

CK
aterials

Utrecht
Art Supplies

CARTON CONTENTS

Customer Service 800-723-2787

Ship-To Customer:
ATTN: KAYLA WIARDA
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869-4053

Bill-To Customer:
RAVENNA SCHOOL DISTRICT 69
PO BOX 8400
RAVENNA, NE 68869-8400

BLICK ART MATERIALS
864 ENTERPRISE AVE.
PO Box 1267
Galesburg, IL 61402-1267
www.dickblick.com

Note Text:
FUTURE ORDER-06/07/22

Date Entered: 04/27/2022
Order Number: 27534482

Customer PO Number: 2223ESU1
Pick Number: 1834630
Shipment ID: SIV4594209
BOL: DOC5936082
Customer Number: 1416901

Carton Number	Order Line	Item Number	Item Description	Qty
00000530050345036369	0016	07008-1620	BLICK CANVAS PANEL 16X20 5OZ COTTON	4
00000530050345036369	0018	07008-0810	BLICK CANVAS PANEL 8X10 5OZ COTTON	72

BLICK art materials

Utrecht Art Supplies

CARTON CONTENTS

Customer Service 800-723-2787

Ship-To Customer:
ATTN: KAYLA WIARDA
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869-4053

Bill-To Customer:
RAVENNA SCHOOL DISTRICT 69
PO BOX 8400
RAVENNA, NE 68869-8400

BLICK ART MATERIALS
864 ENTERPRISE AVE.
PO Box 1267
Galesburg, IL 61402-1267
www.dickblick.com

Note Text:
FUTURE ORDER-06/07/22

Date Entered: 04/27/2022
Order Number: 27534482

Customer PO Number: 2223ESU1
Pick Number: 1834630
Shipment ID: SIV4594209
BOL: DOC5936082
Customer Number: 1416901

Carton Number	Order Line	Item Number	Item Description	Qty
00000530050345036352	0016	07008-1620	BLICK CANVAS PANEL 16X20 5OZ COTTON	20
00000530050345036352	0017	07008-1216	BLICK CANVAS PANEL 12X16 5OZ COTTON	15

PLEASE REMIT TO:

Bluum USA, Inc.
4675 E Cotton Center Blvd, Suite 155
Phoenix, AZ 85040
1-844-MY BLUUM FAX 1-800-752-1299

Invoice

346093	06/02/2022

Customer **44961** **N**

Sold To:

RAVENNA PUBLIC SCHOOLS
ATTN: RAVENNA PUBLIC SCHOOLS

PO BOX 8400
RAVENNA NE 68869-8400

Ship To:

RAVENNA PUBLIC SCHOOLS

41750 CARTHAGE RD

RAVENNA NE 68869

Contract No:Catalog 2022-ESUCC-AB100 Elec Ref : KINSLEY MUSIL RAVENNA PUB

Terms	Ship Via	Date Shipped	Control No.	Order Date	Customer PO	AE
Net 30	Drop Ship	06/02/2022	91071 JO3	05/31/2022	22-23MUSILKINSLEY-4	3337

Item Number	Description	Ordered	Shipped	B/O	Price/Per	Ext. Amount
SNN LGT910002696	WIRELESS MOUSE M525/BLK/COO CHINA	2	2	0	35.82	71.64
	01 1200 610 001	000	35.82			
	01 1100 610 002	000	35.82			

B & D 7-8-22

MEMO:

CONDITIONS OF SALE

All claims arising out of or connected with the above listed items must be made within five days after delivery. No returns accepted unless accompanied by this document. Merchandise returned for credit shall be subject to 25% handling charges. Seller reserves title to these goods until paid for in full.

A **Finance Charge** at the periodic rate of 1 1/2% with an **Annual Percentage Rate** of **18%** will be charged on all accounts unpaid after the last day of the following month.

This invoice is due on or before **07/02/2022**

PLEASE REFERENCE THIS INVOICE NO. **346093** ON YOUR REMITTANCE

Subtotal	71.64
Sales Tax	0.00
Freight	0.00
AMOUNT DUE	**71.64**

PACKING LIST

0113130643 5

TROXELL COMMUNICATIONS INC
15065 Flight Ave
Chino , CA 91710

Order#: 131306435	**Order Type:** 1	**SHIPPED VIA:** FedEx Ground
Ship Date: 06/01/2022		**Total Units:** 2 **Total Cartons:** 1
From Loc: 12	**To Loc:** 1	**Total Wgt.:** 1.06 Lb / 0.48 Kg

SOLD TO

RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869 US
Attn: KINSLEY MUSIL RAVENNA PUB, 308 4523249

Ext.Ref.#: 9107101

SHIP TO

RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869 US
Attn: KINSLEY MUSIL RAVENNA PUB, 308 4523249

Customer PO#: 22-23MUSILKINSLEY-4

	Ship Qty	Part Number	Sku #	Mfgr. Part Number	Description	UPC Code	Cust. PN
1	2	LOG-910-002696	3044383	910-002696	WIRELESS MOUSE M525/BLK/COO CHINA	097855080929	0001-SNN LGT910002696-

********** CARTON DETAILS **********

2	Carton#: C12034185425 Track#: 582604281050 Ctn Wgt: 1.06Lb Total Qty: 2
3	LOG-910-002696 Qty 2
4	**PL Note 1: 3337**

** END OF PACKING LIST**

1- Wick
1- Musil

INVOICE

CAROLINA

World-Class Support for Science & Math

Please Remit Payment To:
Carolina Biological Supply Company
PO Box 60232
Charlotte, NC 28260-0232

Invoice Number	51816153 RI	**P O Number**	2223JARZYNKA3
Invoice Date	06/29/22	**Shipping Terms**	FOB: SHIPPING POINT
Sales Order Number	30893452 WB	**IMPORTANT** *Please Refer to the Invoice Number on All Payments*	
Sales Order Date	06/29/22	**Please Pay This Amount:**	**$ 444.28**
Payment Terms	NET 30 **		

Bill To: 116317
RAVENNA SCHOOL DIST 69
ACCOUNTS PAYABLE
OFFICE OF SUPERINTENDENT
PO BOX 8400
RAVENNA NE 68869-8400

Ship To: 2896279
HILARY BOLLING
KELLEY JARZYNKA
RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE RD
RAVENNA NE 68869-4053

Line #	Catalog #	Description	Shipped	Backordered	U / M	Unit Price	Extended Price
1	158969	WFP WATER MAT MATERIAL, BULK	1		EA	19.10	19.10
2	211764	DNA KEEPSAKE 24-STATION KIT	1		EA	189.00	189.00
3	158979	WFP ANTI-ALGAL SQUARES	20		EA	2.94	58.80
4	158965	WFP POTTING SOIL, 1-LITER	4		EA	7.15	28.60
5	158971	WFP FERTILIZER, PELLET, LB	1		EA	19.10	19.10
6	158805	WFP SEED,IMPROV BASIC, 200	2		EA	38.50	77.00

211100 WO 001 022
7-8-22
B & D. G.

Please send all other correspondence to:

Carolina Biological Supply Company
2700 York Road, Burlington, NC 27215-3398

Phone: (800) 334-5551 • Fax: (800) 222-7112
www.carolina.com

FEIN# 560364367

If you have a concern regarding your invoice, please contact a Customer Service Representative at (800) 334-5551 within 3 days of receipt.

We Truly Appreciate Your Business.
Thank you!

Sub Total	391.60
Freight & Handling	52.68
Sales Tax	
Invoice Total	444.28
Less Payments	
Amount Due	**$ 444.28**

Date	06/29/22
Time	14:03:10
Page	1 of 1

PACKING LIST

IF APPLICABLE, NOTIFY YOUR PAYING OFFICE ON RECEIPT OF MERCHANDISE.

FROM: CAROLINA BIOLOGICAL SUPPLY COMPANY
2700 YORK ROAD
BURLINGTON, NC 27215-3398

Tel: 800-334-5551
Fax:336-584-3399

BILL TO: 116317
RAVENNA SCHOOL DIST 69
ACCOUNTS PAYABLE
OFFICE OF SUPERINTENDENT
PO BOX 8400
RAVENNA NE 68869-8400

SHIP TO: 2896279 HILARY BOLLING
RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE RD
RAVENNA NE 68869-4053

Dept.: 300
B/P: 3

Quote No.	Pick List No.	Order Date	Promised Ship Date	Pick Date	Ship Method	Our Order No.	Customer Purchase Order No.
	4856581	06/29/22	06/30/22	06/30/22	GRD	30893452 WB	2223JARZYNKA3

Line	Ctn No.	Ordered	B/O	Shipped	Catalog No.	Description	Unit	Message
1.000				1	158969	WFP WATER MAT MATERIAL, BULK	EA	

Download Safety Data Sheets (SDS) at carolina.com/sds

or scan this code

Date	06/29/22
Time	14:03:04
Page	1 of 1

PACKING LIST

IF APPLICABLE, NOTIFY YOUR PAYING OFFICE ON RECEIPT OF MERCHANDISE.

FROM: CAROLINA BIOLOGICAL SUPPLY COMPANY
2700 YORK ROAD
BURLINGTON, NC 27215-3398
Tel: 800-334-5551
Fax:336-584-3399

BILL TO: 116317
RAVENNA SCHOOL DIST 69
ACCOUNTS PAYABLE
OFFICE OF SUPERINTENDENT
PO BOX 8400
RAVENNA NE 68869-8400

SHIP TO: 2896279 HILARY BOLLING
RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE RD
RAVENNA NE 68869-4053

Dept.: 270
B/P: 3

Quote No.	Pick List No.	Order Date	Promised Ship Date	Pick Date	Ship Method	Our Order No.	Customer Purchase Order No.
	4856572	06/29/22	06/30/22	06/30/22	GRD	30893452 WB	2223JARZYNKA3

Line	Ctn No.	Ordered	B/O	Shipped	Catalog No.	Description	Unit	Message
3.000				20	158979	WFP ANTI-ALGAL SQUARES	EA	
4.000				4	158965	WFP POTTING SOIL, 1-LITER	EA	
5.000				1	158971 301/M//3764	WFP FERTILIZER, PELLET, LB	EA	
6.000				2	158805	WFP SEED,IMPROV BASIC, 200	EA	

Download Safety Data Sheets (SDS) at carolina.com/sds

or scan this code

INVOICE

CAROLINA

World-Class Support for Science & Math

Please Remit Payment To:
Carolina Biological Supply Company
PO Box 60232
Charlotte, NC 28260-0232

Invoice Number	51816627 RI	P O Number	2223JARZYNKA3
Invoice Date	06/30/22	Shipping Terms	FOB: SHIPPING POINT
Sales Order Number	30893452 WB	**IMPORTANT** *Please Refer to the Invoice Number on All Payments*	
Sales Order Date	06/29/22		
Payment Terms	NET 30 **	**Please Pay This Amount:**	**$ 28.40**

Bill To: 116317
RAVENNA SCHOOL DIST 69
ACCOUNTS PAYABLE
OFFICE OF SUPERINTENDENT
PO BOX 8400
RAVENNA NE 68869-8400

Ship To: 2896279
HILARY BOLLING
~~KELLEY JARZYNKA~~
RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE RD
RAVENNA NE 68869-4053

Line #	Catalog #	Description	Shipped	Backordered	U / M	Unit Price	Extended Price
7	225302	PERFECT SOLUTION CRAYFISH, 4", PLAIN, BAG/10	2		EA	14.20	28.40

01 1100 010 001 022

Sub Total	28.40
Freight & Handling	
Sales Tax	
Invoice Total	28.40
Less Payments	
Amount Due	**$ 28.40**

Please send all other correspondence to:
Carolina Biological Supply Company
2700 York Road, Burlington, NC 27215-3398
Phone: (800) 334-5551• Fax: (800) 222-7112
www.carolina.com

FEIN# 560364367

If you have a concern regarding your invoice, please contact a Customer Service Representative at (800) 334-5551 within 3 days of receipt.

We Truly Appreciate Your Business.
Thank you!

PURCHASE ORDER

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

DATE:	2/21/2022
P.O. #	22-23Jarzynka3
Bill To:	P.O Box 8400
Order #	
Tax Exemption No.	05-627933

VENDOR
Carolina
2700 York Rd
Burlington, NC 27215
1-800-334-5551
carolina.com

SHIP TO
Ravenna Public Schools
Attn: Kelley Jarzynka
41750 Carthage Road
Ravenna NE, 68869

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
				0.00
221460	Advanced Frog Dissection BioKit (15 frogs) 30	2	87.00	174.00
✓ 158969	Water Mat Material in Bulk	1	19.10	19.10
✓ 211764	DNA Keepsake 24 station kit	1	189.00	189.00
✓ 158979	Anti-Algal Squares	20	2.94	58.80
✓ 158965	Potting Soil Bag	4	7.15	28.60
✓ 158971	Fertilizer	1	19.10	19.10
✓ 158805	Wisconsin Fast Plant Seeds - Standard	2	38.50	77.00
✓ 225302	Crayfish Bulk Bag of 10	2	14.20	28.40
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$594.00
TAX RATE	0.000%
TAX	$0.00
S & H	15.35 ~~$0.00~~
OTHER	$0.00
TOTAL	~~$594.00~~ 609.35

Other Comments or Special Instructions

carolina.com

Authorized by

3/18/2022
Date

Thank You for Your Order!

Your confirmation number is 30893452.

Continue Shopping | My Account

You will receive an email confirming your order in a few minutes. Once your order is processed, you will receive another email with all of the details of your order. If you have questions about or changes to your order, please call us at 800.334.5551 (7:30am to 8pm EST, Mon-Fri).

Due to extremely high volumes in parcel (or package) shipments nationwide, you might experience shipping delays. If you think your order might be affected, contact us for more information.

Order Details

Print

ORDER SUMMARY

Confirmation Number: 30893452
Order Date: 06/29/2022

Subtotal:	$594.00
Freight & Handling:	$75.35
Tax:	Exempt
TOTAL:	**$669.35**

BILLING INFORMATION

Paid with Purchase Order

RAVENNA SCHOOL DIST 69
PO BOX 8400
ACCOUNTS PAYABLE
RAVENNA, NE 68869-8400

SHIPPING INFORMATION

Shipping methods and dates for each item in your order are noted below.

Hilary Bolling
RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE RD
Kelley Jarzynka
RAVENNA, NE 68869-4053
308-452-3249
hilary.bolling@ravennabluejays.org

ITEM INFORMATION	ITEM PRICE	QTY	TOTAL
 **Frog Dissection BioKit®** #221460 Shipping Method: Standard Ground Arriving: 02/20/2023 - 02/22/2023 **BACKORDERED, Arrival Date May Change**	**$87.00**	2	**$174.00**
 **Water Mat Material, Bulk** #158969 Shipping Method: Standard Ground Arriving: 07/07/2022 - 07/11/2022	**$19.10**	1	**$19.10**
 **DNA Keepsake 24-Station Kit** #211764 Shipping Method: Standard Ground Arriving: 07/07/2022 - 07/11/2022	**$189.00**	1	**$189.00**

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Arriving: 07/07/2022 - 07/11/2022

	**Potting Soil, 1-L Bag** #158965 Shipping Method: Standard Ground Arriving: 07/07/2022 - 07/11/2022	**$7.15**	4	**$28.60**
	**Fertilizer, 14-14-14, 1 lb** #158971 Shipping Method: Standard Ground Arriving: 07/07/2022 - 07/11/2022	**$19.10**	1	**$19.10**
	**Wisconsin Fast Plants® Standard Seed, Pack of 200** #158805 Shipping Method: Standard Ground Arriving: 07/07/2022 - 07/11/2022	**$38.50**	2	**$77.00**
	**Carolina's Perfect Solution® Crayfish, 4", Plain, Bulk Bag of 10** #225302 Shipping Method: Standard Ground Arriving: 07/07/2022 - 07/11/2022	**$14.20**	2	**$2**

ADDITIONAL INSTRUCTIONS

Continue Shopping My Account

We use cookies to provide you with a great user experience. By using our site, you accept our use of cookies. You can review our cookie privacy policy here. I Accept

Date	06/29/22
Time	14:35:3
Page	0 of 0

PACKING LIST

IF APPLICABLE, NOTIFY YOUR PAYING OFFICE ON RECEIPT OF MERCHANDISE.

BILL TO: 116317

RAVENNA SCHOOL DIST 69
ACCOUNTS PAYABLE
OFFICE OF SUPERINTENDENT
PO BOX 8400

FROM: CAROLINA BIOLOGICAL SUPPLY COMPANY
2700 YORK ROAD
BURLINGTON, NC 27215-3398
Tel: 800-334-5551 Fax:336-584-3399

SHIP TO: 2896279 HILARY BOLLING
KELLEY JARZYNKA
RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE RD
RAVENNA NE 68869-4053

B/P: 2

Carton _____ of _____ carton(s)

Quote No.	Ship Date	Ship Method	Our Order No.	Customer Purchase Order No.
		GRD	30893452 WB	2223JARZYNKA3

Line	Ctn No.	Ordered	Shipped	B/O	Catalog No.	Description	Unit	Message
2.000		1			211764	DNA KEEPSAKE 24-STATION KIT UPC/ISBN: 840132631303		Download Safety Data Sheets (SDS) at carolina.com/sds or scan this code
2.010		1			211764A	PREMIUM DNA KEEPSAKE 24STATION	EA	

C14365691

SHIP TO: 289627

HILARY BOLLING
KELLEY JARZYNKA
RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE RD
RAVENNA NE 68869-4053

Please contact Customer Service for a Return Authorization at 1.800.334.5551

The Carolina Pledge: 100% Satisfaction Guaranteed

If you need to make a return for any reason, call Customer Service at 800-334-5551, 8 AM to 8 PM, Monday through Friday. Please have your purchase order number and Carolina order number on hand when you call.

Our Customer Service representative will give you instructions for returning the merchandise and a return authorization number to insure a prompt credit to your account. Shipping and handling fees are not refundable unless the order was shipped incorrectly by Carolina.

For questions regarding DL products, please call 866-332-4478.

Please Complete the Following:	
Order Number	30893452 WB 00010
Name	
Telephone Number	
Email Address	
Reason for Return	

Package Contents: Please Mark Items Being Returned			
Item Number	Item Description	Quantity Shipped	Quantity Returned
211764	**DNA KEEPSAKE 24-STATION KIT**	1	
211764A	PREMIUM DNA KEEPSAKE 24STATION	1	

CAROLINA

www.carolina.com

Return to: **Carolina Biological Supply Company**
Receiving Department
6537 Judge Adams Rd
Whitsett, NC 27377

Return Authorization #:

_____

Order Number: 30893452 WB 00010

Date	06/30/22
Time	9:47:43
Page	0 of 0

PACKING LIST

IF APPLICABLE, NOTIFY YOUR PAYING OFFICE ON RECEIPT OF MERCHANDISE.

BILL TO: 116317

RAVENNA SCHOOL DIST 69
ACCOUNTS PAYABLE
OFFICE OF SUPERINTENDENT
PO BOX 8400

FROM: CAROLINA BIOLOGICAL SUPPLY COMPANY
2700 YORK ROAD
BURLINGTON, NC 27215-3398
Tel: 800-334-5551 Fax:336-584-3399

SHIP TO: 2896279

HILARY BOLLING
KELLEY JARZYNKA
RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE RD
RAVENNA NE 68869-4053

B/P: 5

Quote No.	Carton _____ of _____ carton(s)	Ship Date	Ship Method	Our Order No.	Customer Purchase Order No.
			GRD	30893452 WB	2223JARZYNKA3

Line	Ctn No.	Ordered	Shipped	B/O	Catalog No.	Description	Unit	Message
7.000		2			225302	PERFECT SOLUTION CRAYFISH, UPC/ISBN: 840132601061	EA	Download Safety Data Sheets (SDS) at carolina.com/sds or scan this code

Please contact Customer Service for a Return Authorization at 1.800.334.5551

The Carolina Pledge: 100% Satisfaction Guaranteed

If you need to make a return for any reason, call Customer Service at 800-334-5551, 8 AM to 8 PM, Monday through Friday. Please have your purchase order number and Carolina order number on hand when you call.

Our Customer Service representative will give you instructions for returning the merchandise and a return authorization number to insure a prompt credit to your account. Shipping and handling fees are not refundable unless the order was shipped incorrectly by Carolina.

For questions regarding DL products, please call 866-332-4478.

Please Complete the Following:	
Order Number	30893452 WB 00010
Name	
Telephone Number	
Email Address	
Reason for Return	

Package Contents: Please Mark Items Being Returned			
Item Number	Item Description	Quantity Shipped	Quantity Returned
225302	PERFECT SOLUTION CRAYFISH,	2	

CAROLINA

www.carolina.com

Return to: **Carolina Biological Supply Company**
Receiving Department
6537 Judge Adams Rd
Whitsett, NC 27377

Return Authorization #:

Order Number: 30893452 WB 00010

INVOICE

CAROLINA

World-Class Support for Science & Math

Please Remit Payment To:
Carolina Biological Supply Company
PO Box 60232
Charlotte, NC 28260-0232

Invoice Number	51816635 RI	**P O Number**	2223CHRISTENSEN3
Invoice Date	06/30/22	**Shipping Terms**	FOB: SHIPPING POINT
Sales Order Number	30893478 WB	**IMPORTANT** *Please Refer to the Invoice Number on All Payments*	
Sales Order Date	06/29/22	**Please Pay This Amount:**	**$ 120.75**
Payment Terms	NET 30 **		

Bill To: 116317
RAVENNA SCHOOL DIST 69
ACCOUNTS PAYABLE
OFFICE OF SUPERINTENDENT
PO BOX 8400
RAVENNA NE 68869-8400

Ship To: 2896279
HILARY BOLLING
~~KELLEY JARZYNKA~~
RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE RD
RAVENNA NE 68869-4053

Line #	Catalog #	Description	Shipped	Backordered	U / M	Unit Price	Extended Price
1	227105	PERFECT SOLUTION BULLFROG, 6"+, PLAIN, 1 PER BAG	3		EA	17.85	53.55
2	228774	PERFECT SOLUTION SHEEP HEART, PLAIN, 1 PER BAG	2		EA	8.65	17.30
3	228704	PERFECT SOLUTION SHEEP BRAIN, DURA REMOVED, PLAIN, 1/BAG	2		EA	16.00	32.00

01 1100 010 001 022

B & D. 7.8.22

Please send all other correspondence to:

Carolina Biological Supply Company
2700 York Road, Burlington, NC 27215-3398
Phone: (800) 334-5551• Fax: (800) 222-7112
www.carolina.com

FEIN# 560364367

If you have a concern regarding your invoice, please contact a Customer Service Representative at (800) 334-5551 within 3 days of receipt.

We Truly Appreciate Your Business. Thank you!

Sub Total	102.85
Freight & Handling	17.90
Sales Tax	
Invoice Total	120.75
Less Payments	
Amount Due	**$ 120.75**

PURCHASE ORDER

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

DATE:	2/17/22
P.O. #	22-23christensen3
Bill To:	P.O Box 8400
Order #	
Tax Exemption No.	05-627933

VENDOR
Carolina Biological Supply

SHIP TO
Ravenna Public Schools
Attn: Kaleb Christensen
41750 Carthage Road
Ravenna NE, 68869

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
227105	Carolina's Perfect Solution® Bullfrog, 6"+, Plain, 1 Per	3	17.85	53.55
228774	Carolina's Perfect Solution® Sheep Heart, Plain, 1 Per	2	8.65	17.30
228704	Carolina's Perfect Solution® Sheep Brain, Dura Mater R	2	16.00	32.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

Other Comments or Special Instructions

SUBTOTAL	$102.85
TAX RATE	0.000%
TAX	$0.00
S & H	17.90 $0.00
OTHER	$0.00
TOTAL	~~$102.85~~ 120.75

Authorized by

3/18/2022
Date

Thank You for Your Order!

Your confirmation number is 30893478.

Carolina Shipping | My Account

You will receive an email confirming your order in a few minutes. Once your order is processed, you will receive another email with all of the details of your order. If you have questions about or changes to your order, please call us at 800.334.5551 (7:30am to 8pm EST, Mon-Fri).

Due to extremely high volumes in parcel (or package) shipments nationwide, you might experience shipping delays. If you think your order might be affected, contact us for more information.

Order Details

Print

ORDER SUMMARY

Confirmation Number: 30893478
Order Date: 06/29/2022

Subtotal:	$102.85
Freight & Handling:	$17.90
Tax:	Exempt
TOTAL:	**$120.75**

BILLING INFORMATION

Paid with Purchase Order

RAVENNA SCHOOL DIST 69
PO BOX 8400
ACCOUNTS PAYABLE
RAVENNA, NE 68869-8400

SHIPPING INFORMATION

Shipping methods and dates for each item in your order are noted below.

Hilary Bolling
RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE RD
Kelley Jarzynka
RAVENNA, NE 68869-4053
308-452-3249
hilary.bolling@ravennabluejays.org

ITEM INFORMATION	ITEM PRICE	QTY	TOTAL
 **Carolina's Perfect Solution® Bullfrog, 6"+, Plain, 1 Per Bag** #227105 Shipping Method: Standard Ground Arriving: 07/07/2022 - 07/11/2022	**$17.85**	3	**$53.55**
 **Carolina's Perfect Solution® Sheep Heart, Plain, 1 Per Bag** #228774 Shipping Method: Standard Ground Arriving: 07/07/2022 - 07/11/2022	**$8.65**	2	**$17.30**
 **Carolina's Perfect Solution® Sheep Brain, Dura Mater Remove...** #228704 Shipping Method: Standard Ground Arriving: 07/07/2022 - 07/11/2022	**$16.00**	2	**$32.00**

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Date	06/30/22
Time	9:45:05
Page	0 of 0

PACKING LIST

IF APPLICABLE, NOTIFY YOUR PAYING OFFICE ON RECEIPT OF MERCHANDISE.

BILL TO: 116317

RAVENNA SCHOOL DIST 69
ACCOUNTS PAYABLE
OFFICE OF SUPERINTENDENT
PO BOX 8400

FROM: CAROLINA BIOLOGICAL SUPPLY COMPANY
2700 YORK ROAD
BURLINGTON, NC 27215-3398
Tel: 800-334-5551 Fax:336-584-3399

SHIP TO: 2896279

HILARY BOLLING
KELLEY JARZYNKA
RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE RD
RAVENNA NE 68869-4053

B/P: 5

Carton _____ of _____ carton(s)

Quote No.	Ship Date	Ship Method	Our Order No.	Customer Purchase Order No.
		GRD	30893478 WB	2223CHRISTENSEN3

Line	Ctn No.	Ordered	Shipped	B/O	Catalog No.	Description	Unit	Message
1.000		3			227105	PERFECT SOLUTION BULLFROG, UPC/ISBN: 840132604024	EA	Download Safety Data Sheets (SDS) at carolina.com/sds or scan this code
2.000		2			228774	PERFECT SOLUTION SHEEP HEART, UPC/ISBN: 840132600811	EA	
3.000		2			228704	PERFECT SOLUTION SHEEP BRAIN, UPC/ISBN: 840132605984	EA	

Please contact Customer Service for a Return Authorization at 1.800.334.5551

The Carolina Pledge: 100% Satisfaction Guaranteed

If you need to make a return for any reason, call Customer Service at 800-334-5551, 8 AM to 8 PM, Monday through Friday. Please have your purchase order number and Carolina order number on hand when you call.

Our Customer Service representative will give you instructions for returning the merchandise and a return authorization number to insure a prompt credit to your account. Shipping and handling fees are not refundable unless the order was shipped incorrectly by Carolina.

For questions regarding DL products, please call 866-332-4478.

Please Complete the Following:	
Order Number	30893478 WB 00010
Name	
Telephone Number	
Email Address	
Reason for Return	

Package Contents: Please Mark Items Being Returned			
Item Number	Item Description	Quantity Shipped	Quantity Returned
227105	PERFECT SOLUTION BULLFROG,	3	
228774	PERFECT SOLUTION SHEEP HEART,	2	
228704	PERFECT SOLUTION SHEEP BRAIN,	2	

CAROLINA

www.carolina.com

Return to: **Carolina Biological Supply Company**
Receiving Department
6537 Judge Adams Rd
Whitsett, NC 27377

Return Authorization #:

Order Number: 30893478 WB 00010

C E N T R A L C O M M U N I T Y C O L L E G E

GRAND ISLAND CAMPUS
STUDENT ACCOUNTS
PO BOX 4903
GRAND ISLAND NE 68802
(308) 398-7415

HASTINGS CAMPUS
STUDENT ACCOUNTS
PO BOX 1024
HASTINGS NE 68902
(402) 461-2440

COLUMBUS CAMPUS
STUDENT ACCOUNTS
PO BOX 1027
COLUMBUS NE 68602
(402) 562-1261

Invoice Number
001879174

INVOICE

Invoice Date
07/05/22

RAVENNA SENIOR HIGH SCHOOL
41750 CARTHAGE RD
PO BOX 8400
RAVENNA NE 68869

ID/Name: 0241212 Ravenna Senior High School Term: 21/NC

Hearstsaver First Aid-K12 AGENCIES
21/NC AVOR 9041 DGE31
Class held 6/28/22
3 student @ 8.00 = $24.00
Caley Greer, Meodie Nozicka, Allan Osburn

Code	Description	Charges	Credits
R601	Ravenna High School	24.00	
	Total:	24.00	0.00

Invoice Net.....:	24.00
Sponsor Payments.....:	0.00
FA Payments.....:	0.00
Payment Plans.....:	0.00
Deposit Allocations..:	0.00
Cash Payments.....:	0.00
Balance Due.....:	24.00

01 2212 330 001 00 8.00
01 2212 330 002 00 16.00

B. f D. G. 7-8-22

Spectrum ENTERPRISE

July 1, 2022
Invoice Number: 0002505070122
Account Number: **8356 15 015 0002505**
Security Code: **3998**
Service At: 740 W CARTHAGE ST
RAVENNA NE 68869-4100

NEWS AND INFORMATION

Contact Us
Questions about your bill or services?
Visit **SpectrumBusiness.net** or call **1-888-812-2591**

Summary

Service from 07/01/22 through 07/31/22 details on following pages

Previous Balance	17.82
Payments Received -Thank You!	-17.82
Remaining Balance	**$0.00**
Spectrum TV™	17.45
Taxes, Fees and Charges	0.37
Current Charges	$17.82
Total Due by 07/18/22	**$17.82**

B & D 7.7.22

01 1100 382 000 00

Thank you for choosing Spectrum Enterprise.
We appreciate your prompt payment and value you as a client.

Spectrum ENTERPRISE

4145 S FALKENBURG RD RIVERVIEW FL 33578-8652
8634 0100 NO RP 01 07022022 NNNNNYNN 01 030070 0141

RAVENNA PUBLIC SCHOOL
740 CARTHAGE RD
RAVENNA NE 68869-4100

July 1, 2022

RAVENNA PUBLIC SCHOOL

Invoice Number: 0002505070122
Account Number: 8356 15 015 0002505
Service At: 740 W CARTHAGE ST
RAVENNA NE 68869-4100

Total Due by 07/18/22 **$17.82**

Amount you are enclosing $

Please Remit Payment To:

CHARTER COMMUNICATIONS
PO BOX 94188
PALATINE IL 60094-4188

83561501500025050017822

RAVENNA PUBLIC SCHOOL
Invoice Number: 0002505070122
Account Number: 8356 15 015 0002505
Security Code: **3998**

Spectrum ENTERPRISE

Contact Us
Questions about your bill or services?
Visit **SpectrumBusiness.net** or call **1-888-812-2591**

8634 0100 NO RP 01 07022022 NNNNNYNN 01 030070 0141

Charge Details

Previous Balance		17.82
Payment - Thank You	06/28	-17.82
Remaining Balance		**$0.00**

Payments received after 07/01/22 will appear on your next bill.

Service from 07/01/22 through 07/31/22

Spectrum TV™

Digital Receiver	0.00
Addl Digital Receiver	7.50
Broadcast TV Surcharge	9.95
CB Additional Outlet	0.00
CB Additional Outlet	0.00
Basic	0.00
Expanded Basic	0.00
	$17.45
Spectrum TV™ Total	$17.45

Taxes, Fees and Charges

Franchise Fee	0.37
Taxes, Fees and Charges Total	$0.37
Current Charges	**$17.82**
Total Due by 07/18/22	**$17.82**

Billing Information

Tax and Fees - This statement reflects the current taxes and fees for your area (including sales, excise, user taxes, etc.). These taxes and fees may change without notice. Visit spectrum.net/taxesandfees for more information.

Spectrum Terms and Conditions of Service – In accordance with the Spectrum Business Services Agreement, Spectrum services are billed on a monthly basis. Spectrum does not provide credits for monthly subscription services that are cancelled prior to the end of the current billing month.

Terms & Conditions - Spectrum's detailed standard terms and conditions for service are located at spectrum.com/policies.

Past Due Fee / Late Fee Reminder - A late fee will be assessed for past due charges for service.

Insufficient Funds Payment Policy - Charter may charge an insufficient funds processing fee for all returned checks and bankcard charge-backs. If your check, bankcard (debit or credit) charge, or other instrument or electronic transfer transaction used to pay us is dishonored, refused or returned for any reason, we may electronically debit your account for the payment, plus an insufficient funds processing fee as set forth in your terms of service or on your Video Services rate card (up to the amount allowable by law and any applicable sales tax). Your bank account may be debited as early as the same day payment is dishonored, refused or returned. If your bank account is not debited, the returned check amount (plus fee) must be replaced by cash, cashier's check or money order.

Complaint Procedures - If you disagree with your charges, you need to register a complaint no later than 60 days after the due date on your bill statement.

Music Rights Fees - In all cases, you are responsible for and must secure any music rights and/or pay applicable fees required by the American Society of Composers, Authors & Publishers ("ASCAP"), Broadcast Music, Inc. ("BMI") and SESAC, Inc. ("SESAC") or their respective successors, and any other entity, or governmental authority from which a license is necessary in connection with your retransmission, distribution, performance or other such use of Spectrum Business services.

Continued on the next page....

Local Spectrum Store: 809 Central Ave, Kearney NE 68847 Store Hours: Mon thru Sat - 10:00am to 8:00pm and Sun - 12:00pm to 5:00pm

Visit Spectrum.com/stores for store locations. For questions or concerns, visit Spectrum.net/support.

Your WAY can be the GREEN way!
GO GREEN with Spectrum Enterprise.

Online Bill Pay is helping the environment one customer at a time.
It's easy - all you need to do is sign up for Online Bill Pay.
It will save you money on postage and time - and it will also save trees!

Enrolling is easy, just go to **Enterprise.Spectrum.com.**
Each month, you'll receive a paperless e-bill that you pay online with your choice of payment options.

- Debit Card - Credit Card - Electronic Funds Transfer
- Receive a quick summary of your account at any time
- Access up to 6 months of statements

Spectrum ENTERPRISE

Payment Options

Pay Online – Create or Login to MyAccount to pay or view your bill online at **spectrumbusiness.net**.

Pay by Mail - Detach payment coupon and enclose with your check made payable to Charter. Please do not include correspondences of any type with payments.

For questions or concerns, please call **1-888-812-2591.**

RAVENNA PUBLIC SCHOOL
Invoice Number: 0002505070122
Account Number: 8356 15 015 0002505
Security Code: **3998**

Spectrum ENTERPRISE

Contact Us
Questions about your bill or services?
Visit **SpectrumBusiness.net** or call **1-888-812-2591**

8634 0100 NO RP 01 07022022 NNNNNYNN 01 030070 0141

Video Closed Captioning Inquiries - Spectrum provided set-top boxes for video consumption support the ability for the user to enable or disable Closed Captions for customers with hearing impairment.

For immediate closed captioning concerns, call 1-855-707-7328 or email closedcaptioningsupport@charter.com.

To report a complaint on an ongoing closed captioning issue, please send your concerns via US Mail to W. Wesselman, Sr. Director, 2 Digital Place, Simpsonville, SC 29681, send a fax to 1-704-697-4935, call 1-877-276-7432 or email closedcaptioningissues@charter.com.

Franchise Administrator - City of Ravenna PO Box 108 416 Grand Ave Ravenna NE 68869-0108 Phone: (308) 452-3273

Timely Payment - If your payment is not received by the next billing statement, your account is subject to interruption of service. Charter equipment may be rendered non-functional prior to termination. You may be subject to a change of service charge to reinstate your digital channels and Internet service when function is restored.

Statements with Zero or Credit Balances - Customers with a zero or credit balance on their bill will not receive a paper statement.

Video On Demand (VOD) and Pay-Per-View (PPV) - To order, your account must be current. To prevent unauthorized use of these services in your household, you are responsible for setting up a PIN number, parental control and/or rating preference. Charter will not issue a credit for the following: 1) unauthorized use, 2) ordering a PPV event or movie which you are not present to view, 3) failure to report a reception problem that occurs during the ordered movie or event, or 4) failure to report non-delivery of an ordered movie or event.

July 1, 2022

Ravenna Public School
Invoice Number: 0002505070122
Account: 8356 15 015 0002505
Security Code: **3998**

Spectrum ENTERPRISE

Contact Us
Questions about your bill or services?
Visit **SpectrumBusiness.net** or call **1-888-812-2591**

8634 0100 NO RP 01 07022022 NNNNNYNN 01 030070 0141

CITY OF RAVENNA

WATER - SEWER - TRASH

Presorted
First Class Mail
US Postage Paid
Ravenna, NE 68869
Permit No. 1

ACCT. NO.	SERVICE FROM	SERVICE TO	DELINQUENT DATE
760-6-3770	05/26/22	06/28/22	07/15/22

READINGS				
PREVIOUS	PRESENT	USED	AMOUNT	CODE
904	906	2	$38.67	*SW
			$25.50	*WA

01 7610 410 001

ADDRESS SERVICE REQUESTED

Location: 41750 CARTHAGE STREET

$0.00*TX

HAVE A SAFE 4TH OF JULY!

ACCT. NO
760
DUE DATE
7/15/2022
AMOUNT DUE
$64.17

ACCT. NO
760-6-3770
DUE DATE
7/15/2022
AMOUNT DUE
$64.17

Please return this stub with payment. Thank you.

RAVENNA YOUTH CENTER
PO BOX 8400
RAVENNA NE 68869-8400

RAVENNA
Nebraska's Hometown Hideaway

Please Make Checks Payable to:

CITY OF RAVENNA

CODE EXPLANATION
WA - Water
SW - Sewer
TR - Trash
TX - Sales Tax
TSC - Trash Service Charge

All bills are payable by due date at City Hall, between regular business hours 8 a.m. – 5 p.m., Monday - Friday. Please call 308-452-3273 with any questions.

RETAIN THIS PORTION
FOR YOUR RECORDS

CITY OF RAVENNA

416 GRAND AVE
RAVENNA, NE 68869

RETURN THIS STUB
WITH PAYMENT

CITY OF RAVENNA

WATER - SEWER - TRASH

ACCT. NO.	SERVICE FROM	SERVICE TO	DELINQUENT DATE
357-6-3800	05/26/22	06/29/22	07/15/22

OMAHA NE 685
2 JUL 2022 PM 4 L

READINGS		USED	AMOUNT	CODE
PREVIOUS	PRESENT			
2831	2885	54	$319.33	*SW
105	105		$103.50	*WA
				*WA

01 2610 410 001 001
002 002

Location: 41750 CARTHAGE ROAD

7.7.22

$0.00*TX

HAVE A SAFE 4TH OF JULY!

Presorted
First Class Mail
US Postage Paid
Ravenna, NE 68869
Permit No. 1

ADDRESS SERVICE REQUESTED

ACCT. NO
357
DUE DATE
7/15/2022
AMOUNT DUE
$422.83

ACCT. NO
357-6-3800
DUE DATE
7/15/2022
AMOUNT DUE
$422.83

Please return this stub with payment. Thank you.

RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA NE 68869-8400

RAVENNA
Nebraska's Hometown Hideaway

Please Make Checks Payable to:

CITY OF RAVENNA

CODE EXPLANATION
WA - Water
SW - Sewer
TR - Trash
TX - Sales Tax
TSC - Trash Service Charge

All bills are payable by due date at City Hall, between regular business hours 8 a.m. – 5 p.m., Monday - Friday. Please call 308-452-3273 with any questions.

RETAIN THIS PORTION
FOR YOUR RECORDS

CITY OF RAVENNA

416 GRAND AVE
RAVENNA, NE 68869

RETURN THIS STUB
WITH PAYMENT

STATE OF NEBRASKA

Remit To:
DAS STATE ACCTG - CENTRAL FINANCE
OCIO
INTERAGENCY BILLING # 6507
1526 K ST STE 190
LINCOLN NE 68508-2741

INVOICE

Invoice Number:	1321941
Page:	1 of 1
Invoice Date:	06/10/22
Account:	1553658
Due Date:	06/10/22

BILLING ADDRESS:
RAVENNA PUBLIC SCHOOLS
ATTN BRAD KJAR
41750 CARTHAGE RD
PO BOX 8400
RAVENNA NE 68869-8400

CUSTOMER ADDRESS:
RAVENNA PUBLIC SCHOOLS
ATTN BRAD KJAR
41750 CARTHAGE RD
PO BOX 8400
RAVENNA NE 68869-8400

Item Number	Remark	Amount
001	May 2022 for Account 01 0138	259.49

Total Amount Invoiced 259.49

B & D 7-8-22

01 1100 382 000 000

STATE OF NEBRASKA

Remit To:
DAS STATE ACCTG - CENTRAL FINANCE
OCIO
INTERAGENCY BILLING # 6507
1526 K ST STE 190
LINCOLN NE 68508-2741

INVOICE

Invoice Number:	1321941
Page:	1 of 1
Invoice Date:	06/10/22
Account:	1553658
Due Date:	06/10/22

BILLING ADDRESS:
RAVENNA PUBLIC SCHOOLS
ATTN BRAD KJAR
41750 CARTHAGE RD
PO BOX 8400
RAVENNA NE 68869-8400

CUSTOMER ADDRESS:
RAVENNA PUBLIC SCHOOLS
ATTN BRAD KJAR
41750 CARTHAGE RD
PO BOX 8400
RAVENNA NE 68869-8400

Item Number	Remark	Amount
001	May 2022 for Account 01 0138	259.49

Total Amount Invoiced 259.49

08 02PM 06/09/2022 BILLING SUMMARY BY JOB CODE FOR THE MONTH ENDING 05/31/2022
AGENCY 01 ACCOUNT 0138

JOB CODE AG-AP-DV	-------DEBIT---------- CODE	DESCRIPTION	ONE TIME	COSTS PRODUCTION	TOTAL	TOTAL UNITS
01-71-38	NETWORK NEBRASKA					
	271	INTERREGIONAL FEE (K-12 1.0)	.00	12.49	12.49	1.0000
	272	PARTICIPATION FEE (1.0)	.00	247.00	247.00	1.0000
		JOB CODE TOTALS	.00	259.49	259.49	
		DIVISION TOTALS	.00	259.49	259.49	

AGENCY 01 ACCOUNT 0138

JOB CODE AG-AP-DV	-------DEBIT---------- CODE	DESCRIPTION	COSTS ONE TIME	COSTS PRODUCTION	COSTS TOTAL	TOTAL ---- UNITS -----
- -	SUMMARY OF ALL JOBCODES					
	271	INTERREGIONAL FEE (K-12 1.0)	.00	12.49	12.49	1.0000
	272	PARTICIPATION FEE (1.0)	.00	247.00	247.00	1.0000
		ACCOUNT TOTALS	.00	259.49	259.49	

CUSTOMER SERVICE REPORT

ECOLAB PEST ELIM. DIV.
26252 NETWORK PLACE
CHICAGO, IL 60673-1262
Payment of invoice constitutes
Customer's acceptance and agreement to the amount of any surcharges
1-800-325-1671

INVOICE NUMBER: 7087044
SVSP ID: 430205
SVSP NAME: Jensen, Kelly B
LICENSE NUMBER:
NE 10272

RAVENNA PUBLIC SCHOOLS
ACCOUNT #: RAVE0050-0001
41750 CARTHAGE RD
RAVENNA NE 68869-4053
Unit #

SERVICE PERIOD F
SERVICE DATE 6/21/22
SERVICE START TIME 12:23 PM

Cockroach/Rodent Program

B & D. 9

This confidential report is provided to identify sanitation deficiencies, structural defects, and improper storage practices contributing to pest infestations.
After service, all food surfaces must be washed in order to remove any possible residue

Action Items

SERVICE RELATED COMMENT

Inspected and treated selected areas.
Kitchen - Treated area closed.

PEST ACTIVITY FOUND

No findings noted during service.

STRUCTURAL CONCERNS

No findings noted during service.

SANITATION ISSUES

No findings noted during service.

FACILITY PREP ISSUES

No findings noted during service.

ECOFLO RELATED COMMENTS

No findings noted during service.

MATERIAL SUMMARY

MATERIAL	APPLICATION
MATERIAL APPLIED: ALPINE WSG INSECTICIDE QTY USED: 0.25 GA REGULATORY NUMBER: 499-561 EPA DESC: Alpine WSG Insecticide (0.2%) ACTIVE INGREDIENT: dinotefuran LOT #:	TARGET PEST: Cockroaches APPLICATION METHOD: Crack & Crevice LOCATION APPLIED: Bathroom/Locker Room-Interior, Break Room-Interior, Front Door-Introduction Point, Hallways-Interior, Kitchen Area-Interior, Lobby Door-Introduction Point, Rear Door-Introduction Point, Side Door-Introduction Point

SUMMARY

Nebraska Regulatory Questions

Pesticide Disposal Method	None generated
Area/Size treated	250
Area/Size Measurement	Linear feet
Application to surface type(s)	Wood, Carpet, Linoleum/tile
Application to surface type(s)	Wood, Carpet, Linoleum/tile
Application to surface type(s)	Wood, Carpet, Linoleum/tile

01262043100 1
01262043100 2

SVSP SIGNATURE - Jensen, Kelly B

CUSTOMER SIGNATURE - Kelly

Thank you for your business!

B & D. 9-

PLEASE REMIT PAYMENT TO:
ECOLAB PEST ELIM. DIV.
26252 NETWORK PLACE
CHICAGO, IL 60673-1262
Payment of invoice constitutes
Customer's acceptance and agreement of the amount of any surcharges
1-800-325-1671

RAVENNA PUBLIC SCHOOLS
ACCOUNT #: RAVE0050-0001
PO #:
CORP REF #: 91797

BILLING ADDRESS
41750 CARTHAGE RD
RAVENNA NE 68869-4053
US
(308) 452-3202

SERVICE ADDRESS
41750 CARTHAGE RD
RAVENNA NE 68869-4053
(308) 452-3202

INVOICE NUMBER: 7087044
SVSP ID: 430205
SVSP NAME: Jensen, Kelly B
LICENSE NUMBER:
NEB 102723

SERVICE PERIOD F
SERVICE DATE 6/21/22
SERVICE START TIME 12:23 PM

Cockroach/Rodent Program

SERVICE	QTY	INVOICE AMT
Cockroach/Rodent Program	0	70.18

Net 30 Days

SUB TOTAL	70.18
>>>>> AMOUNT DUE:	70.18

X _____
SVSP SIGNATURE - Jensen, Kelly B

X _____
CUSTOMER SIGNATURE - Kelly

*** CUSTOMER COPY - INVOICE ***

NEW AUTO-PAY OPTION

TO SIGN UP OR FOR MORE INFORMATION, CONTACT CUSTOMER SERVICE

edmentum™

Date:	5/16/2022
Order Number:	Q-441491
Revision:	1
Order Form Expiration Date:	7/31/2022

ORDER FORM

Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com
Orders Under $25,000.00 may pay by Credit Card:
Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Customer and Billing Address

Customer No.: 143203
Customer Name: Ravenna School District 69
Billing Address: PO Box 8400
Ravenna, NE 68869-8400

01 1100 735 001 000

Products and Services

Products	Qty	License Start Date	License End Date	License Term (Months)
Courseware: Comprehensive Library - Program License	20	8/1/2022	7/31/2023	12

Subtotal:	USD 2,520.00
Estimated Tax:	USD 0.00
Total US Funds:	USD 2,520.00

** Unless otherwise specified in this Order Form, the Start Date for your license(s) will be one of the following: (a) the day immediately following the expiration date of the prior license term or (b) the date in which we have accepted your order and have issued log-in credentials for your software license.

Invoicing and Payment Terms

The full amount of Your Order will be invoiced when accepted by Us. Payment is due 15 days after invoice date.

Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to edmentum Inc. and affiliates. This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at http://www.edmentum.com/standardterms and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect.

Purchase Order

You acknowledge that this Agreement is non-cancellable and you will submit a purchase order for the full amount of this Order Form. Your order will not be scheduled for delivery until you have submitted a purchase order referencing and conforming to this Order Form.

Acceptance

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing. I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreement's terms and conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreement's terms and conditions. To the extent that either parties process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified. Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com.

7.8.22

edmentum™

Date:	5/16/2022
Order Number:	Q-441491
Revision:	1
Order Form Expiration Date:	7/31/2022

ORDER FORM

Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com
Orders Under $25,000.00 may pay by Credit Card:
Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Customer Signature: _____

Name (Printed or Typed): _____

Title: _____

Date: _____

PURCHASE ORDER

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

DATE: June 3, 2022
P.O. #
Bill To: PO Box 8400

Tax Exemption No. 05-627933

VENDOR
Edmentum
P.O. Box 776725
Chicago IL, 60677-6725
www.edmentum.com

SHIP TO
Cannon Blauvelt
Ravenna Public Schools
41750 Carthage St
Ravenna, NE 68869

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Comprehensive Library-Program License (12 months)	20		2,520.00

SUBTOTAL	$2,520.00
TAX RATE	0.000%
TAX	
S & H	
discount	
TOTAL	**$2,520.00**

Other Comments or Special Instructions
See Attached Document

BJ D. J 6-7-22
Authorized by Date

Educational Service Unit 9
5807 Osborne Drive West
Hastings NE 68901
Phone: 402-463-5611

Invoice

Customer: Ravenna Public Schools
41750 CARTHAGE RD
RAVENNA NE 68869

Invoice Date: 06/10/2022
Invoice: 21-1826
Due Date: 07/30/2022
Customer ID: RAVENNAPUB

Comment: 2022 Great Plains Summit July 14-15, 2022

Description	Quantity	Unit Price	Amount
Huryta, Dave	1.00	199.00	199.00
Nelson, Sherry	1.00	199.00	199.00
		Amount Due	398.00

01 2580 810 000 000 199.00

01 2212 330 402 000 199

BfD 7-7-22

Educational Service Unit 9
5807 Osborne Drive West
Hastings NE 68901
Phone: 402-463-5611

Statement

Date: 06/30/2022

RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869

Reference #	Date	Comments	Description		Amount
Previous Balance: Great Plains					0.00
Payments					
				Payments Total:	0.00
New Charges					
21-1826	06/10/2022	2022 Great Plains Summit July 14-15, 2022	Huryta, Dave		199.00
21-1826	06/10/2022	2022 Great Plains Summit July 14-15, 2022	Nelson, Sherry		199.00
				Charges Total:	398.00
				Balance Due: Great Plains	398.00

Please return one copy with your payment.

Previous Balance	Total Payments	Total Charges	Total Balance
0.00	0.00	398.00	398.00

Current Balance	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 & Over
398.00	0.00	0.00	0.00	0.00

PURCHASE ORDER

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

DATE: 5/24/22
P.O. # 2122-ESU9-01
Bill To: P.O Box 8400
Order #
Tax Exemption No. **05-627933**

VENDOR
ESU9
5807 Osborne Drive West
Hastings, NE 68901-9158

SHIP TO
Ravenna Public Schools
Attn: Dave Huryta
41750 Carthage Road
Ravenna NE, 68869

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
Dave Huryta	Great Plains Summit Registration July 14-15th, 2022	1	199.00	199.00
Sherry Nelson	Great Plains Summit Registration July 14-15th, 2022	1	199.00	199.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$398.00
TAX RATE	0.000%
TAX	$0.00
S & H	$0.00
OTHER	$0.00
TOTAL	**$398.00**

Other Comments or Special Instructions

B. J. D. F.
Authorized by

5-25-2022
Date

ESU10

EDUCATIONAL SERVICE UNIT 10
PO BOX 850
KEARNEY NE 68848-0850
Phone: 308-237-5927

IMPORTANT!
PLEASE RETURN REMITTANCE COPY WITH YOUR PAYMENT AND INDICATE WHICH CHARGES ARE BEING PAID

RAVENNA PUBLIC SCHOOL
PO BOX 8400
RAVENNA NE 68869-8400

B & D 7.7.22

ACCT NO 180300
DATE 06/30/2022

DESC CODE	DESCRIPTION	PREVIOUS BALANCE	CURRENT CHARGES	PAYMENTS	PRESENT BALANCE
SPED	SPECIAL EDUCATION	29,395.42			
8500	JUNE AUDIOLOGY BELOW 5 0-2		12.15	01 2153 591	002 6007
8500	JUNE AUDIOLOGY BELOW 5 3-4		12.17	01 2152 591	002 6007
8505	JUNE AUDIOLOGY SCHOOL Sec		48.63	01 2151 591	001 6007
8505	JUNE AUDIOLOGY SCHOOL Elem		48.63	01 2151 591	002 6007
7805	JUNE DEAF ED SCHOOL AGE Elem		418.54	01 2151 591	002 6004
8100	JUNE OT BELOW 5 3-4		223.57	01 2162 591	002 6001
8100	JUNE OT BELOW 5 0-2		223.58	01 2163 591	002 6001
8105	JUNE OT SCHOOL AGE Sec		894.29	01 2161 591	001 6001
8105	JUNE OT SCHOOL AGE Elem		894.29	01 2161 591	002 6001
8400	JUNE PSYCH SERV BELOW 5 3-4		402.61	01 2142 591	002 6006
8400	JUNE PSYCH SERV BELOW 5 0-2		402.63	01 2143 591	002 6006
8405	JUNE PSYCH SERV SCHOOL Sec		1,610.46	01 2141 591	001 6006
8405	JUNE PSYCH SERV SCHOOL Elem		1,610.46	01 2141 591	002 6006
7900	JUNE PT BELOW 5 3-4		128.55	01 2172 591	002 6000
7900	JUNE PT BELOW 5 0-2		128.55	01 2173 591	002 6000
7905	JUNE PT SCHOOL AGE Sec		514.15	01 2171 591	001 6000
7905	JUNE PT SCHOOL AGE Elem		514.15	01 2171 591	002 6000
8000	JUNE SPED SUPER BELOW 5 3-4		189.16	01 1291 591	002 6003
8000	JUNE SPED SUPER BELOW 5 0-2		189.17	01 1292 591	002 6003
8005	JUNE SPED SUPER SCHOOL Sec		870.12	01 1200 591	001 000
8005	JUNE SPED SUPER SCHOOL Elem		870.12	01 1200 591	002 000
8200	JUNE SPEECH PATH BELOW 5 0-2		429.87	01 2153 591	002 6002
8200	JUNE SPEECH PATH BELOW 5 3-4		3,267.00	01 2152 591	002 6002
8205	JUNE SPEECH PATH SCHOOL Sec		3,095.05	01 2151 591	001 6002
8205	JUNE SPEECH PATH SCHOOL Elem		10,402.81	01 2151 591	002 6002
8305	JUNE VISION SERV SCHOOL		213.89	01 2181 591	002 6005
1240	JUNE VOC EVALUATIONS		240.60	01 1200 591	000 6008
8500	JUNE Payment - Thank you			24.40	
8505	JUNE Payment - Thank you			97.62	
1240	JUNE Payment - Thank you			185.09	
8305	JUNE Payment - Thank you			234.14	
7900	JUNE Payment - Thank you			272.30	
8000	JUNE Payment - Thank you			374.49	
7805	JUNE Payment - Thank you			447.87	
8100	JUNE Payment - Thank you			460.53	
8400	JUNE Payment - Thank you			826.51	
1150	JUNE Payment - Thank you			901.00	
7905	JUNE Payment - Thank you			1,089.22	
8005	JUNE Payment - Thank you			1,747.60	

ESU10

EDUCATIONAL SERVICE UNIT 10
PO BOX 850
KEARNEY NE 68848-0850
Phone: 308-237-5927

IMPORTANT!
PLEASE RETURN REMITTANCE COPY WITH YOUR PAYMENT AND INDICATE WHICH CHARGES ARE BEING PAID

RAVENNA PUBLIC SCHOOL
PO BOX 8400
RAVENNA NE 68869-8400

ACCT NO 180300
DATE 06/30/2022

DESC CODE	DESCRIPTION	PREVIOUS BALANCE	CURRENT CHARGES	PAYMENTS	PRESENT BALANCE
8105	JUNE Payment - Thank you			1,842.10	
8405	JUNE Payment - Thank you			3,306.04	
8200	JUNE Payment - Thank you			3,554.13	
8205	JUNE Payment - Thank you			13,370.30	
8500	MAY 2022 AUDIOLOGY BELOW 5		12.20		
8500	MAY 2022 AUDIOLOGY BELOW 5		12.20		
8505	MAY 2022 AUDIOLOGY SCHOOL		48.81		
8505	MAY 2022 AUDIOLOGY SCHOOL		48.81		
7805	MAY 2022 DEAF ED SCHOOL AGE		447.87		
8100	MAY 2022 OT BELOW 5		230.26		
8100	MAY 2022 OT BELOW 5		230.27		
8105	MAY 2022 OT SCHOOL AGE		921.05		
8105	MAY 2022 OT SCHOOL AGE		921.05		
8400	MAY 2022 PSYCH SERV BELOW 5		413.25		
8400	MAY 2022 PSYCH SERV BELOW 5		413.26		
8405	MAY 2022 PSYCH SERV SCHOOL		1,653.02		
8405	MAY 2022 PSYCH SERV SCHOOL		1,653.02		
7900	MAY 2022 PT BELOW 5		136.15		
7900	MAY 2022 PT BELOW 5		136.15		
7905	MAY 2022 PT SCHOOL AGE		544.61		
7905	MAY 2022 PT SCHOOL AGE		544.61		
1150	MAY 2022 SPED INSERVICE &		901.00		
8000	MAY 2022 SPED SUPER BELOW 5		187.24		
8000	MAY 2022 SPED SUPER BELOW 5		187.25		
8005	MAY 2022 SPED SUPER SCHOOL		873.80		
8005	MAY 2022 SPED SUPER SCHOOL		873.80		
8200	MAY 2022 SPEECH PATH BELOW 5		507.73		
8200	MAY 2022 SPEECH PATH BELOW 5		3,046.40		
8205	MAY 2022 SPEECH PATH SCHOOL		3,046.40		
8205	MAY 2022 SPEECH PATH SCHOOL		10,323.90		
8305	MAY 2022 VISION SERV SCHOOL		234.14		
1240	MAY 2022 VOC EVALUATIONS		185.09		
1160	MAY 2022- Payment - Thank you			15.00	
8500	MAY 2022- Payment - Thank you			25.72	
8505	MAY 2022- Payment - Thank you			102.90	
1240	MAY 2022- Payment - Thank you			190.41	
8305	MAY 2022- Payment - Thank you			233.67	
7900	MAY 2022- Payment - Thank you			281.24	
8000	MAY 2022- Payment - Thank you			384.84	
7805	MAY 2022- Payment - Thank you			433.39	

ESU10

EDUCATIONAL SERVICE UNIT 10
PO BOX 850
KEARNEY NE 68848-0850
Phone: 308-237-5927

IMPORTANT!
PLEASE RETURN REMITTANCE COPY WITH YOUR PAYMENT AND INDICATE WHICH CHARGES ARE BEING PAID

RAVENNA PUBLIC SCHOOL
PO BOX 8400
RAVENNA NE 68869-8400

ACCT NO 180300
DATE 06/30/2022

DESC CODE	DESCRIPTION	PREVIOUS BALANCE	CURRENT CHARGES	PAYMENTS	PRESENT BALANCE
8100	MAY 2022- Payment - Thank you			473.54	
8400	MAY 2022- Payment - Thank you			860.60	
7905	MAY 2022- Payment - Thank you			1,124.94	
8005	MAY 2022- Payment - Thank you			1,651.80	
8105	MAY 2022- Payment - Thank you			1,894.14	
8405	MAY 2022- Payment - Thank you			3,442.42	
8200	MAY 2022- Payment - Thank you			3,473.35	
8205	MAY 2022- Payment - Thank you			14,807.46	
					27,855.20
TL	TEACHING & LEARNING	80.00			
1170	21986-1 TEACHING & LEARNING		Paul A 40.00	01 2410 810 002 000	
1170	21986-2 TEACHING & LEARNING		Brad 40.00	01 2320 810 000 000	
1170	21986-3 TEACHING & LEARNING		Cannon 40.00	01 2410 810 001 000	
1170	MAY 2022- Payment - Thank you			80.00	
					120.00

YOUR CANCELLED CHECK WILL SERVE AS YOUR RECEIPT

TOTAL PREVBAL	TOTAL CHARGES	TOTAL PAYMENT	TOTAL BAL DUE
$29,475.42	$56,708.54	$58,208.76	$27,975.20

ESU 10 Special Education Billing

June 27, 2022

District	Account #	Dept. Code	Therapist		Description	Code to	FTE	Current
Ravenna	180300	8205	Lisa Anderson/Jody Hutsell	Adjustment	Speech SA Secondary	**2151 591**	0.36	3,095.05
Ravenna	180300	8205	Lisa Anderson/Jody Hutsell	Adjustment	Speech SA Elementary	**2151 591**	1.21	10,402.81
Ravenna	180300	8200	Jody Hutsell	Adjustment	Speech Ages 3 - 4	**2152 591**	0.38	3,267.00
Ravenna	180300	8200	Jody Hutsell	Adjustment	Speech Birth - 2	**2153 591**	0.05	429.87
Ravenna	180300	8505	Jennifer Gutzwiller	Adjustment	Audiology School Age Sec.	**2151 591**		48.63
Ravenna	180300	8505	Jennifer Gutzwiller	Adjustment	Audiology School Age Elem.	**2151 591**		48.63
Ravenna	180300	8500	Jennifer Gutzwiller	Adjustment	Audiology Ages 3-4	**2152 591**		12.17
Ravenna	180300	8500	Jennifer Gutzwiller	Adjustment	Audiology Birth - 2	**2153 591**		12.15
Ravenna	180300	7805	Mya Walker	Adjustment	Deaf Education Elementary	**2151 591**	0.0513	418.54
Ravenna	180300	8105	Kiley Wall	Adjustment	OT School Age Sec.	**2161 591**		894.29
Ravenna	180300	8105	Kiley Wall	Adjustment	OT School Age Elem.	**2161 591**		894.29
Ravenna	180300	8100	Kiley Wall	Adjustment	OT Ages 3-4	**2162 591**		223.57
Ravenna	180300	8100	Kiley Wall	Adjustment	OT Birth -2	**2163 591**		223.58
Ravenna	180300	8405	Tiffanie Pinkal	Adjustment	Psychology Secondary	**2141 591**		1,610.46
Ravenna	180300	8405	Tiffanie Pinkal	Adjustment	Psychology Elementary	**2141 591**		1,610.46
Ravenna	180300	8400	Tiffanie Pinkal	Adjustment	Psychology Ages 3 - 4	**2142 591**		402.61
Ravenna	180300	8400	Tiffanie Pinkal	Adjustment	Psychology Birth - 2	**2143 591**		402.63
Ravenna	180300	7905	Katy Shelton	Adjustment	PT Secondary	**2171 591**		514.15
Ravenna	180300	7905	Katy Shelton	Adjustment	PT Elementary	**2171 591**		514.15
Ravenna	180300	7900	Katy Shelton	Adjustment	PT Ages 3-4	**2172 591**		128.55
Ravenna	180300	7900	Katy Shelton	Adjustment	PT Birth - 2	**2173 591**		128.55
Ravenna	180300	8005	Jean Anderson	Adjustment	SpEd Supervision Secondary	**1200 591**		870.12
Ravenna	180300	8005	Jean Anderson	Adjustment	SpEd Supervision Elementary	**1200 591**		870.12
Ravenna	180300	8000	Jean Anderson	Adjustment	SpEd Preschool Super. Ages 3-4	**1291 591**		189.16
Ravenna	180300	8000	Jean Anderson	Adjustment	SpEd Preschool Super. Birth-2	**1292 591**		189.17
Ravenna	180300	8305	Merrie Nickel	Adjustment	Vision Elementary	**2181 591**	0.0270	213.89
Ravenna	180300	1240	Blair Hartman	Adjustment	Vocational Secondary	**1200 591**		240.60
Total								27,855.20

Agency/Services
ESU 10 950010
Program Supervision
Deaf Education
Vision
School Psych
Speech
Audio
PT
OT
Vocational
LMHP
Contact ESU 10 SpEd Dept. for names of children served.

ESU10 Teaching and Learning Invoice

Ravenna Public Schools - Ravenna Elementary

41750 Carthage Road
Ravenna, NE 68869

6/27/2022

Acct No.: 180300
Invoice No.: 21986-1

DEPT. CODE	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1170 TEACHING & LEARNING FT				
6/1/2022	**Workshop: Day 1 Strategic Leadership Keynote With Joe Sanfelippo**			
W: 124520	Registrant: Paul Anderson	1.00	40.00	40.00
			1170 Total	40.00
				40.00

ESU10 Teaching and Learning Invoice

Ravenna Public Schools

41750 Carthage Road
Ravenna, NE 68869

6/27/2022

Acct No.: 180300
Invoice No.: 21986-2

DEPT. CODE	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1170 TEACHING & LEARNING FT				
6/1/2022	**Workshop: Day 1 Strategic Leadership Keynote With Joe Sanfelippo**			
W: 125348	Registrant: Brad Kjar	1.00	40.00	40.00
			1170 Total	40.00
				40.00

ESU10 Teaching and Learning Invoice

Ravenna Public Schools - Ravenna Senior High

41750 Carthage Road
Ravenna, NE 68869-8400

6/27/2022

Acct No.: 180300
Invoice No.: 21986-3

DEPT. CODE	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1170 TEACHING & LEARNING FT				
6/1/2022	**Workshop: Day 1 Strategic Leadership Keynote With Joe Sanfelippo**			
W: 125346	Registrant: Cannon Blauvelt	1.00	40.00	40.00
			1170 Total	40.00
				40.00

ESU COORDINATING COUNCIL
1292 EAST 4TH STREET
AINSWORTH, NE 69210

PHONE: 402-387-1245x102
FAX: 402-387-2530x

INVOICE: COOP001999 PAGE 1
DATE: Jun 30, 2022 OF 1

SERVICE: COOP ORDERS
CUSTOMER PO:
CUSTOMER PH:
TERMS: NET DUE 30 DAYS

DUE DATE: Jul 30, 2022

CUSTOMER NO: RAVENNA

RAVENNA PUBLIC SCHOOLS
PO BOX 8400
41750 CARTHAGE ROAD
RAVENNA, NE 68869

SERVICE ADDRESS:

RAVENNA PUBLIC SCHOOLS
PO BOX 8400
41750 CARTHAGE ROAD
RAVENNA, NE 68869

----------DESCRIPTION----------		QTY----	UNIT PRICE	-TOTAL PRICE-	TAX
WB-NE-PS	WORLD BOOK POWER SCHOOL	357.00	0.93	332.01	N

01 2220735 001 000
002 000

B & D. G. 7.7.22

TOTAL CHARGES:	332.01
TOTAL TAX:	0.00
TOTAL INVOICE:	332.01
PAYMENTS:	0.00
ADJUSTMENTS:	0.00
TOTAL DUE:	332.01

NEBRASKA esu Coordinating Council

Nebraska ESUCC Online Marketplace

Requisition Information

Name: 62067
Status: Approved
Submitted By: Myriah Leisher
Submitted At: 04/06/2022 12:28 PM CDT
Agency: RAVENNA PUBLIC SCHOOLS
Approved By: Paul Anderson, Brad Kjar, and Hilary Bolling

Shipping Address

Ravenna Public School

Myriah Leisher
Ravenna Public Schools
41750 Carthage Rd
PO Box 8400
Ravenna, NE 68869

myriah.leisher@ravennabluejays.org
308-452-3249

Billing Address

Ravenna Public School

Myriah Leisher
Ravenna Public Schools
41750 Carthage Rd
PO Box 8400
Ravenna, NE 68869

hilary.bolling@ravennabluejays.org
308-452-3249

Payment

Method: Purchase Order
PO Number: 2223LEISHER
Total: $662.01

Details

04/06/2022 12:28 PM CDT - Submitted by Myriah Leisher
04/06/2022 01:24 PM CDT - Approved by Paul Anderson (Ravenna 1)
04/06/2022 01:27 PM CDT - Approved by Brad Kjar (Ravenna 2)
04/07/2022 11:07 AM CDT - Approved by Hilary Bolling (Ravenna 3)

Swank Motion Pictures - Order #2223LEISHER

Item	Part #	Price	Quantity	Item Total
Annual Public Performance Site License - Building with 151-300 Students - Manufacturer: Swank Motion Pictures - Manufacturer Part #: Public Performance Licensing	Movie-Licensing-300	$330.00 EA	1	$330.00

Subtotal: $330.00

World Book - Order #2223LEISHER-1

Item	Part #	Price	Quantity	Item Total
World Book Power SCHOOL - Manufacturer: World Book - Manufacturer Part #: Power School	WB-PP	$0.93 STU	357	$332.01

Subtotal:	**$332.01**

Total:	$662.01

EGAN SUPPLY CO.

"It's Service After The Sale That Counts"

13838 Industrial Road • Omaha, NE 68137

B & D 9.8.22

INVOICE

Phone 402-346-0597
Fax 402-346-5076

Page 1/1

Sold To

RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE ROAD
RAVENNA NE 68869

Ship To

RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE ROAD
RAVENNA NE 68869

Customer #	Order Date	Sales Order #	Buyer	Customer P/O #	Ship Via	Salesman
0001497	04/22/2022	351872		2223CYBORON	Tr BRN/012	98

Invoice #	Invoice Date	Ship Date	Freight Terms	Job Number	Terms
351872	06/14/2022	06/14/22	PREPAID& ADD		Net 30 Days

LN	QNTY ORD	QNTY SHIP	QNTY B/O	PRODUCT NUMBER	DESCRIPTION	UOM	NET PRICE	EXTENSION
					***** Invoice Message ***** Dan Cyboron hilary.bolling@ravennabluejays.org 308-452-3249 **********			
1	10	10		PP-MR24330MC	24X32 8MIC 12-16GAL HD LINER NAT 50/ROLL 20CS 72/PALLET	CS	32.59	$325.90
2	3	3		PP-MR33402MC	LINER 33X40 33G NAT 12MIC 250CS (10R/25PC)	CS	17.97	$53.91
3	5	5		PP-MR30370MC	LINER 30X37 NAT 20-30GAL HD 8MIC 500CS	CS	22.77	$113.85
4	6	6		PP-MR43483MC	43x48 56GL 200/CS NAT HD 16 MIC Perforated Roll Trash Can Liner	CS	29.84	$179.04
5	1	1		PP-GFRZIP-GAL	GALLON ZIPLOC BAG 10.56X11, 2.7 MIL, 250cs	CS	32.37	$32.37

All Received

HS/Elem Cust

HS off

01 2610 610 001 000 336.35
01 2610 610 002 000 336.35
01 2510 610 000 000 32.37

Terms & Conditions
If you have received this invoice via email, DO NOT REPLY, that address is not monitored.
PLEASE EMAIL INFO@EGANSUPPLY.NET

Merchandise	705.07
Freight	0.00
Misc Charges	0.00
Sub Total	705.07
Taxable	0.00
Tax (NEE)	0.00
TOTAL	$705.07

Customer Copy

Pay By 07/14/2022

Writer: AC

Statement

Farmers Cooperative Association
RAVENNA, NE
PO Box 170, Ravenna, NE 68869
Phone 308-452-3257 • Fax 308-452-3259 • Toll Free 888-485-2667

Statement Date	Due Date	Account No.	Page
06/25/2022	07/25	837326	1
Statement Amount			2,360.35

RAVENNA PUBLIC SCHOOLS
PO BOX PO 8400
RAVENNA, NE 68869

PLEASE DETACH AND RETURN THIS STUB WITH YOUR PAYMENT FOR PROPER CREDIT TO YOUR ACCOUNT

DATE	REF.	DESCRIPTION	QUANTITY	AMOUNT	CASH PURCHASES	CHARGED PURCHASES	BALANCE
		BALANCE FORWARD					6,705.30
06/16	B047514	BULK TRAC UNLEADED	454.000	2,360.35			
		TOTAL				2,360.35	9,065.65
06/20	S006501	PAYMENT		-6,705.30		-6,705.30	2,360.35

Recap of your Purchases

DESCRIPTION	QUANTITY	AMOUNT	DISCOUNT
BULK GASOLINE	454.00	2,360.35	

B & D 7-7-22

OIC 242

01 2710 626 000 000

HAVE A SAFE & HAPPY 4TH OF JULY!

Aging Analysis of Your Account

SERVICE CHARGE	Current	1-30	31-60	61-90	91-120	121+
0.00	2,360.35	0.00	0.00	0.00	0.00	0.00

Monthly Percentage Rate 1.33% (Annual Percentage Rate 16.00%)

FARMERS COOPERATIVE ASSOCIATION

RAVENNA, NEBRASKA 68869

NO. 47514 Bulk Petroleum Products
Phone 452-3257

UN-DYED

THE PRICE OF THIS DIESEL FUEL ☐ DOES ☐ DOES NOT INCLUDE FEDERAL MOTOR FUEL TAXES AND DOES NOT CONTAIN VISIBLE EVIDENCE OF DYE.

DYED

THIS PRODUCT IS DYED DIESEL FUEL NON TAXABLE USE ONLY, PENALTY FOR TAXABLE USE IF THIS BOX ☐ MARKED,OFF HIWAY /NOT LEGAL FOR MOTOR VEHICLE USE.

A-C. This product does not meet the requirements for reformulated gasoline, and may not be used in any reformulated gasoline covered area. Diesel fuel contains not more than 15 ppm sulfur.

Sold To Ravenna Public
Account 837326
Address _____ Zip _____

DATE	TRUCK NO.	PAID	CHARGE
6/14/22	JD KW		—

DESCRIPTION		CODE	QUANTITY	PRICE	AMOUNT
SUPER UNLEADED	Veh Trac	2102 2108			
UNLEADED	[redacted] Trac	[redacted] 2233	454 5.19		2360 35
FIELDMASTER ULSD		4404			
ROADMASTER ULSD		3404			
#1 DIESEL ULSD		1443			
SALES TAX					
				TOTAL	2360 35

Received Above Number Gallons X

SIGNATURE OF CUSTOMER

FLINN SCIENTIFIC INC.
"Your Safer Source for Science"
P.O. Box 71721 Chicago, IL 60694-1721
800-452-1261 FEIN No. 36-2926914
E-mail: flinn@flinnsci.com www.flinnsci.com

Original Invoice

Flinn Invoice No.: 2722259
Flinn Order No.: 22-58253

Sold To:

RAVENNA PUBLIC SCHOOLS - 6886901
ACCOUNTS PAYABLE
PO BOX 8400
RAVENNA, NE 68869

Ship To:

RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE DR
MELODIE NOZICKA
RAVENNA, NE 68869

Customer Order No.	Date Shipped	Shipped Via	Invoice Date
2223Nozicka3	06/29/2022	UPS GROUND	06/29/2022

Quantity Shipped	Catalog Number	Description	Unit Price	Extended Price
1	C0017	CALCIUM CHLORIDE,ANHYDROUS 2 KG	$20.25	$20.25
2	P0101	PHENOL RED, SOLN 500 ML	$12.25	$24.50

As previously acknowledged by receipt of your order, you have complete access to our digital SDS library for the chemical(s) you purchased. Visit www.flinnsci.com/sds/ to access the full Flinn Scientific library of over 1,000 Safety Data Sheets (SDS).

B & D. 7.8.22

01 110 610 002 005

Thank You for Your Valued Order!

Our terms are Net 30 Days. If you are required to pay tax on your purchase and it is not included on this invoice, please pay it directly. If you have a problem of any kind with this invoice, please call our customer service department at 1-800-452-1261. Do not return any material without prior authorization.

Please Include Invoice Number with Payment.

Transportation and Insurance	$7.50
Total	$52.25

Please Pay This Amount

PURCHASE ORDER

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

3.18.22
P.O. # 2223Nozicka3
Bill To: PO Box 8400

Tax Exemption No. 05-627933

VENDOR
Flinn Scientific
phone: 800-452-1261
fax: 866-452-1436
P.O. Box 219 Batavia, IL 60510
https://www.flinnsci.com/my-s

SHIP TO
Melodie Nozicka
Ravenna Public Schools
41750 Carthage St

Ravenna, NE 68869

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
C0017	Calcium Chloride Anhydrous (2kg)	1	20.25	20.25
P0101	Phenol Red Solution 500 ml	2	12.25	24.50
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$44.75
TAX RATE	
TAX	
S & H	7.50
discount	
TOTAL	~~$44.75~~ 52.25

Other Comments or Special Instructions

Received

Authorized by

3-21-22
Date

Ravenna Public Schools

Hilary Bolling <hilary.bolling@ravennabluejays.org>

Your Flinn Scientific Order

Flinn Scientific <noreply@flinnsci.com>
To: hilary.bolling@ravennabluejays.org

Wed, Jun 29, 2022 at 11:13 AM

Thank you for your Flinn Scientific order! We are excited that you chose us as your provider for science supplies and laboratory equipment.

Your order details are below. We will send you an email with order tracking information once your order has shipped.

Please contact us with any questions toll free at 1-800-452-1261, Monday–Friday, 7:30 a.m.–5:00 p.m. CT or by email at customercare@flinnsci.com.

- Calcium Chloride, Anhydrous, 2 kg C0017 x 1
- Phenol Red Indicator Solution, 500 mL P0101 x 2

Order Summary
Web Order Number: 8446957
Items: $44.75
Shipping: $7.50
Total before tax: $52.25
Tax: $0.00
Order Total: $52.25

[Quoted text hidden]

Flinn Scientific
P.O. Box 219 Batavia, Illinois 60510
1–800–452–1261 FEIN No. 36–2926914
Email: flinn@flinnsci.com
www.flinnsci.com

Packing List

Flinn Order No.:	22–58253
Web Order No. :	8446957

Sold To:

RAVENNA PUBLIC SCHOOLS – 6886901
ACCOUNTS PAYABLE
PO BOX 8400
RAVENNA, NE 68869

Ship To:

RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE DR
MELODIE NOZICKA
RAVENNA, NE 68869

Customer Order No.	Date Shipped	Shipped Via	Invoice Date
2223Nozicka3	06/29/2022	UPS GROUND	06/29/2022

Order Qty	Ship Qty	Backorder Qty	Box ID	Catalog Number	Description
1	1		10000388437	C0017	CALCIUM CHLORIDE,ANHYDROUS 2 KG
2	2		10000388437: Qty 2	P0101	PHENOL RED, SOLN 500 ML

The products shipped under this packing list are intended for use by only qualified technical professionals and/or students over the age of 3 under the direct supervision of qualified science instructors.

By accepting this order, you acknowledge that you are opting in to use our Flinn digital SDS library to obtain the most current copy of the SDS(s) for the chemical(s) you purchased. Visit www.flinnsci.com/sds/ to access the full Flinn Scientific library of over 1,000 Safety Data Sheets.

Thank you for ordering from Flinn Scientific!

Allow 2-3 Days for All Boxes to Arrive. Multiple boxes may become separated during shipment.
Note: The U.S. Department of Transportation requires some items to be packed in separate boxes.

Please Notify Us Promptly of any breakage, shortage, or other problems. Keep all packing material in the event of breakage.
Do not return any items without prior authorization from Flinn Scientific.

Phone: 1-800-452-1261
E-mail: flinn@flinnsci.com

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P.O. Box 71721 Chicago, IL 60694-1721
800-452-1261 FEIN No. 36-2926914
E-mail: flinn@flinnsci.com www.flinnsci.com

Original Invoice

Flinn Invoice No.: 2723042

Flinn Order No.: 22-58596

Sold To:

RAVENNA PUBLIC SCHOOLS - 6886901
ACCOUNTS PAYABLE
PO BOX 8400
RAVENNA, NE 68869

Ship To:

RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE DR
KALEB CHRISTENSEN
RAVENNA, NE 68869

Customer Order No.	Date Shipped	Shipped Via	Invoice Date
22-23christense	06/30/2022	UPS GROUND	06/30/2022

Quantity Shipped	Catalog Number	Description	Unit Price	Extended Price
1	S0037	SODIUM ACETATE REAGENT 500 G	$17.50	$17.50
1	P0020	PHENOLPHTHALEIN SOLN 1% 500 ML	$7.95	$7.95
1	AP10110	POGIL ACTIVITIES PHYS SCIENCE	$36.00	$36.00
1	AP7554	POGIL ACTIVITIES FOR HIGH SCHOOL CHEMISTRY	$65.00	$65.00
1	AP11014	SAFETY POSTER	FREE	FREE
		*** BACK ORDERED ***		
1	E0010	ETHYL ALCOHOL, 95%, 4 L		

As previously acknowledged by receipt of your order, you have complete access to our digital SDS library for the chemical(s) you purchased. Visit www.flinnsci.com/sds/ to access the full Flinn Scientific library of over 1,000 Safety Data Sheets (SDS).

B. f D. G. 7.8.22

01 1100 0100 0022

Thank You for Your Valued Order!

Our terms are Net 30 Days. If you are required to pay tax on your purchase and it is not included on this invoice, please pay it directly. If you have a problem of any kind with this invoice, please call our customer service department at 1-800-452-1261. Do not return any material without prior authorization.

Please Include Invoice Number with Payment.

Transportation and Insurance	$41.95
Total	$168.40

Please Pay This Amount

PURCHASE ORDER

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

DATE:	2/17/22
P.O. #	22-23christensen2
Bill To:	P.O Box 8400
Order #	
Tax Exemption No.	05-627933

VENDOR
Flinn Scientific

SHIP TO
Ravenna Public Schools
Attn: Kaleb Christensen
41750 Carthage Road
Ravenna NE, 68869

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
S0037	Sodium Acetate, Reagent, 500 g	1	17.50	17.50
AP10110	POGIL® Activities for Physical Science—Designed to Su	1	36.00	36.00
AP7554	POGIL® Activities for High School Chemistry	1	65.00	65.00
P0020	Phenolphthalein Solution, 1%, 500 mL	1	7.95	7.95
E0010	Ethyl Alcohol, 95%, 4 L B10	1	32.50	32.50
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

Objstap Digital

SUBTOTAL	$158.95
TAX RATE	0.000%
TAX	$0.00
S & H	9.95 ~~$0.00~~
~~OTHER~~ HAZ	32.00 $0.00
TOTAL	~~$158.95~~ 200.90

Other Comments or Special Instructions

Authorized by

3/18/2022
Date

Ravenna Public Schools

Hilary Bolling <hilary.bolling@ravennabluejays.org>

Your Flinn Scientific Order

Flinn Scientific <noreply@flinnsci.com>
To: hilary.bolling@ravennabluejays.org

Wed, Jun 29, 2022 at 11:11 AM

Thank you for your Flinn Scientific order! We are excited that you chose us as your provider for science supplies and laboratory equipment.

Your order details are below. We will send you an email with order tracking information once your order has shipped.

Please contact us with any questions toll free at 1-800-452-1261, Monday–Friday, 7:30 a.m.–5:00 p.m. CT or by email at customercare@flinnsci.com.

- Sodium Acetate, Reagent, 500 g S0037 x 1
- Phenolphthalein Solution, 1%, 500 mL P0020 x 1
- Ethyl Alcohol, 95%, 4 L E0010 x 1
- POGIL® Activities for Physical Science—Designed to Support the NGSS AP10110 x 1
- POGIL® Activities for High School Chemistry AP7554 x 1

Order Summary
Web Order Number: 8446941
Items: $158.95
Shipping: $9.95
Hazardous Shipping: $32.00
Total before tax: $200.90
Tax: $0.00
Order Total: $200.90
Digital resources were ordered for hilary.bolling@ravennabluejays.org

Flinn Scientific
P.O. Box 219 Batavia, Illinois 60510
1–800–452–1261 FEIN No. 36–2926914
Email: flinn@flinnsci.com
www.flinnsci.com

Packing List

Flinn Order No.:	22–58596
Web Order No. :	8446941

Sold To:

RAVENNA PUBLIC SCHOOLS – 6886901
ACCOUNTS PAYABLE
PO BOX 8400
RAVENNA, NE 68869

Ship To:

RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE DR
KALEB CHRISTENSEN
RAVENNA, NE 68869

Customer Order No.	Date Shipped	Shipped Via	Invoice Date
22–23christense	06/30/2022	UPS GROUND	06/30/2022

Order Qty	Ship Qty	Backorder Qty	Box ID	Catalog Number	Description
1	1		10000389037	S0037	SODIUM ACETATE REAGENT 500 G
1	1		10000389037	P0020	PHENOLPHTHALEIN SOLN 1% 500 ML
1	0	1		E0010	ETHYL ALCOHOL, 95%, 4 L
1	1		DIGITAL	AP10110	POGIL ACTIVITIES PHYS SCIENCE
1	1		DIGITAL	AP7554	POGIL ACTIVITIES FOR HIGH SCHOOL CHEMISTRY
1	1		MANUAL PICK	AP11014	SAFETY POSTER

The products shipped under this packing list are intended for use by only qualified technical professionals and/or students over the age of 3 under the direct supervision of qualified science instructors.

By accepting this order, you acknowledge that you are opting in to use our Flinn digital SDS library to obtain the most current copy of the SDS(s) for the chemical(s) you purchased. Visit www.flinnsci.com/sds/ to access the full Flinn Scientific library of over 1,000 Safety Data Sheets.

Thank you for ordering from Flinn Scientific!

Allow 2-3 Days for All Boxes to Arrive. Multiple boxes may become separated during shipment.
Note: The U.S. Department of Transportation requires some items to be packed in separate boxes.

Please Notify Us Promptly of any breakage, shortage, or other problems. Keep all packing material in the event of breakage.
Do not return any items without prior authorization from Flinn Scientific.

Phone: 1-800-452-1261
E-mail: flinn@flinnsci.com

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"Your Safer Source for Science"

P.O. Box 71721 Chicago, IL 60694-1721
800-452-1261 FEIN No. 36-2926914
E-mail: flinn@flinnsci.com www.flinnsci.com

Original Invoice

Flinn Invoice No.: 2723439

Flinn Order No.: 22-58366

Sold To:

RAVENNA PUBLIC SCHOOLS - 6886901
HILARY BOLLING
PO BOX 8400
RAVENNA, NE 68869

Ship To:

RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE DR
SCOTT STECKLEIN
RAVENNA, NE 68869

Customer Order No.	Date Shipped	Shipped Via	Invoice Date
2223stecklein1	07/01/2022	UPS GROUND	07/01/2022

Quantity Shipped	Catalog Number	Description	Unit Price	Extended Price
4	PM4030	COW EYE, PRESERVED, PKG/5	$19.30	$77.20
1	EL8645	1 YR DIGITAL: THE EXPANSION OF THE UNIVERSE	$.00	$.00
1	AP11380	360 SCI 1YR: THE EXPANSION OF THE UNIVERSE	$25.00	$25.00
1	EL10084	CRYSTAL GROWING KIT	$.00	$.00
1	AP5111	CONTOUR MODEL KIT	$34.18	$34.18
1	EL10100	THE CORIOLIS EFFECT MODEL	$.00	$.00
1	AP5113	CORIOLIS EFFECT APPARATUS	$51.49	$51.49
1	EL10334	MAPPING EARTHQUAKES AND VOLCANOES	$.00	$.00
1	AP6881	MAPPING EARTHQUAKES AND VOLCANOES - ACTIVITY KIT	$42.17	$42.17
1	EL10449	FIND THE EPICENTER OF AN EARTHQUAKE	$.00	$.00
1	AP7266	FIND THE EPICENTER OF AN EARTHQUAKE - ACTIVITY KIT	$54.50	$54.50
1	EL8648	1 YR DIGITAL: COLLISIONS AT A FAULT LINE	$.00	$.00
1	AP11339	360 SCI 1YR: COLLISIONS AT A FAULT LINE	$45.00	$45.00
2	EL10299	LUNAR PHASES	$.00	$.00
2	AP6739	LUNAR PHASES STUDENT ACTIVITY KIT	$12.31	$24.62
1	EL8644	1 YR DIGITAL: ELEMENTAL COMPOSITION OF STARS	$.00	$.00
1	AP11378	360 SCI 1YR: ELEMENTAL COMPOSITION OF STARS	$40.00	$40.00
1	EL10483	THE CORIOLIS EFFECT	$.00	$.00
1	AP7346	CORIOLIS EFFECT - STUDENT LABORATORY KIT	$86.11	$86.11
10	AP1107	HYDRION 1-12 PH TEST PAPER VIAL	$2.08	$20.80
1	EL11100	SUN?EARTH MOTION?STUDENT ACTIVITY KIT	$.00	$.00

CONTINUED ON PAGE 2

Thank You for Your Valued Order!

Our terms are Net 30 Days. If you are required to pay tax on your purchase and it is not included on this Invoice, please pay it directly. If you have a problem of any kind with this invoice, please call our customer service department at 1-800-452-1261. Do not return any material without prior authorization.

Please Include Invoice Number with Payment.

Transportation and Insurance	
Total	

Please Pay This Amount

01 110 610 001 022 B.f D. 7.8.22

FLINN SCIENTIFIC INC.

"Your Safer Source for Science"

P.O. Box 71721 Chicago, IL 60694-1721
800-452-1261 FEIN No. 36-2926914
E-mail: flinn@flinnsci.com www.flinnsci.com

Original Invoice

Flinn Invoice No.: 2723439

Flinn Order No.: 22-58366

Sold To:

RAVENNA PUBLIC SCHOOLS - 6886901
HILARY BOLLING
PO BOX 8400
RAVENNA, NE 68869

Ship To:

RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE DR
SCOTT STECKLEIN
RAVENNA, NE 68869

Customer Order No.	Date Shipped	Shipped Via	Invoice Date
2223stecklein1	07/01/2022	UPS GROUND	07/01/2022

Quantity Shipped	Catalog Number	Description	Unit Price	Extended Price
1	AP6625	SUN-EARTH MOTION ACTIVITY	$40.15	$40.15
1	EL10501	GROUNDWATER SIMULATION MODEL	$.00	$.00
1	AP7368	GROUNDWATER SIMULATION MODEL GUIDED-INQUIRY KIT	$91.64	$91.64
1	N0019	NUTRIENT AGAR, 100 G	$44.49	$44.49
1	EL10111	CHEMICAL POLLUTION IN WATER	$.00	$.00
1	AP5905	CHEMICAL POLLUTION IN WATER KIT, SUPER VALUE SIZE	$97.13	$97.13
1	EL10492	EXPLORING GROUNDWATER	$.00	$.00
1	AP5291	ROCK AND MINERAL TEST KIT	$12.09	$12.09
1	EL10381	COMMON USES OF ROCKS AND MINERALS	$.00	$.00
1	EL10936	COPPER MINING	$.00	$.00
1	FB1913	COPPER MINING:ENVIRONMENTAL SCIENCE LABORATORY KIT	$32.63	$32.63
1	EL10343	MINERALS, METALS AND MINING	$.00	$.00
1	AP6896	MINERALS, METALS & MINING EARTH SCIENCE INQUIRY KIT	$44.99	$44.99
1	EL8105	1 YR DIGITAL: ELECTRICITY WITH WIND ENERGY	$.00	$.00
1	AP10339	360 SCI 1YR: ELECTRICITY WITH WIND ENERGY	$55.36	$55.36
1	EL8168	1 YR DIGITAL: SOLAR CELL TECH	$.00	$.00
1	AP10402	360 SCI 1YR: SOLAR CELL TECHNOLOGY	$100.58	$100.58
1	EL8639	1 YR DIGITAL: CONVERTING SUNLIGHT INTO ELECTRICITY	$.00	$.00
1	AP11365	360 SCI 1YR: CONVERTING SUNLIGHT INTO ELECTRICITY	$195.00	$195.00
1	AP7989	PHENYLTHIOCARBAMIDE PTC TEST PAPERS,VIAL	$3.00	$3.00
1	AP10094	POGIL ACTIVITIES EARTH SCIENCE	$28.00	$28.00

CONTINUED ON PAGE 3

Thank You for Your Valued Order!

Our terms are Net 30 Days. If you are required to pay tax on your purchase and it is not included on this invoice, please pay it directly. If you have a problem of any kind with this invoice, please call our customer service department at 1-800-452-1261. Do not return any material without prior authorization.

Please Include Invoice Number with Payment.

Transportation and Insurance	
Total	

Please Pay This Amount

FLINN SCIENTIFIC INC.

"Your Safer Source for Science"

P.O. Box 71721 Chicago, IL 60694-1721
800-452-1261 FEIN No. 36-2926914
E-mail: flinn@flinnsci.com www.flinnsci.com

Original Invoice

Flinn Invoice No.: 2723439

Flinn Order No.: 22-58366

Sold To:

RAVENNA PUBLIC SCHOOLS - 6886901
HILARY BOLLING
PO BOX 8400
RAVENNA, NE 68869

Ship To:

RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE DR
SCOTT STECKLEIN
RAVENNA, NE 68869

Customer Order No.	Date Shipped	Shipped Via	Invoice Date
2223stecklein1	07/01/2022	UPS GROUND	07/01/2022

Quantity Shipped	Catalog Number	Description	Unit Price	Extended Price
2	EL8564	FLINN SCIENCE2GO: HS ENV SCI	$250.00	$500.00
		*** BACK ORDERED ***		
1	AP4846	CRYSTAL GROWING - STUDENT LABORATORY KIT		
1	AP7357	EXPLORING GROUNDWATER - ACTIVITY-STATIONS KIT		
1	AP7052	COMMON USES OF ROCKS AND MINERALS - LABORATORY KIT		

As previously acknowledged by receipt of your order, you have complete access to our digital SDS library for the chemical(s) you purchased. Visit www.flinnsci.com/sds/ to access the full Flinn Scientific library of over 1,000 Safety Data Sheets (SDS).

Thank You for Your Valued Order!

Our terms are Net 30 Days. If you are required to pay tax on your purchase and it is not included on this invoice, please pay it directly. If you have a problem of any kind with this invoice, please call our customer service department at 1-800-452-1261. Do not return any material without prior authorization.

Please Include Invoice Number with Payment.

Transportation and Insurance	$178.34
Total	$1924.47

Please Pay This Amount

PURCHASE ORDER

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

DATE:	3/17/22
P.O. #	22-23Stecklei
Bill To:	P.O Box 8400
Order #	
Tax Exemption No.	05-627933

VENDOR
FLINN Scientific
P.O. Box 219
Batavia, IL 60510

Fax: 866-452-1436

SHIP TO
Ravenna Public Schools
Attn: Scott Stecklein
41750 Carthage Road
Ravenna NE, 68869

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
See Attached Sheet	Science Labs and Equipment			0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

Missing
Crystal Growing Kit
Exploring Groundwater
Common Use of Rocks & Minerals

SUBTOTAL	$2,017.04
TAX RATE	0.000%
TAX	$0.00
S & H	$178.54
OTHER	$0.00
TOTAL	**$2,195.58**

Other Comments

Authorized by

3/18/2022
Date

FLINN SCIENTIFIC

PAVO

Address P.O. Box 219 Batavia, IL 60510
Phone 800-452-1261
Fax 866-452-1436
Email flinn@flinnsci.com

Shopping Cart (27 items)

Product	Item #	Unit Price	Quantity	Subtotal
✓ **Cow Eyes, Preserved, Pkg. of 5**	PM4030	$19.30	4	$77.20
✓ **360Science™: The Expansion of the Universe, 1-Year Access**	AP11380	$25.00	1	$25.00
Crystal Growing—Student Laboratory Kit B/O	AP4846	$76.33	1	$76.33
✓ **Contour Model Kit**	AP5111	$34.18	1	$34.18
✓ **Coriolis Effect Apparatus**	AP5113	$51.49	1	$51.49

Product	Item #	Unit Price	Quantity	Subtotal
Mapping Earthquakes and Volcanoes—Student Activity Kit	AP6881	$42.17	1	$42.17
Find the Epicenter of an Earthquake—Student Activity Kit	AP7266	$54.50	1	$54.50
360Science™: Collisions at a Fault Line, 1-Year Access	AP11339	$45.00	1	$45.00
Lunar Phases—Student Activity Kit	AP6739	$12.31	2	$24.62
360Science™: Elemental Composition of Stars, 1-Year Access	AP11378	$40.00	1	$40.00
The Coriolis Effect—Student Laboratory Kit	AP7346	$86.11	1	$86.11
Hydrion 1–12 pH Test Strips	AP1107	$2.08	10	$20.80
Sun–Earth Motion—Student Activity Kit	AP6625	$40.15	1	$40.15

Product	Item #	Unit Price	Quantity	Subtotal
Groundwater Simulation Model—Guided-Inquiry Kit	AP7368	$91.64	1	$91.64
Nutrient Agar, 100 g	N0019	$44.49	1	$44.49
Chemical Pollution in Water—A Qualitative Ion Test Super Value Kit	AP5905	$97.13	1	$97.13
Exploring Groundwater—Activity-Stations Kit B/O	AP7357	$95.00	1	$95.00
POGIL® Activities for Earth & Space Science—Designed to Support the NGSS Digital	AP10094	$28.00	1	$28.00
Science2Go: High School Environmental Science Lab Series Digital	EL8564	$250.00	2	$500.00
Flinn Rock and Mineral Test Kit	AP5291	$12.09	1	$12.09
Common Uses of Rocks and Minerals—Student Laboratory Kit B/O	AP7052	$99.58	1	$99.58

Product	Item #	Unit Price	Quantity	Subtotal
Copper Mining—Student Laboratory Kit	FB1913	$32.63	1	$32.63
Minerals, Metals and Mining—Super Value Guided-Inquiry Kit	AP6896	$44.99	1	$44.99
360Science™: Electricity with Wind Energy, 1-Year Access	AP10339	$55.36	1	$55.36
360Science™: Solar Cell Technology, 1-Year Access	AP10402	$100.58	1	$100.58
360Science™: Converting Sunlight into Electricity, 1-Year Access	AP11365	$195.00	1	$195.00
PTC (phenylthiocarbamide) Test Papers, Strips in Vials	AP7989	$3.00	1	$3.00

Order Subtotal **$2,017.04**

Ravenna Public Schools

Hilary Bolling <hilary.bolling@ravennabluejays.org>

Your Flinn Scientific Order

1 message

Flinn Scientific <noreply@flinnsci.com> Wed, Jun 29, 2022 at 11:07 AM
To: hilary.bolling@ravennabluejays.org

Thank you for your Flinn Scientific order! We are excited that you chose us as your provider for science supplies and laboratory equipment.

Your order details are below. We will send you an email with order tracking information once your order has shipped.

Please contact us with any questions toll free at 1-800-452-1261, Monday–Friday, 7:30 a.m.–5:00 p.m. CT or by email at customercare@flinnsci.com.

- Cow Eyes, Preserved, Pkg. of 5 PM4030 x 4
- 360Science™: The Expansion of the Universe, 1-Year Access AP11380 x 1
- Crystal Growing—Student Laboratory Kit AP4846 x 1
- Contour Model Kit AP5111 x 1
- Coriolis Effect Apparatus AP5113 x 1
- Mapping Earthquakes and Volcanoes—Student Activity Kit AP6881 x 1
- Find the Epicenter of an Earthquake—Student Activity Kit AP7266 x 1
- 360Science™: Collisions at a Fault Line, 1-Year Access AP11339 x 1
- Lunar Phases—Student Activity Kit AP6739 x 2
- 360Science™: Elemental Composition of Stars, 1-Year Access AP11378 x 1
- The Coriolis Effect—Student Laboratory Kit AP7346 x 1
- Hydrion 1–12 pH Test Strips AP1107 x 10
- Sun–Earth Motion—Student Activity Kit AP6625 x 1
- Groundwater Simulation Model—Guided-Inquiry Kit AP7368 x 1
- Nutrient Agar, 100 g N0019 x 1
- Chemical Pollution in Water—A Qualitative Ion Test Super Value Kit AP5905 x 1
- Exploring Groundwater—Activity-Stations Kit AP7357 x 1
- Flinn Rock and Mineral Test Kit AP5291 x 1
- Common Uses of Rocks and Minerals—Student Laboratory Kit AP7052 x 1
- Copper Mining—Student Laboratory Kit FB1913 x 1
- Minerals, Metals and Mining—Super Value Guided-Inquiry Kit AP6896 x 1
- 360Science™: Electricity with Wind Energy, 1-Year Access AP10339 x 1
- 360Science™: Solar Cell Technology, 1-Year Access AP10402 x 1
- 360Science™: Converting Sunlight into Electricity, 1-Year Access AP11365 x 1
- PTC (phenylthiocarbamide) Test Papers, Strips in Vials AP7989 x 1
- POGIL® Activities for Earth & Space Science—Designed to Support the NGSS AP10094 x 1
- Science2Go: High School Environmental Science Lab Series EL8564 x 2

Order Summary
Web Order Number: 8446918
Items: $2,017.04
Shipping: $178.34
Total before tax: $2,195.38
Tax: $0.00
Order Total: $2,195.38
Digital resources were ordered for scott.stecklein@ravennabluejays.org, hilary.bolling@ravennabluejays.org

Flinn Scientific
P.O. Box 219 Batavia, Illinois 60510
1–800–452–1261 FEIN No. 36–2926914
Email: flinn@flinnsci.com
www.flinnsci.com

Packing List

Flinn Order No.:	22–58366
Web Order No. :	8446918

Sold To:

RAVENNA PUBLIC SCHOOLS – 6886901
HILARY BOLLING
PO BOX 8400
RAVENNA, NE 68869

Ship To:

RAVENNA JR SR HIGH SCHOOL
41750 CARTHAGE DR
SCOTT STECKLEIN
RAVENNA, NE 68869

Customer Order No.	Date Shipped	Shipped Via	Invoice Date
2223stecklein1	07/01/2022	UPS GROUND	07/01/2022

Order Qty	Ship Qty	Backorder Qty	Box ID	Catalog Number	Description
4	4		10000388962: Qty 4	PM4030	COW EYE, PRESERVED, PKG/5
1	1		DIGITAL	EL8645	1 YR DIGITAL: THE EXPANSION OF THE UNIVERSE
			BUNDLE	**AP11380**	**360 SCI 1YR: THE EXPANSION OF THE UNIVERSE**
1			SHIPPED IN SEPARATE BOX SEE SEPARATE SHIPPING LABEL(S)	PF2280	THE EXPANSION OF THE UNIVERSE
1	1		DIGITAL	EL10084	CRYSTAL GROWING KIT
1	0	1		AP4846	CRYSTAL GROWING – STUDENT LABORATORY KIT
1	1		10000388961	AP5111	CONTOUR MODEL KIT
1	1		DIGITAL	EL10100	THE CORIOLIS EFFECT MODEL
1	1		10000388963	AP5113	CORIOLIS EFFECT APPARATUS
1	1		DIGITAL	EL10334	MAPPING EARTHQUAKES AND VOLCANOES
1	1		10000388961	AP6881	MAPPING EARTHQUAKES AND VOLCANOES – ACTIVITY KIT
1	1		DIGITAL	EL10449	FIND THE EPICENTER OF AN EARTHQUAKE
1	1		10000388961	AP7266	FIND THE EPICENTER OF AN EARTHQUAKE – ACTIVITY KIT
1	1		DIGITAL	EL8648	1 YR DIGITAL: COLLISIONS AT A FAULT LINE

Thank you for ordering from Flinn Scientific!

Allow 2-3 Days for All Boxes to Arrive. Multiple boxes may become separated during shipment.
Note: The U.S. Department of Transportation requires some items to be packed in separate boxes.

Please Notify Us Promptly of any breakage, shortage, or other problems. Keep all packing material in the event of breakage.
Do not return any items without prior authorization from Flinn Scientific.

Phone: 1-800-452-1261
E-mail: flinn@flinnsci.com

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Customer Order No.	Date Shipped	Shipped Via	Invoice Date
2223stecklein1	07/01/2022	UPS GROUND	07/01/2022

Order Qty	Ship Qty	Backorder Qty	Box ID	Catalog Number	Description
			BUNDLE	**AP11339**	**360 SCI 1YR: COLLISIONS AT A FAULT LINE**
1	1		10000388963	PF2239	COLLISIONS AT A FAULT LINE
2	2		DIGITAL	EL10299	LUNAR PHASES
2	2		10000388961: Qty 2	AP6739	LUNAR PHASES STUDENT ACTIVITY KIT
1	1		DIGITAL	EL8644	1 YR DIGITAL: ELEMENTAL COMPOSITION OF STARS
			BUNDLE	**AP11378**	**360 SCI 1YR: ELEMENTAL COMPOSITION OF STARS**
1	1		10000388962	PF2278	ELEMENTAL COMPOSITION OF STARS
1	1		DIGITAL	EL10483	THE CORIOLIS EFFECT
1	1		10000388961	AP7346	CORIOLIS EFFECT – STUDENT LABORATORY KIT
10	10		10000388961: Qty 3, 10000388962: Qty 7	AP1107	HYDRION 1–12 PH TEST PAPER VIAL
1	1		DIGITAL	EL11100	SUN?EARTH MOTION?STUDENT ACTIVITY KIT
1			SHIPPED IN SEPARATE BOX SEE SEPARATE SHIPPING LABEL(S)	AP6625	SUN–EARTH MOTION ACTIVITY
1	1		DIGITAL	EL10501	GROUNDWATER SIMULATION MODEL
1			SHIPPED IN SEPARATE BOX SEE SEPARATE SHIPPING LABEL(S)	AP7368	GROUNDWATER SIMULATION MODEL GUIDED–INQUIRY KIT

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Packing List

Flinn Order No.:	22–58366
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SCOTT STECKLEIN
RAVENNA, NE 68869

Customer Order No.	Date Shipped	Shipped Via	Invoice Date
2223stecklein1	07/01/2022	UPS GROUND	07/01/2022

Order Qty	Ship Qty	Backorder Qty	Box ID	Catalog Number	Description
1	1		10000388962	N0019	NUTRIENT AGAR, 100 G
1	1		DIGITAL	EL10111	CHEMICAL POLLUTION IN WATER
1	1		10000388962	AP5905	CHEMICAL POLLUTION IN WATER KIT, SUPER VALUE SIZE
1	1		DIGITAL	EL10492	EXPLORING GROUNDWATER
1	0	1	SHIPPED IN SEPARATE BOX SEE SEPARATE SHIPPING LABEL(S)	AP7357	EXPLORING GROUNDWATER – ACTIVITY–STATIONS KIT
1	1		10000388962	AP5291	ROCK AND MINERAL TEST KIT
1	1		DIGITAL	EL10381	COMMON USES OF ROCKS AND MINERALS
1	0	1		AP7052	COMMON USES OF ROCKS AND MINERALS – LABORATORY KIT
1	1		DIGITAL	EL10936	COPPER MINING
1	1		10000388962	FB1913	COPPER MINING:ENVIRONMENTAL SCIENCE LABORATORY KIT
1	1		DIGITAL	EL10343	MINERALS, METALS AND MINING
1	1		10000388962	AP6896	MINERALS, METALS & MINING EARTH SCIENCE INQUIRY KIT
1	1		DIGITAL	EL8105	1 YR DIGITAL: ELECTRICITY WITH WIND ENERGY
			BUNDLE	**AP10339**	**360 SCI 1YR: ELECTRICITY WITH WIND ENERGY**
1	1		10000388962	PF2005	ELECTRICITY WITH WIND ENERGY

Thank you for ordering from Flinn Scientific!

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Flinn Order No.:	22–58366
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Customer Order No.	Date Shipped	Shipped Via	Invoice Date
2223stecklein1	07/01/2022	UPS GROUND	07/01/2022

Order Qty	Ship Qty	Backorder Qty	Box ID	Catalog Number	Description
1	1		DIGITAL	EL8168	1 YR DIGITAL: SOLAR CELL TECH
			BUNDLE	**AP10402**	**360 SCI 1YR: SOLAR CELL TECHNOLOGY**
1	1		10000388963	PF2068	SOLAR CELL TECHNOLOGY
1	1		DIGITAL	EL8639	1 YR DIGITAL: CONVERTING SUNLIGHT INTO ELECTRICITY
			BUNDLE	**AP11365**	**360 SCI 1YR: CONVERTING SUNLIGHT INTO ELECTRICITY**
1	1		10000388963	PF2265	CONVERTING SUNLIGHT
1	1		10000388962	AP7989	PHENYLTHIOCARBAMIDE PTC TEST PAPERS, VIAL
1	1		DIGITAL	AP10094	POGIL ACTIVITIES EARTH SCIENCE
2	2		DIGITAL	EL8564	FLINN SCIENCE2GO: HS ENV SCI

The products shipped under this packing list are intended for use by only qualified technical professionals and/or students over the age of 3 under the direct supervision of qualified science instructors.

By accepting this order, you acknowledge that you are opting in to use our Flinn digital SDS library to obtain the most current copy of the SDS(s) for the chemical(s) you purchased. Visit www.flinnsci.com/sds/ to access the full Flinn Scientific library of over 1,000 Safety Data Sheets.

Thank you for ordering from Flinn Scientific!

Allow 2-3 Days for All Boxes to Arrive. Multiple boxes may become separated during shipment.
Note: The U.S. Department of Transportation requires some items to be packed in separate boxes.

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Do not return any items without prior authorization from Flinn Scientific.

Phone: 1-800-452-1261
E-mail: flinn@flinnsci.com

HAMILTON NCTC

22 LaBarre St
PO Box 700
Gibbon NE 68840
308.468.6341

☐ Check here for change of address (See reverse for details)
☐ Check here to enroll in automatic payments (See reverse for details)
Enroll in paperless billing at ebill.HamiltonTel.com!

Scan for e-Bill

Remittance Information

Account Number	00060373-6
Invoice Number	10701185
Bill Date	Jul 01, 2022
Due Date	Jul 10, 2022
Amount Due	**$ 108.52**

Amount Enclosed: $ _____

Please include account number on your check
and make checks payable to Nebraska Central Telephone Company

006659 1 AV 0.426 T23
G: 1-1710
RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA, NE 68869-8400

7-7-22

NEBRASKA CENTRAL TELEPHONE COMPANY
22 LABARRE ST
PO BOX 700
GIBBON, NE 68840-0700

To ensure proper credit, please return the top portion of this page with your payment. Keep the lower portion for your records.

Balance Forward

Previous Bill		$ 106.26
Payment made on Jun 20	$ 106.26cr	
Total payments through Jun 27		$ 106.26cr
Balance Before Current Charges		**$ 0.00**

Service Summary

	Adj	Charges	Taxes Surcharges Fees	Subtotal
Business Telephone				
308-452-3202		48.48	5.78	54.26
308-452-4175		48.48	5.78	54.26
		96.96	11.56	108.52

Subtotal Current Charges **$ 108.52**

Total Amount Due **$ 108.52**

Primary Inter-Exchange Carriers (PIC)

Intralata Carrier	MCI Worldcom dba WorldCom Inc
Interlata Carrier	MCI Worldcom dba WorldCom Inc
308-452-3202	308-452-4175

Charge Detail

Business Telephone (308-452-3202)

Recurring Charges (Jul 01 - Jul 31)

* Telecommunications Relay Surcharge	0.03
Two Feature Discount	1.00cr
* Caller Id Name & Num	5.00
* Extended Area Service (EAS)	1.00
* Business Dial Tone	27.50
* ARC Multi-Line Business Charge	3.00
* Business Multi-Line Access Fee	9.20
* Trunk Hunting-group 1	3.00
* Enhanced 911 Surcharge - Buffalo County	0.75
Taxes, Fees, and Surcharges	
Federal Universal Service Charge	4.03
Nebraska Universal Service Fund 1.75	1.75
Total for 308-452-3202	**$ 54.26**

Account Summary

Account Number	00060373-6
Invoice Number	10701185
Bill Date	Jul 01, 2022
Due Date	**Jul 10, 2022**
Previous Bill	$ 106.26
Previous Payments	$ 106.26-
Previous Balance	$ 0.00
Current Charges	$ 108.52
Amount Due	**$ 108.52**

Billing Inquiries:	308.468.6341
Telephone Repair:	308.468.6341
Digital TV Support:	308.468.6341
Internet Support:	308.468.6341

Message Center



01 2510 382 001 000
002 000

There is inherent risk associated with mailing credit card and bank information, which you assume by completing this authorization and sending to Hamilton. Please feel free to drop off this authorization at your local Hamilton office if you do not wish to submit this authorization via mail.

Sign up for Automatic Payment *(Payment will process on the due date of each month for amount due)*

Card Options - We accept the following credit cards for payment: ☐ VISA ☐ MasterCard ☐ DISCOVER

Card Number: _____ Expiration Date: _____ CVV: _____ Zip: _____

Name (as it appears on card): _____

This authorization will remain in effect until cancelled and you understand that your information will be saved to the file for future transactions on your account. You may cancel this authorization at any time by contacting us.

Signature: _____ Date: _____

Bankdraft Options (IMPORTANT - Please attach voided check) Account Type: ☐ Checking ☐ Savings

Account Number: _____ Routing Number: _____

Name of Financial Institution: _____ Bank City/State: _____

I hereby authorize Hamilton Telecommunications to collect payment of my bill from the above financial institution until such time as I cancel this arrangement. It is understood that in case of a billing error, an adjustment will be made between Hamilton Telecommunications and myself.

Signature: _____ Date: _____

Has your billing or contact information changed? Effective Date: _____

New Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Cell Number: _____ Email: _____

Signature: _____ Date: _____

Charge Detail

Business Telephone (308-452-4175)

Recurring Charges (Jul 01 - Jul 31)	
* Telecommunications Relay Surcharge	0.03
Two Feature Discount	1.00cr
* Caller Id Name & Num	5.00
* Extended Area Service (EAS)	1.00
* Business Dial Tone	27.50
* ARC Multi-Line Business Charge	3.00
* Business Multi-Line Access Fee	9.20
* Trunk Hunting-group 1	3.00
* Enhanced 911 Surcharge - Buffalo County	0.75
Taxes, Fees, and Surcharges	
Federal Universal Service Charge	4.03
Nebraska Universal Service Fund 1.75	1.75
Total for 308-452-4175	**$ 54.26**

Federal Universal Service Charge Notice

As notified in the 6-22-22 edition of the Aurora News Register, the 6-23-22 edition of the Doniphan Herald, the 6-23-22 edition of the Shelton Clipper, the 6-29-22 of the Burwell Tribune, the 6-30-22 edition of the Ravenna News and the 6-30-22 edition of the Ansley Leader, the Federal Universal Service Charge will increase from 23.8% to 33.0% effective July 1, 2022. This will result in an increase in the charge that appears on your monthly telephone bill. The factor is applied to services designated as interstate by the FCC and changes from time to time based on the needs of the Federal Universal Service Fund. The government mandated program is designed to help keep local telephone service rates affordable for all customers, in all areas of the United States. The fund also provides schools, libraries, low-income consumers, and rural health care providers with assistance in obtaining telecommunications services.

* Indicates Regulated Surcharges

Nonregulated Services: Failure to pay for nonregulated services, including disputed charges for information services (900 calls), will not cause termination of local telephone service. However, after appropriate investigation and notification, nonregulated services can be removed for nonpayment.

HAMILTON

22 LaBarre St
PO Box 700
Gibbon NE 68840
308.468.6341

NCTC

☐ Check here for change of address (See reverse for details)
☐ Check here to enroll in automatic payments (See reverse for details)
Enroll in paperless billing at ebill.HamiltonTel.com!

Scan for e-Bill

Remittance Information

Account Number	00058841-8
Invoice Number	10698844
Bill Date	Jul 01, 2022
Due Date	Jul 10, 2022
Amount Due	**$ 35.13**

Amount Enclosed: $ _____

Please include account number on your check
and make checks payable to Nebraska Central Telephone Company

006658 1 AV 0.426 T23

G: 1-1709

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

B of D 7-7-22

NEBRASKA CENTRAL TELEPHONE COMPANY
22 LABARRE ST
PO BOX 700
GIBBON, NE 68840-0700

To ensure proper credit, please return the top portion of this page with your payment. Keep the lower portion for your records.

Balance Forward

Previous Bill		$ 34.25
Payment made on Jun 20	$ 34.25cr	
Total payments through Jun 27		$ 34.25cr
Balance Before Current Charges		**$ 0.00**

Service Summary

	Adj	Charges	Taxes Surcharges Fees	Subtotal
Residential Telephone				
308-452-4491		30.25	4.88	35.13
		30.25	4.88	35.13

Subtotal Current Charges **$ 35.13**

Total Amount Due **$ 35.13**

Charge Detail

Residential Telephone (308-452-4491)

Recurring Charges (Jul 01 - Jul 31)	
* Residential Access Fee	6.50
* ARC Residential Charge	2.97
* Telecommunications Relay Surcharge	0.03
* Extended Area Service (EAS)	0.50
* Residential Dial Tone	17.50
* Blk All Xcpt Local,800,911,611	2.00
* Enhanced 911 Surcharge - Buffalo County	0.75
Taxes, Fees, and Surcharges	
Federal Universal Service Charge	3.13
Nebraska Universal Service Fund 1.75	1.75
Total for 308-452-4491	**$ 35.13**

Federal Universal Service Charge Notice

As notified in the 6-22-22 edition of the Aurora News Register, the 6-23-22 edition of the Doniphan Herald, the 6-23-22 edition of the Shelton Clipper, the 6-29-22 of the Burwell Tribune, the 6-30-22 edition of the Ravenna News and the 6-30-22 edition of the Ansley Leader, the Federal

Account Summary

Account Number	00058841-8
Invoice Number	10698844
Bill Date	Jul 01, 2022
Due Date	**Jul 10, 2022**
Previous Bill	$ 34.25
Previous Payments	$ 34.25-
Previous Balance	$ 0.00
Current Charges	$ 35.13
Amount Due	**$ 35.13**

Billing Inquiries:	308.468.6341
Telephone Repair:	308.468.6341
Digital TV Support:	308.468.6341
Internet Support:	308.468.6341

Message Center



01 2510 382 001 000
002 000

There is inherent risk associated with mailing credit card and bank information, which you assume by completing this authorization and sending to Hamilton. Please feel free to drop off this authorization at your local Hamilton office if you do not wish to submit this authorization via mail.

Sign up for Automatic Payment *(Payment will process on the due date of each month for amount due)*

Card Options - We accept the following credit cards for payment: ☐ VISA ☐ MasterCard ☐ DISCOVER

Card Number: _____ Expiration Date: _____ CVV: _____ Zip: _____

Name (as it appears on card): _____

This authorization will remain in effect until cancelled and you understand that your information will be saved to the file for future transactions on your account. You may cancel this authorization at any time by contacting us.

Signature: _____ Date: _____

Bankdraft Options (IMPORTANT - Please attach voided check) Account Type: ☐ Checking ☐ Savings

Account Number: _____ Routing Number: _____

Name of Financial Institution: _____ Bank City/State: _____

I hereby authorize Hamilton Telecommunications to collect payment of my bill from the above financial institution until such time as I cancel this arrangement. It is understood that in case of a billing error, an adjustment will be made between Hamilton Telecommunications and myself.

Signature: _____ Date: _____

Has your billing or contact information changed? Effective Date: _____

New Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Cell Number: _____ Email: _____

Signature: _____ Date: _____

Universal Service Charge will increase from 23.8% to 33.0% effective July 1, 2022. This will result in an increase in the charge that appears on your monthly telephone bill. The factor is applied to services designated as interstate by the FCC and changes from time to time based on the needs of the Federal Universal Service Fund. The government mandated program is designed to help keep local telephone service rates affordable for all customers, in all areas of the United States. The fund also provides schools, libraries, low-income consumers, and rural health care providers with assistance in obtaining telecommunications services.

* Indicates Regulated Surcharges

Nonregulated Services: Failure to pay for nonregulated services, including disputed charges for information services (900 calls), will not cause termination of local telephone service. However, after appropriate investigation and notification, nonregulated services can be removed for nonpayment.

Affordable Connectivity Program

The Affordable Connectivity Program (ACP) is an FCC program that provides up to $30/month discount and, if the Program ends, or when a household is no longer eligible, subscribers will be subject to the provider's regular rates, terms, and conditions. The ACP is limited to one monthly service discount per household. A household is eligible for the ACP if the household income is at or below 200% of the Federal Poverty Guidelines, or if a member of the household participates in certain government assistance programs such as SNAP, Medicaid, WIC, or other programs. To enroll, go to **www.ACPBenefit.org** to apply or print out a mail-in application; and contact your preferred participating provider to select a plan and have the discount applied to your bill. Some providers may have an alternative application that they will ask you to complete. Eligible households must both apply for the program and contact a participating provider to select a service plan.

Nebraska Telephone Assistance Program

The Nebraska Telephone Assistance Program (NTAP) is a government porgram that offers qualified households a discound on their broadband internet or telephone service. This non-tranferable porgram provide for monthly service discounts on qualifying serive. NTAP reduces the cost of service up to $12.75 per month. One service discount is available per household. Toll blocking at no charges and reduced deposits are also available through NTAP.

NTAP is a government assistance porgram administered by the Nebraska Public Service Commission. To qualify for NTAP, subscribers must be approved by the Lifeline National Verifier. To apply, subscribers can go to https://nv.fcc.gov/lifeline or contact Hamilton for alternative methods to apply. All applicants must be approved via electronic record checking or by providing documentation showing a household invoice that is at or below 135% of the Federal Poverty Guidelines, or the subscriber/one or more of the subscriber's dependents living in the same household must provide documentation showing they receive benefits from one of the following assistance programs:

Medicaid
-Federal Public Housing Assistance
-Children s Health Insurance Program (CHIP)
-Supplemental Nutrition Assistance Program (SNAP)
-Supplemental Security Income (SSI)
-Veterans Pension Benefit/Survivors Pension Benefit

After receiving approval for the Federal Lifeline Benefit, subscribers may be elegible for NTAP. To receive this benefit, subscribers must complete the attestation form found at https://psc.nebraska.gov/sites/psc.nebraska.gov/files/doc/Attestation%20Form.pdf.

If you have any questions regardign telecommunications services, please contact Hamilton Telecommunications at 402-694-5101.

HAMILTON

22 LaBarre St
PO Box 700
Gibbon NE 68840
308.468.6341

NCTC

☐ Check here for change of address (See reverse for details)
☐ Check here to enroll in automatic payments (See reverse for details)
Enroll in paperless billing at ebill.HamiltonTel.com!

Scan for e-Bill

Remittance Information

Account Number	00002774-9
Invoice Number	10696401
Bill Date	Jul 01, 2022
Due Date	Jul 10, 2022
Amount Due	**$ 336.80**

Amount Enclosed: $ _____

Please include account number on your check
and make checks payable to Nebraska Central Telephone Company

006657 1 AV 0.426 T23

G: 1-4806

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

7.7.22

NEBRASKA CENTRAL TELEPHONE COMPANY
22 LABARRE ST
PO BOX 700
GIBBON, NE 68840-0700

To ensure proper credit, please return the top portion of this page with your payment. Keep the lower portion for your records.

Balance Forward

Previous Bill		$ 330.02
Payment made on Jun 20	$ 330.02cr	
Total payments through Jun 27		$ 330.02cr
Balance Before Current Charges		**$ 0.00**

Service Summary

	Adj	Charges	Taxes Surcharges Fees	Subtotal
Business Telephone				
308-452-3249		48.48	5.78	54.26
308-452-3062		41.48	5.78	47.26
308-452-3172		44.48	5.78	50.26
308-452-3240		48.48	5.78	54.26
308-452-3313		49.48	5.78	55.26
308-452-4146		41.48	5.78	47.26
Circuit				
Special Circuits		26.40	1.84	28.24
		300.28	36.52	336.80

Subtotal Current Charges **$ 336.80**

Total Amount Due **$ 336.80**

Primary Inter-Exchange Carriers (PIC)

Intralata Carrier MCI Worldcom dba WorldCom Inc
Interlata Carrier MCI Worldcom dba WorldCom Inc
308-452-3062 308-452-3240 308-452-3313 308-452-4146
308-452-3172 308-452-3249

Charge Detail

Business Telephone (308-452-3249)
Recurring Charges (Jul 01 - Jul 31)

* Telecommunications Relay Surcharge	0.03
Two Feature Discount	1.00cr
* Caller Id Name & Num	5.00
* Extended Area Service (EAS)	1.00
* Business Dial Tone	27.50
* ARC Multi-Line Business Charge	3.00
* Business Multi-Line Access Fee	9.20
* Trunk Hunting-group 1	3.00
* Enhanced 911 Surcharge - Buffalo County	0.75

Account Summary

Account Number	00002774-9
Invoice Number	10696401
Bill Date	Jul 01, 2022
Due Date	**Jul 10, 2022**
Previous Bill	$ 330.02
Previous Payments	$ 330.02-
Previous Balance	$ 0.00
Current Charges	$ 336.80
Amount Due	**$ 336.80**

Billing Inquiries:	308.468.6341
Telephone Repair:	308.468.6341
Digital TV Support:	308.468.6341
Internet Support:	308.468.6341

Message Center



01 250 382 001 000
002 000

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Sign up for Automatic Payment *(Payment will process on the due date of each month for amount due)*

Card Options - We accept the following credit cards for payment: ☐ VISA ☐ MasterCard ☐ DISCOVER

Card Number: _____ Expiration Date: _____ CVV: _____ Zip: _____

Name (as it appears on card): _____

This authorization will remain in effect until cancelled and you understand that your information will be saved to the file for future transactions on your account. You may cancel this authorization at any time by contacting us.

Signature: _____ Date: _____

Bankdraft Options (IMPORTANT - Please attach voided check) Account Type: ☐ Checking ☐ Savings

Account Number: _____ Routing Number: _____

Name of Financial Institution: _____ Bank City/State: _____

I hereby authorize Hamilton Telecommunications to collect payment of my bill from the above financial institution until such time as I cancel this arrangement. It is understood that in case of a billing error, an adjustment will be made between Hamilton Telecommunications and myself.

Signature: _____ Date: _____

Has your billing or contact information changed? Effective Date: _____

New Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Cell Number: _____ Email: _____

Signature: _____ Date: _____

Charge Detail

Business Telephone (308-452-3249)

Taxes, Fees, and Surcharges	
Federal Universal Service Charge	4.03
Nebraska Universal Service Fund 1.75	1.75
Total for 308-452-3249	**$ 54.26**

Business Telephone (308-452-3062)

Recurring Charges (Jul 01 - Jul 31)	
* Telecommunications Relay Surcharge	0.03
* Extended Area Service (EAS)	1.00
* Business Dial Tone	27.50
* ARC Multi-Line Business Charge	3.00
* Business Multi-Line Access Fee	9.20
* Enhanced 911 Surcharge - Buffalo County	0.75
Taxes, Fees, and Surcharges	
Federal Universal Service Charge	4.03
Nebraska Universal Service Fund 1.75	1.75
Total for 308-452-3062	**$ 47.26**

Business Telephone (308-452-3172)

Recurring Charges (Jul 01 - Jul 31)	
* Telecommunications Relay Surcharge	0.03
* Extended Area Service (EAS)	1.00
* Business Dial Tone	27.50
* ARC Multi-Line Business Charge	3.00
* Business Multi-Line Access Fee	9.20
* Non-pub Dir List W/per Line Block	3.00
* Enhanced 911 Surcharge - Buffalo County	0.75
Taxes, Fees, and Surcharges	
Federal Universal Service Charge	4.03
Nebraska Universal Service Fund 1.75	1.75
Total for 308-452-3172	**$ 50.26**

Business Telephone (308-452-3240)

Recurring Charges (Jul 01 - Jul 31)	
* Telecommunications Relay Surcharge	0.03
Two Feature Discount	1.00cr
* Caller Id Name & Num	5.00
* Extended Area Service (EAS)	1.00
* Business Dial Tone	27.50
* ARC Multi-Line Business Charge	3.00
* Business Multi-Line Access Fee	9.20
* Trunk Hunting-group 1	3.00
* Enhanced 911 Surcharge - Buffalo County	0.75
Taxes, Fees, and Surcharges	
Federal Universal Service Charge	4.03
Nebraska Universal Service Fund 1.75	1.75
Total for 308-452-3240	**$ 54.26**

Business Telephone (308-452-3313)

Recurring Charges (Jul 01 - Jul 31)	
* Telecommunications Relay Surcharge	0.03
* Caller Id Name & Num	5.00
* Extended Area Service (EAS)	1.00

Charge Detail

Business Telephone (308-452-3313)

Recurring Charges (Jul 01 - Jul 31)	
* Business Dial Tone	27.50
* ARC Multi-Line Business Charge	3.00
* Business Multi-Line Access Fee	9.20
* Non-pub Dir List W/per Line Block	3.00
* Enhanced 911 Surcharge - Buffalo County	0.75
Taxes, Fees, and Surcharges	
Federal Universal Service Charge	4.03
Nebraska Universal Service Fund 1.75	1.75
Total for 308-452-3313	**$ 55.26**

Business Telephone (308-452-4146)

Recurring Charges (Jul 01 - Jul 31)	
* Telecommunications Relay Surcharge	0.03
* Extended Area Service (EAS)	1.00
* Business Dial Tone	27.50
* ARC Multi-Line Business Charge	3.00
* Business Multi-Line Access Fee	9.20
* Enhanced 911 Surcharge - Buffalo County	0.75
Taxes, Fees, and Surcharges	
Federal Universal Service Charge	4.03
Nebraska Universal Service Fund 1.75	1.75
Total for 308-452-4146	**$ 47.26**

Circuit (Special Circuits)

Recurring Charges (Jul 01 - Jul 31)	
* Local Private Lines	13.20
Taxes, Fees, and Surcharges	
NE Universal Service 6.95%	0.92
Total for Special Circuits	**$ 14.12**

Circuit (Special Circuits)

Recurring Charges (Jul 01 - Jul 31)	
* Local Private Lines	13.20
Taxes, Fees, and Surcharges	
NE Universal Service 6.95%	0.92
Total for Special Circuits	**$ 14.12**

Federal Universal Service Charge Notice

As notified in the 6-22-22 edition of the Aurora News Register, the 6-23-22 edition of the Doniphan Herald, the 6-23-22 edition of the Shelton Clipper, the 6-29-22 of the Burwell Tribune, the 6-30-22 edition of the Ravenna News and the 6-30-22 edition of the Ansley Leader, the Federal Universal Service Charge will increase from 23.8% to 33.0% effective July 1, 2022. This will result in an increase

in the charge that appears on your monthly telephone bill. The factor is applied to services designated as interstate by the FCC and changes from time to time based on the needs of the Federal Universal Service Fund. The government mandated program is designed to help keep local telephone service rates affordable for all customers, in all areas of the United States. The fund also provides schools, libraries, low-income consumers, and rural health care providers with assistance in obtaining telecommunications services.

* Indicates Regulated Surcharges

Nonregulated Services: Failure to pay for nonregulated services, including disputed charges for information services (900 calls), will not cause termination of local telephone service. However, after appropriate investigation and notification, nonregulated services can be removed for nonpayment.

Ravenna Public Schools

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

PURCHASE ORDER

Date: 5/11/22
P.O. # 2122-2057
Bill To: PO Box 8400

Tax Exemption No. 05-627933

VENDOR
The Home Depot Pro

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

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
MM96891	Floor Pad surface prep 12X18	1	87.50	87.50
MMM02590	SPP 14X20 Surface prep pad	1	149.10	149.10
SPA4055-05	ISHINE Floor Finish 5 GL	4	94.73	378.92
312712769	2X2 30WHT TRFFR	6	54.06	324.36
JWP95892221	Spitfire J-fill Cleaner 2.5L	1	99.82	99.82
SPA3072-04	Spartagard carpet protector	1	120.76	120.76
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$1,160.46
S & H	$0.00
discount	$0.00
TOTAL	**$1,160.46**

Other Comments or Special Instructions

B. L D. Y. 7-6-22
Authorized by Date

multiple invoices

INVOICE

Pro Institutional
formerly SupplyWorks

PO BOX 2317
Jacksonville FL 32203-2317

2122-2057

INVOICE DATE	06/15/2022
INVOICE NUMBER	691106256
ACCOUNT NUMBER	496196
ORDER NO.	44376747

FOR INQUIRIES CALL: (866) 412-6726
FAX: (877) 712-6726
www.HomeDepotPro.com/Institutional
customercare@supplyworks.com

Please mail payments to the remit address at the bottom of this bill

SOLD TO:
929 1 MB 0.485 E0002X I002 D9253220706 S2 P9087846 0001:0001

RAVENNA BD OF EDUCATION / ESU
RAVENNA PUBLIC SCHOOL
PO BOX 8400
RAVENNA NE 68869-8400

ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
AMS496196	LFG ZBG XGK

SHIPPED TO:
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869

ORDER NO.	CONTROL NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	CASH DISCOUNT AMT
44376747		cyboron21/22-29	DROPSHIP	1% 15 NET 30	3.24

LN	ITEM NO.	CAT	DESCRIPTION	ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX	CODE
1	312712769	3	2'X2' 30WT WHT TRFFR 5000K	6	6	0	EA		54.06	324.36		
			FREIGHT		32.76							

Delivery information for this invoice may be found at: www.HomeDepotPro.com/Institutional

612610610 002 001

NET MERCHANDISE TOTAL	TAX TOTAL	SPECIAL CHARGES	INVOICE TOTAL
324.36	0.00	32.76	357.12

TERMS AND CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RN THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW

Pro Institutional
formerly SupplyWorks

ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
496196	691106256	06/15/2022	357.12

IF PAID BY 06/30/2022 **AMT DUE:** 353.88	**IF PAID AFTER** 06/30/2022 **AMT DUE:** 357.12	**NET DUE DATE** 07/15/22
DEDUCT 3.24 IF PAID BY 06/30/22 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.	**NET AMOUNT PAID**	

SOLD TO:
RAVENNA BD OF EDUCATION / ESU
RAVENNA PUBLIC SCHOOL
PO BOX 8400
RAVENNA NE 68869-8400

REMIT TO:
THE HOME DEPOT PRO
PO BOX 844727
DALLAS TX 75284-4727

INVOICE

Pro Institutional
formerly SupplyWorks

2122-2057

PO BOX 2317
Jacksonville FL 32203-2317

INVOICE DATE	06/14/2022
INVOICE NUMBER	690833546
ACCOUNT NUMBER	496196
ORDER NO.	44610303

FOR INQUIRIES CALL: (866) 412-6726
FAX: (877) 712-6726
www.HomeDepotPro.com/Institutional
customercare@supplyworks.com

Please mail payments to the remit address at the bottom of this bill

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533 1 MB 0.485 E0083X I0161 D9248173006 S2 P9083710 0001:0001

RAVENNA BD OF EDUCATION / ESU
RAVENNA PUBLIC SCHOOL
PO BOX 8400
RAVENNA NE 68869-8400

ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
AMS496196	LFG ZBG XGK

SHIPPED TO:
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869

ORDER NO.	CONTROL NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	CASH DISCOUNT AMT
44610303		cyboron21/22-30	UPS GROUND	1% 15 NET 30	3.79

LN	ITEM NO.	CAT	DESCRIPTION	ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX CODE
1	SPA4055-05	8	ISHINE FLOOR FINISH - 5GL/PL	4	4	0	PA		94.73	378.92	

Delivery information for this invoice may be found at: www.HomeDepotPro.com/Institutional

012610 610001 002

NET MERCHANDISE TOTAL	TAX TOTAL	SPECIAL CHARGES	INVOICE TOTAL
378.92	0.00	0.00	378.92

TERMS AND CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RN THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW

Pro Institutional
formerly SupplyWorks

ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
496196	690833546	06/14/2022	378.92

IF PAID BY 06/29/2022 **AMT DUE:** 375.13	**IF PAID AFTER** 06/29/2022 **AMT DUE:** 378.92	**NET DUE DATE** 07/14/22

DEDUCT 3.79 IF PAID BY 06/29/22
*NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.

NET AMOUNT PAID

SOLD TO:
RAVENNA BD OF EDUCATION / ESU
RAVENNA PUBLIC SCHOOL
PO BOX 8400
RAVENNA NE 68869-8400

REMIT TO:
THE HOME DEPOT PRO
PO BOX 844727
DALLAS TX 75284-4727

INVOICE

Page 1 of 1

Pro Institutional

formerly SupplyWorks

2057

PO BOX 2317
Jacksonville FL 32203-2317

INVOICE DATE	05/11/2022
INVOICE NUMBER	684976301
ACCOUNT NUMBER	496196
ORDER NO.	44014058

FOR INQUIRIES CALL: (866) 412-6726
FAX: (877) 712-6726
www.HomeDepotPro.com/Institutional
customercare@supplyworks.com

Please mail payments to the remit address at the bottom of this bill

SOLD TO:

910 1 MB 0.485 E0002X I002 D9097137962 S2 P9023789 0001:0002

RAVENNA BD OF EDUCATION / ESU
RAVENNA PUBLIC SCHOOL
PO BOX 8400
RAVENNA NE 68869-8400

ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
AMS496196	LFG ZBG XGK

SHIPPED TO:

RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869

ORDER NO.	CONTROL NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	CASH DISCOUNT AMT
44014058		cyboron21/22-24	UPS GROUND	1% 15 NET 30	1.49

LN	ITEM NO.	CAT	DESCRIPTION	ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX CODE
1	MMM02590	8	SPP14X20 SURFACE PREP PAD 10EA/CS -	1	1	0	CA		149.10	149.10	

Delivery information for this invoice may be found at: www.HomeDepotPro.com/Institutional

012610 610 001 002

NET MERCHANDISE TOTAL	TAX TOTAL	SPECIAL CHARGES	INVOICE TOTAL
149.10	0.00	0.00	149.10

TERMS AND CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RN THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW

Pro Institutional

formerly SupplyWorks

ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
496196	684976301	05/11/2022	149.10

IF PAID BY 05/26/2022 **AMT DUE:** 147.61	**IF PAID AFTER** 05/26/2022 **AMT DUE:** 149.10	**NET DUE DATE** 06/10/22
DEDUCT 1.49 IF PAID BY 05/26/22 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.	**NET AMOUNT PAID**	

SOLD TO:

RAVENNA BD OF EDUCATION / ESU
RAVENNA PUBLIC SCHOOL
PO BOX 8400
RAVENNA NE 68869-8400

REMIT TO:

THE HOME DEPOT PRO
PO BOX 844727
DALLAS TX 75284-4727

0001:0002

Pro Institutional
formerly SupplyWorks

The Home Depot Pro Institutional
PO BOX 2317
Jacksonville FL 32203-2317
Service - 1-866-412-6726

PACKING SLIP

496196
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD

RAVENNA NE 68869

308-452-3249

C/S REP: WEB
ACCT. CONTACT: DAN
PRINT DATE: 05-11-22
SALES REP: MIKE HANSEN - 21-319
TERMS: 1% 15 NET 30
CONTROL #:

EXT:
TIME: 09:57AM
WEIGHT: 0.000
ACCEPTS B/O: Y

ORDER NUMBER	DATE ENTERED	DATE SHIPPED	SHIPPED VIA	CUSTOMER ORDER NUMBER	TOTAL CTNS	SHIPPING CHARGES
44014058	05/11/22		UPS GROUND	cyboron21/22-24	1	N/A

LN	ITEM NUMBER	DESCRIPTION	U/M	QUANTITY ORDER	SHIP	B/O
1	MMM02590	SPP14X20 SURFACE PREP PAD 10EA/CS	CA	1	1	0
2						
3		RT7				
4		The following 1 item(s) have been shipped from our				
5		AmSan Davenport warehouse.				
6		Item#..... Description..... Qty				
7		MMM96891 FLOOR PAD SURFACE PREP 12X18 1				

Any shortages, damaged and defective items must be reported within (3) days from the DATE of Delivery.
Items must be in original carton for inspection.
Please count cartons.

FEDERAL ID #: 52-2418852

44014058

INVOICE

Page 1 of 1

Pro Institutional

formerly SupplyWorks

PO BOX 2317
Jacksonville FL 32203-2317

2057

INVOICE DATE	05/11/2022
INVOICE NUMBER	684976319
ACCOUNT NUMBER	496196
ORDER NO.	44014059

FOR INQUIRIES CALL: (866) 412-6726
FAX: (877) 712-6726
www.HomeDepotPro.com/Institutional
customercare@supplyworks.com

Please mail payments to the remit address at the bottom of this bill

SOLD TO:

910 1 MB 0.485 E0002 I003 D9097137964 S2 P9023789 0002:0002

RAVENNA BD OF EDUCATION / ESU
RAVENNA PUBLIC SCHOOL
PO BOX 8400
RAVENNA NE 68869-8400

ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
AMS496196	LFG ZBG XGK

SHIPPED TO:

RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869

ORDER NO.	CONTROL NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	CASH DISCOUNT AMT
44014059		cyboron21/22-24	UPS GROUND	1% 15 NET 30	0.88

LN	ITEM NO.	CAT	DESCRIPTION	ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX CODE
1	MMM96891	8	FLOOR PAD SURFACE PREP 12X18 - 10/C	1	1	0	CA		87.50	87.50	

Delivery information for this invoice may be found at: www.HomeDepotPro.com/Institutional

0127610 610001 002

NET MERCHANDISE TOTAL	TAX TOTAL	SPECIAL CHARGES	INVOICE TOTAL
87.50	0.00	0.00	87.50

TERMS AND CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RN THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW

Pro Institutional

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ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
496196	684976319	05/11/2022	87.50

IF PAID BY 05/26/2022 AMT DUE: 86.62	IF PAID AFTER 05/26/2022 AMT DUE: 87.50	NET DUE DATE 06/10/22

DEDUCT 0.88 IF PAID BY 05/26/22
*NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.

NET AMOUNT PAID

SOLD TO:

RAVENNA BD OF EDUCATION / ESU
RAVENNA PUBLIC SCHOOL
PO BOX 8400
RAVENNA NE 68869-8400

REMIT TO:

THE HOME DEPOT PRO
PO BOX 844727
DALLAS TX 75284-4727

0002:0002

Pro Institutional
formerly SupplyWorks

The Home Depot Pro Institutional
PO BOX 2317
Jacksonville FL 32203-2317
Service - 1-866-412-6726

PACKING SLIP

496196
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD

RAVENNA NE 68869

308-452-3249

C/S REP: WEB
ACCT. CONTACT: DAN
PRINT DATE: 05-11-22
SALES REP: MIKE HANSEN - 21-319
TERMS: 1% 15 NET 30
CONTROL #:

EXT:
TIME: 09:46AM
WEIGHT: 17.000
ACCEPTS B/O: Y

ORDER NUMBER	DATE ENTERED	DATE SHIPPED	SHIPPED VIA	CUSTOMER ORDER NUMBER	TOTAL CTNS	SHIPPING CHARGES
44014059	05/11/22		UPS GROUND	cyboron21/22-24	1	N/A

LN	ITEM NUMBER	DESCRIPTION	U/M	QUANTITY ORDER	SHIP	B/O
1	MMM96891	FLOOR PAD SURFACE PREP 12X18	CA	1	1	0
2						
3		RT7				
4		Items NOT shown here are being shipped from our				
5		Omaha warehouse.				

Any shortages, damaged and defective items must be reported within (3) days from the DATE of Delivery.
Items must be in original carton for inspection.
Please count cartons.

FEDERAL ID #: 52-2418852

44014059

INVOICE

Pro Institutional
formerly SupplyWorks

PO BOX 2317
Jacksonville FL 32203-2317

INVOICE DATE	06/22/2022
INVOICE NUMBER	692365992
ACCOUNT NUMBER	496196
ORDER NO.	44772177

FOR INQUIRIES CALL: (866) 412-6726
FAX: (877) 712-6726
www.HomeDepotPro.com/Institutional
customercare@supplyworks.com

Please mail payments to the remit address at the bottom of this bill

SOLD TO:
893 1 MB 0.485 E0430 I0746 D9280429252 S2 P9098690 0002:0002

RAVENNA BD OF EDUCATION / ESU
RAVENNA PUBLIC SCHOOL
PO BOX 8400
RAVENNA NE 68869-8400

ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
AMS496196	LFG ZBG XGK

SHIPPED TO:
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869

ORDER NO.	CONTROL NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	CASH DISCOUNT AMT
44772177		cyboron21/22-32	UPS GROUND	1% 15 NET 30	1.21

LN	ITEM NO.	CAT	DESCRIPTION	ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX	CODE
1	SPA3072-04	95	SPARTAGARD CARPET PROTECTOR GL - 4/	1	1	0	CA		120.76	120.76		

Delivery information for this invoice may be found at: www.HomeDepotPro.com/Institutional

012610610 001
002

NET MERCHANDISE TOTAL	TAX TOTAL	SPECIAL CHARGES	INVOICE TOTAL
120.76	0.00	0.00	120.76

TERMS AND CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RN THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW

Pro Institutional
formerly SupplyWorks

ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
496196	692365992	06/22/2022	120.76

IF PAID BY 07/07/2022 **AMT DUE:** 119.55	**IF PAID AFTER** 07/07/2022 **AMT DUE:** 120.76	**NET DUE DATE** 07/22/22
DEDUCT 1.21 IF PAID BY 07/07/22 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.	**NET AMOUNT PAID**	

SOLD TO:
RAVENNA BD OF EDUCATION / ESU
RAVENNA PUBLIC SCHOOL
PO BOX 8400
RAVENNA NE 68869-8400

REMIT TO:
THE HOME DEPOT PRO
PO BOX 844727
DALLAS TX 75284-4727

INVOICE

Pro Institutional
formerly SupplyWorks

PO BOX 2317
Jacksonville FL 32203-2317

INVOICE DATE	06/21/2022
INVOICE NUMBER	692101884
ACCOUNT NUMBER	496196
ORDER NO.	44729905

FOR INQUIRIES CALL: (866) 412-6726
FAX: (877) 712-6726
www.HomeDepotPro.com/Institutional
customercare@supplyworks.com

Please mail payments to the remit address at the bottom of this bill

SOLD TO:
893 1 MB 0.485 E0430X I0745 D9274433410 S2 P9098690 0001:0002

RAVENNA BD OF EDUCATION / ESU
RAVENNA PUBLIC SCHOOL
PO BOX 8400
RAVENNA NE 68869-8400

ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
AMS496196	LFG ZBG XGK

SHIPPED TO:
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869

ORDER NO.	CONTROL NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	CASH DISCOUNT AMT
44729905		cyboron21/22-31	UPS GROUND	1% 15 NET 30	1.00

LN	ITEM NO.	CAT	DESCRIPTION	ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX	CODE
1	JWP95892221	8	SPITFIRE J-FILL CLEANER 2.5L BUTYL	1	1	0	CA		99.82	99.82		

Delivery information for this invoice may be found at: www.HomeDepotPro.com/Institutional

017610 610 001
002

NET MERCHANDISE TOTAL	TAX TOTAL	SPECIAL CHARGES	INVOICE TOTAL
99.82	0.00	0.00	99.82

TERMS AND CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RN THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW

Pro Institutional
formerly SupplyWorks

ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
496196	692101884	06/21/2022	99.82

IF PAID BY 07/06/2022 **AMT DUE:** 98.82	**IF PAID AFTER** 07/06/2022 **AMT DUE:** 99.82	**NET DUE DATE** 07/21/22
DEDUCT 1.00 IF PAID BY 07/06/22 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.	**NET AMOUNT PAID**	

SOLD TO:
RAVENNA BD OF EDUCATION / ESU
RAVENNA PUBLIC SCHOOL
PO BOX 8400
RAVENNA NE 68869-8400

REMIT TO:
THE HOME DEPOT PRO
PO BOX 844727
DALLAS TX 75284-4727

Pro Institutional

formerly SupplyWorks'

The Home Depot Pro Institutional
PO BOX 2317
Jacksonville FL 32203-2317
Service - 1-866-412-6726

PACKING SLIP

496196
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD

RAVENNA NE 68869

308-452-3249

C/S REP: WEB
ACCT. CONTACT: DAN
PRINT DATE: 05-26-22
SALES REP: MIKE HANSEN - 21-319
TERMS: 1% 15 NET 30
CONTROL #:

EXT:
TIME: 05:09PM
WEIGHT: 9.473
ACCEPTS B/O: Y

ORDER NUMBER	DATE ENTERED	DATE SHIPPED	SHIPPED VIA	CUSTOMER ORDER NUMBER	TOTAL CTNS	SHIPPING CHARGES
44311042	05/26/22		UPS GROUND	cyboron21/22-28	1	N/A

LN	ITEM NUMBER	DESCRIPTION	U/M	QUANTITY ORDER	SHIP	B/O
1	307505258	50W BRZ WALL PK ODLIGHT	EA	1	1	0
2						
3		RT7				

EM

Rebate?

Any shortages, damaged and defective items must be reported within (3) days from the DATE of Delivery.
Items must be in original carton for inspection.
Please count cartons.

FEDERAL ID #: 52-2418852

44311042

Pro Institutional
formerly SupplyWorks

The Home Depot Pro Institutional
PO BOX 2317
Jacksonville FL 32203-2317
Service - 1-866-412-6726

PACKING SLIP

496196
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD

RAVENNA NE 68869

308-452-3249

C/S REP: WEB
ACCT. CONTACT: DAN
PRINT DATE: 06-21-22
SALES REP: MIKE HANSEN - 21-319
TERMS: 1% 15 NET 30
CONTROL #:

EXT:
TIME: 08:12AM
WEIGHT: 24.700
ACCEPTS B/O: Y

ORDER NUMBER	DATE ENTERED	DATE SHIPPED	SHIPPED VIA	CUSTOMER ORDER NUMBER	TOTAL CTNS	SHIPPING CHARGES
44729905	06/20/22		UPS GROUND	cyboron21/22-31	1	N/A

LN	ITEM NUMBER	DESCRIPTION	U/M	QUANTITY ORDER	SHIP	B/O
1	JWP95892221<O>	SPITFIRE J-FILL CLEANER 2.5L BUTYL	CA	1	1	0
2						
3	RT7					

1/2 + 1/2

Any shortages, damaged and defective items must be reported within (3) days from the DATE of Delivery.
Items must be in original carton for inspection.
Please count cartons.
Safety Data Sheets may be found at www.HomeDepotPro.com/Institutional

FEDERAL ID #: 52-2418852

44729905

INVOICE

Pro Institutional
formerly SupplyWorks

PO BOX 2317
Jacksonville FL 32203-2317

INVOICE DATE	06/27/2022
INVOICE NUMBER	693120719
ACCOUNT NUMBER	496196
ORDER NO.	44842215

FOR INQUIRIES CALL: (866) 412-6726
FAX: (877) 712-6726
www.HomeDepotPro.com/Institutional
customercare@supplyworks.com

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SOLD TO:
4053 1 MB 0.485 E0220X I0279 D9301791366 S2 P9105518 0001:0001

RAVENNA BD OF EDUCATION / ESU
RAVENNA PUBLIC SCHOOL
PO BOX 8400
RAVENNA NE 68869-8400

ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
AMS496196	LFG ZBG XGK

SHIPPED TO:
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869

ORDER NO.	CONTROL NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	CASH DISCOUNT AMT
44842215		cyboron21/22-33	UPS GROUND	1% 15 NET 30	19.87

LN	ITEM NO.	CAT	DESCRIPTION	ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX	CODE
1	307505258	3	50W BRZ WALL PK ODLIGHT	16	16	0	EA		124.21	1987.36		

Delivery information for this invoice may be found at: www.HomeDepotPro.com/Institutional

CI 2020 600 031 000

NET MERCHANDISE TOTAL	TAX TOTAL	SPECIAL CHARGES	INVOICE TOTAL
1987.36	0.00	0.00	1987.36

TERMS AND CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RN THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW

Pro Institutional
formerly SupplyWorks

ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
496196	693120719	06/27/2022	1987.36

IF PAID BY 07/12/2022 **AMT DUE:** 1967.49	**IF PAID AFTER** 07/12/2022 **AMT DUE:** 1987.36	**NET DUE DATE** 07/27/22
DEDUCT 19.87 IF PAID BY 07/12/22 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.	**NET AMOUNT PAID**	

SOLD TO:
RAVENNA BD OF EDUCATION / ESU
RAVENNA PUBLIC SCHOOL
PO BOX 8400
RAVENNA NE 68869-8400

REMIT TO:
THE HOME DEPOT PRO
PO Box 404468
Atlanta GA 30384-4468

0001:0001

PURCHASE ORDER

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

Date: 06/27/22
P.O. # 2122-2074
Bill To: PO Box 8400

Tax Exemption No. **05-627933**

VENDOR
The Home Depot Pro

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

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
307505258	50W Brx Wall Pk ODlight	16	124.21	1,987.36
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$1,987.36
S & H	$0.00
discount	$0.00
TOTAL	**$1,987.36**

Other Comments or Special Instructions

Authorized by

7-8-22
Date

PYMT. NO	ACCOUNT NUMBER
036	12795338

RAVENNA PUBLIC SCHOOL

AMOUNT DUE	DUE DATE
$671.85	JUL 15 22

PAY THIS AMOUNT	ON OR AFTER THIS DATE
$705.44	JUL 25 22

$

HOMETOWN LEASING
P O BOX 908
GRAND ISLAND, NE 68802-0908

:104901678: 0012795338" 373

01 1100 443 021 000
002 000

B & D. G
7.8.22

Heartland Health Center
Embracing people, inspiring health
a nebraskahealthcenter

Statement Date	06/20/22
Account Number	0001000000012304
Guarantor Name	D PSOTA GARY

Thank you for choosing HEARTLAND HEALTH CENTER, INC for your health care needs. This statement shows all services that were performed by HEARTLAND HEALTH CENTER, INC.

The patient balances shown are not covered by your insurance and as a guarantor you are responsible for payment.

If you have more than one dependent who received care, the charges for each patient will be shown on this statement.

PAYMENT OPTIONS

Take the Next Step:
Contact HEARTLAND HEALTH CENTER, INC to find out how we can help you!

AMOUNT DUE
$97.25

PATIENT PAYMENTS SINCE LAST STATEMENT
$0.00

For questions regarding your bill please call:
855-527-9342

DATE	PATIENT	PROVIDER	SERVICE	DESCRIPTION OF SERVICE	CHARGE	INSUR PAID	PATIENT PAID	ADJUST	INSUR BALANCE	PATIENT BALANCE
06/10/22	Gary	Burge	99499	UNLISTED E&M SERVICE - DOT Physical	$95.00				$0.00	$95.00
06/10/22	Gary	Burge	81003	URINALYSIS, AUTO, W/O SCOPE	$2.25				$0.00	$2.25

01 2710 340 00 00

7-7-22

CURRENT	30-60 DAYS	60-90 DAYS	90-120 DAYS	OVER 120 DAYS	TOTAL ACCOUNT BALANCE	DUE FROM PATIENT
$97.25	$0.00	$0.00	$0.00	$0.00	$97.25	$97.25

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT

STATEMENT

MAKE CHECKS PAYABLE TO

Heartland Health Center
Embracing people, inspiring health

HEARTLAND HEALTH CENTER, INC.
PO BOX 560
GRETNA NE 68028-0560

Pay by phone at any time
855-527-9342

About this bill: Call Mon. - Fri., 8am - 8pm EST to speak to a representative.

STATEMENT DATE	PAY THIS AMOUNT	ACCOUNT NUMBER
06/20/22	$97.25	0001000000012304

SHOW AMOUNT PAID HERE $

☐ Please check box if address is incorrect or insurance information has changed, and indicate change(s) on reverse side.

ADDRESSEE

XFM0620F 6308 1 AB 0.461
7000007362 00.0025.0139 6308/1

D PSOTA GARY
602 KUFUS AVE
RAVENNA NE 68869-1114

PLEASE REMIT TO

HEARTLAND HEALTH CENTER, INC.
PO BOX 560
GRETNA, NE 68028-0560

IF ANY OF THE FOLLOWING HAS CHANGED SINCE YOUR LAST STATEMENT, PLEASE INDICATE...

ABOUT YOU:

YOUR NAME (Last, First, Middle Initial)

ADDRESS

CITY STATE ZIP

TELEPHONE ( )

MARITAL STATUS ☐ Separated ☐ Single ☐ Divorced ☐ Married ☐ Widowed

EMPLOYER'S NAME TELEPHONE ( )

EMPLOYER'S ADDRESS CITY STATE ZIP

ABOUT YOUR INSURANCE:

YOUR PRIMARY INSURANCE COMPANY'S NAME

YOUR PRIMARY INSURANCE COMPANY'S ADDRESS PHONE

CITY STATE ZIP

POLICYHOLDER'S ID NUMBER GROUP PLAN NUMBER

YOUR SECONDARY INSURANCE COMPANY'S NAME

YOUR SECONDARY INSURANCE COMPANY'S ADDRESS PHONE

CITY STATE ZIP

POLICYHOLDER'S ID NUMBER GROUP PLAN NUMBER

Make Checks Payable To:

Heartland Health Center, Inc.
PO Box 560
Gretna, NE 68028
USA

STATEMENT DATE	PAY THIS AMOUNT	ACCOUNT NBR
06/15/2022	$97.25	0001000000012304
SHOW AMOUNT PAID HERE $		

ADDRESSEE:
Gary, D, Psota
602 Kufus Ave
Ravenna, NE 68869
USA

REMIT TO:
Heartland Health Center, Inc.
PO Box 560
Gretna, NE 68028
USA

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

Date	Patient	Provider	Service	Description of Service	Charge	Insurance Receipt	Patient Receipt	Adjust	Insurance Balance	Patient Balance
06/10/22	Gary	Burge	99499	UNLISTED E&M SERVICE - [	$95.00				$0.00	$95.00
06/10/22	Gary	Burge	81003	URINALYSIS, AUTO, W/O SC	$2.25				$0.00	$2.25

01 2710 340

Account Number	Current	30 Days	60 Days	90 Days	120 Days	Total Account Balance
0001000000012304	$97.25	$0.00	$0.00	$0.00	$0.00	$97.25

MESSAGE:
For questions about this statement, please call 855-527-9342. Mon-Fri 8am-8pm EST

Please Pay This
AMOUNT >>>> $97.25

**** PAYMENT DUE UPON RECEIPT *THANK YOU ****
STATEMENT

Houghton Mifflin Harcourt
Return Mail Only
9400 SouthPark Center Loop
Orlando FL 32819

HMH

Invoice 955590339

15107682*71783*D*9745895332980237 98*0461*6x9 1/4

Ravenna School District 69
PO BOX 8400
Ravenna NE 68869-8400

Payment Information

Purchase Order No.
2223ELA

Order No. / Date	96782601	06/23/2022
Invoice No. / Date	955590339	06/24/2022
Payer Customer Number	164862	
Invoice Amount	$12,372.20	
Incoterms	SHIPPING POINT	
Payment Terms		

Within 30 days Due net

We assume no responsibility for safe delivery of shipments by mail unless insured. All claims for allowance for shortages, etc. must be made immediately upon receipt of goods and invoice.

REMIT TO:
Houghton Mifflin Harcourt Publishing Co.
14046 Collections Center Drive
Chicago IL 60693

Houghton Mifflin Harcourt Publishing Co.
Exempt from backup withholding
Federal ID # 04-1456030

Ship To: 164861
Ravenna School District 69
41750 Carthage Rd
RAVENNA NE 68869-4051

Sold To: 164862
Ravenna School District 69
PO BOX 8400
Ravenna NE 68869-8400

Invoice Message:

INVOICE DETAILS - unit net price may be rounded

Material No.	ISBN 13	Product	Uni-term	Qty	List	Discount	Unit Net	Extended Net Price
1791535	978-035841648-7	Into Literature Teacher Edition		1			$172.50	$172.50
1793953	978-035843694-2	Into Literature Program Guide Grades 6-8		1			$30.00	$30.00
1805875	978-035853843-1	Into Literature Softcover Student Edition		37	$105.20	57.20%	$45.00	$1,665.00
1773734	978-035827551-0	Into Literature Grammar Practice Workbook Print Subscription		37			$32.50	$1,202.50
1791536	978-035841649-4	Into Literature Teacher Edition		1			$172.50	$172.50
1793953	978-035843694-2	Into Literature Program Guide Grades 6-8		1			$30.00	$30.00
1805876	978-035853844-8	Into Literature Softcover Student Edition		30	$105.20	57.20%	$45.00	$1,350.00
1773735	978-035827552-7	Into Literature Grammar Practice Workbook Print Subscription		30			$32.50	$975.00
1793953	978-035843694-2	Into Literature Program Guide Grades 6-8		1			$30.00	$30.00

01 6998 640 001 00

7-8-22

Uniterm Key:
OS-Out of Stock
OI-Out of Stock Indefinitely
OP-Out of Print
NP-Not Yet Published
SU-Substituted
CP-Contract Pricing
CA-Cancelled Title
NO-Not our publication

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Houghton Mifflin Harcourt
Phone: 800-225-5425 / Fax: 800-269-5232
E-mail: K12Inquiries@hmhco.com

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See detailed Returns Policy within our T&Cs at:
http://www.hmhco.com/terms-and-conditions.html.
For authorization contact Customer Service at:
1-800-225-5425 K12Inquiries@hmhco.com

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Invoice **955590339**

Material No.	ISBN 13	Product	Uni-term	Qty	List	Discount	Unit Net	Extended Net Price
1798709	978-035847133-2	A Chance in the World Integrated SEL Package		1			$145.00	$145.00
1805877	978-035853845-5	Into Literature Softcover Student Edition		35	$105.20	57.20%	$45.00	$1,575.00
1773736	978-035827553-4	Into Literature Grammar Practice Workbook Print Subscription		35			$32.50	$1,137.50

Go to http://customercare.hmhco.com to check the full status of your order, which may contain print products, digital products, and professional services.

Uniterm Key:
OS-Out of Stock
OI-Out of Stock Indefinitely
OP-Out of Print
NP-Not Yet Published
SU-Substituted
CP-Contract Pricing
CA-Cancelled Title
NO-Not our publication

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Phone: 800-225-5425 / Fax: 800-269-5232
E-mail: K12Inquiries@hmhco.com

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Invoice **955590339**

Material No.	ISBN 13 ISBN 10	Product	Uni-term	Qty	List	Discount	Unit Net	Extended Net Price
1791537	978-035841650-0 0-358-41650-7	INTO LIT TE G8	OS	1				

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Invoice **955590339**

Subtotal	$8,485.00
Taxes	$0.00
Shipping & Handling	$3,887.20
Header Discount	$0.00
Invoice Amount	$12,372.20
Less Payment Received	$0.00
Net Amount Due	$12,372.20

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Houghton Mifflin Harcourt
Return Mail Only
9400 SouthPark Center Loop
Orlando FL 32819

HMH

Invoice 955588825

15100225*71783*D*9743256505047725 49*0461*6x9 1/3

Ravenna School District 69
PO BOX 8400
Ravenna NE 68869-8400

Payment Information

Purchase Order No.
2223ELA

Order No. / Date	96782601	06/23/2022
Invoice No. / Date	955588825	06/23/2022
Payer Customer Number	164862	
Invoice Amount	$10,184.00	
Incoterms	SHIPPING POINT	
Payment Terms		

Within 30 days Due net

We assume no responsibility for safe delivery of shipments by mail unless insured. All claims for allowance for shortages, etc. must be made immediately upon receipt of goods and invoice.

REMIT TO:
Houghton Mifflin Harcourt Publishing Co.
14046 Collections Center Drive
Chicago IL 60693
Houghton Mifflin Harcourt Publishing Co.
Exempt from backup withholding
Federal ID # 04-1456030

Ship To: 164861
Ravenna School District 69
41750 Carthage Rd
RAVENNA NE 68869-4051

Sold To: 164862
Ravenna School District 69
PO BOX 8400
Ravenna NE 68869-8400

Invoice Message:

INVOICE DETAILS - unit net price may be rounded

Material No.	ISBN 13	Product	Uni-term	Qty	List	Discount	Unit Net	Extended Net Price
1810768	978-035857461-3	Into Literature Student License Digital		37			$80.00	$2,960.00
1809700	978-035856581-9	Into Literature Teacher License Digital with Teacher's Corner		1			$0.00	$0.00
1793807	978-035843604-1	Language Arts 3 Novel Points		37			$12.00	$444.00
1810768	978-035857461-3	Into Literature Student License Digital		30			$80.00	$2,400.00
1809700	978-035856581-9	Into Literature Teacher License Digital with Teacher's Corner		1			$0.00	$0.00
1793807	978-035843604-1	Language Arts 3 Novel Points		30			$12.00	$360.00
1810768	978-035857461-3	Into Literature Student License Digital		35			$80.00	$2,800.00
1809700	978-035856581-9	Into Literature Teacher License Digital with Teacher's Corner		1			$0.00	$0.00
1793807	978-035843604-1	Language Arts 3 Novel Points		35			$12.00	$420.00

01 6998 640 CON 000

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E-mail: K12Inquiries@hmhco.com

Send Returns to:
See detailed Returns Policy within our T&Cs at:
http://www.hmhco.com/terms-and-conditions.html.
For authorization contact Customer Service at:
1-800-225-5425 K12Inquiries@hmhco.com

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Invoice **955588825**

Material No.	ISBN 13	Product	Uni-term	Qty	List	Discount	Unit Net	Extended Net Price
1810631	978-035857411-8	Into Literature Follow-Up Live Online Grades 6-12 Version 2		1			$0.00	$0.00
1810630	978-035857410-1	Getting Started: Introduction to Into Literature Live Online Grades 6-12 Version 2		1			$800.00	$800.00

Go to http://customercare.hmhco.com to check the full status of your order, which may contain print products, digital products, and professional services.

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E-mail: K12Inquiries@hmhco.com

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Invoice **955588825**

Subtotal	$10,184.00
Taxes	$0.00
Shipping & Handling	$0.00
Header Discount	$0.00
Invoice Amount	$10,184.00
Less Payment Received	$0.00
Net Amount Due	$10,184.00

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PURCHASE ORDER

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

DATE: June 3, 2022
P.O. # 2223 ELA
Bill To: PO Box 8400

Tax Exemption No. 05-627933

VENDOR
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago IL, 60693

SHIP TO
Cannon Blauvelt
Ravenna Public Schools
41750 Carthage St
Ravenna, NE 68869

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	ELA Curriculum Grades 6			7,274.00
	ELA Curriculum Grades 7			5,287.50
	ELA Curriculum Grades 8			6,280.00

Other Comments or Special Instructions
See Attached Document for Grade by Grade break down

emailed HB

SUBTOTAL	$18,841.50
TAX RATE	0.000%
TAX	
S & H	$3,914.80
discount	
TOTAL	$22,756.30

BJ D. J 6-6-2022

Authorized by Date

ESSER 3 111

Ravenna School District 69

Point of Contact Print materials:
Paul Anderson: paul.anderson@ravennabluejays.org 308.452.3202

Point of Contact Digital materials:
Grade 6: Sherry Nelson: sherry.nelson@ravennabluejays.org 308.452.3202

Grades 7-8:Julie Maulsby: julie.maulsby@ravennabluejays.org 308.452.3249

Point of Contact for Scheduling Professional Development:
Sherry Nelson: sherry.nelson@ravennabluejays.org 308.452.3202
Julie Maulsby: julie.maulsby@ravennabluejays.org 308.452.3249

Ship To:
Ravenna School District 69
41750 Carthage Rd.
Ravenna NE, 68869

Sold To:
Ravenna School District 69
41750 Carthage Rd.
Ravenna NE, 68869

Houghton Mifflin Harcourt

Proposal #008402192

Prepared For

Ravenna School District 69

Attention:
Cannon Blauvelt
cannon.blauvelt@ravennabluejays.org

For the Purchase of:

Into Literature Gr.6-8

Prepared By
Jackie Griffith
jackie.griffith@hmhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:
http://www.hmhco.com/common/terms-conditions

ISBN		Title	Price	Quantity	Value of All Material	Free Materials Quantity
Grade 6						
Student Digital Licenses						
1810630	9780358574101	Getting Started: Introduction to Into Literature 6-12 Live Online 2-Hour	$800.00	1	$800.00	
1810768	9780358574613	Into Literature Student License Digital Grade 6-8 Includes: Digital Student Resources Grades 6-8 Implementation Success	$80.00	37	$2,960.00	
Total for Student Digital Licenses			**$3,760.00**			
Teacher Digital Licenses						
1809700	9780358565819	Into Literature Teacher License Digital with Teacher's Corner Grades 6-8 Includes: Into Literature Digital Teacher Resources Grades 6-8 Access to Teacher's Corner	$375.00			1
Total for Teacher Digital Licenses			**$0.00**			
A la Carte Items Available for Purchase						
Teacher Materials						
1791535	9780358416487	Into Literature Teacher Edition Grade 6	$172.50	1	$172.50	
1793953	9780358436942	Into Literature Program Guide Grades 6-8	$30.00	1	$30.00	
Student Material						
1805875	9780358538431	Into Literature Softcover Student Edition Print Grade 6	$45.00	37	$1,665.00	
1793807	9780358436041	Language Arts Novel 3 Points Recommended for a range of titles and choices from the HMH Novel List.	$12.00	37	$444.00	
1773734	9780358275510	Into Literature Grammar Practice Workbook Print Subscription	$32.50	37	$1,202.50	
Total for A la Carte Items Available for Purchase			**$3,514.00**			
Total for Grade 6			**$7,274.00**			
Grade 7						
Student Digital Licenses						
1810768	9780358574613	Into Literature Student License Digital Grade 6-8 Includes: Digital Student Resources Grades 6-8 Implementation Success	$80.00	30	$2,400.00	
Total for Student Digital Licenses			**$2,400.00**			
Teacher Digital Licenses						

	ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
1809700	9780358565819	Into Literature Teacher License Digital with Teacher's Corner Grades 6-8 Includes: Into Literature Digital Teacher Resources Grades 6-8 Access to Teacher's Corner	$375.00			1
	Total for Teacher Digital Licenses		**$0.00**			
	A la Carte Items Available for Purchase					
	Teacher Materials					
1791536	9780358416494	Into Literature Teacher Edition Grade 7	$172.50	1	$172.50	
1793953	9780358436942	Into Literature Program Guide Grades 6-8	$30.00	1	$30.00	
	Student Materials					
1805876	9780358538448	Into Literature Softcover Student Edition Print Grade 7	$45.00	30	$1,350.00	
1793807	9780358436041	Language Arts Novel 3 Points Recommended for a range of titles and choices from the HMH Novel List.	$12.00	30	$360.00	
1773735	9780358275527	Into Literature Grammar Practice Workbook Print Subscription Grade 7	$32.50	30	$975.00	
	Total for A la Carte Items Available for Purchase		**$2,887.50**			
Total for Grade 7			**$5,287.50**			
	Grade 8					
	Student Digital Licenses					
1810768	9780358574613	Into Literature Student License Digital Grade 6-8 Includes: Digital Student Resources Grades 6-8 Implementation Success	$80.00	35	$2,800.00	
	Total for Student Digital Licenses		**$2,800.00**			
	Teacher Digital Licenses					
1809700	9780358565819	Into Literature Teacher License Digital with Teacher's Corner Grades 6-8 Includes: Into Literature Digital Teacher Resources Grades 6-8 Access to Teacher's Corner	$375.00			1
	Total for Teacher Digital Licenses		**$0.00**			
	A la Carte Items Available for Purchase					
	Teacher Materials					
1791537	9780358416500	Into Literature Teacher Edition Grade 8	$172.50	1	$172.50	

Send **Check Payments** to:
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14046 Collections Center Drive
Chicago, IL 60693

Attention:
Cannon Blauvelt
cannon.blauvelt@ravennabluejays.org

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k12orders@hmhco.com
FAX: 800-269-5232
HMH Orders
9400 Southpark Center Loop
Orlando, FL 32819-8647

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Please submit this form with your purchase order

	ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
1793953	9780358436942	Into Literature Program Guide Grades 6-8	$30.00	1	$30.00	
1798709	9780358471332	A Chance in the World Integrated SEL Package Print with Digital	$145.00	1	$145.00	
	Student Materials					
1805877	9780358538455	Into Literature Softcover Student Edition Print Grade 8	$45.00	35	$1,575.00	
1793807	9780358436041	Language Arts Novel 3 Points Recommended for a range of titles and choices from the HMH Novel List.	$12.00	35	$420.00	
1773736	9780358275534	Into Literature Grammar Practice Workbook Print Subscription Grade 8	$32.50	35	$1,137.50	
	Total for A la Carte Items Available for Purchase		**$3,480.00**			

Total for Grade 8 **$6,280.00**

Professional Services - Into Literature

Implementation Success Plan

1810631	9780358574118	Into Literature Follow-Up Live Online 1-Hour Grades 6-12 Version 2 To support educators in building confidence and deepening understanding with Into Literature, we provide follow-up sessions on either planning instruction, assessing and differentiating instruction, and/or leadership success within 2-6 weeks after implementation of Into Literature.		1		

Total for Professional Services - Into Literature **$ 0.00**

Total Savings:	**$1,125.00**
Subtotal Purchase Amount:	**$18,841.50**
Shipping & Handling:	**$3,914.80**
Total Cost of Proposal (PO Amount):	**$22,756.30**

****Please add proper sales tax to your order****

Send **Check Payments** to:
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Chicago, IL 60693

Attention:
Cannon Blauvelt
cannon.blauvelt@ravennabluejays.org

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Please submit this form with your purchase order

Total Cost of Proposal (PO Amount): $22,756.30

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- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
  - Point of Contact for Print materials
  - Point of Contact for Digital materials
  - Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	**Sold to:**
Ravenna School District 69	Ravenna School District 69
Ravenna, NE 68869-8400	Ravenna, NE 68869-8400

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.
Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: http://www.hmhco.com/common/terms-conditions

Date of Proposal: 5/26/2022

Proposal Expiration Date: 7/10/2022

Houghton Mifflin Harcourt

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cannon.blauvelt@ravennabluejays.org

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Illuminate Education, Inc.
PO Box 207833
Dallas, TX 75320-7833

Invoice

illuminate education

BILL TO	SHIP TO
Ravenna Public Schools P.O. Box 8400 41750 Carthage Rd Ravenna NE 68869	Ravenna Public Schools P.O. Box 8400 41750 Carthage Rd Ravenna NE 68869

INVOICE #	DATE	DUE DATE	TERMS
INV0000067365	6/30/2022	7/30/2022	Net 30

SERVICE PERIOD	PO#	DESCRIPTION	QTY	RATE	AMOUNT
07/01/2021 - 06/30/2022		**FastBridge Subscription - Renewal**	14	$7.25	$101.50
		Fastbridge usage overage for 21/22 School Year			

OFFICE ADDRESS:
530 Technology Dr., Ste 100
Irvine, CA 92618

PAYMENT REMIT ADDRESS:
PO Box 207833
Dallas. TX 75320-7833

Purchase Order can be sent:
Email: AR@illuminateed.net

B & D 7.8.22

INVOICE SUBTOTAL	$101.50
PAYMENT/DEPOSIT	$0.00
CREDITS APPLIED	$0.00
TAX TOTAL	$0.00
BALANCE DUE	$101.50

01 1100 735 0200

INV0000067365

Illuminate Education, Inc.
PO Box 207833
Dallas, TX 75320-7833

Invoice

illuminate education

BILL TO

Ravenna Public Schools
P.O. Box 8400
41750 Carthage Rd
Ravenna NE 68869

SHIP TO

Ravenna Public Schools
P.O. Box 8400
41750 Carthage Rd
Ravenna NE 68869

INVOICE #	DATE	DUE DATE	TERMS
INV0000067915	7/6/2022	8/5/2022	Net 30

SERVICE PERIOD	PO#	DESCRIPTION	QTY	RATE	AMOUNT
07/01/2022 - 06/30/2023		**FastBridge Subscription - Renewal**	210	$7.25	$1,522.50

OFFICE ADDRESS:
530 Technology Dr., Ste 100
Irvine, CA 92618

PAYMENT REMIT ADDRESS:
PO Box 207833
Dallas. TX 75320-7833

Purchase Order can be sent:
Email: AR@illuminateed.net

INVOICE SUBTOTAL	$1,522.50
PAYMENT/DEPOSIT	$0.00
CREDITS APPLIED	$0.00
TAX TOTAL	$0.00
BALANCE DUE	$1,522.50

INV0000067915

PURCHASE ORDER

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

Date: 05/31/22
P.O. # 2122-2072
Bill To: PO Box 8400

Tax Exemption No. **05-627933**

VENDOR
Illuminate Education, Inc.

SHIP TO
Ravenna Public Schools
Attn:
41750 Carthage Road
Ravenna NE, 68869

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	FastBridge Renewal	14	7.25	101.50
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$101.50
S & H	$0.00
discount	$0.00
TOTAL	**$101.50**

Other Comments or Special Instructions

Authorized by

7-8-22
Date

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

PURCHASE ORDER

Date: 07/07/22
P.O. # 2122-2075
Bill To: PO Box 8400

Tax Exemption No. **05-627933**

VENDOR
Brad Kjar Mileage

SHIP TO
Ravenna Public Schools
Attn: Brad Kjar
41750 Carthage Road
Ravenna NE, 68869

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Mileage for June			
	See attached.	136	0.56	76.16
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$76.16
S & H	$0.00
discount	$0.00
TOTAL	**$76.16**

Other Comments or Special Instructions

01 2320 580 000 000

B. L. D. J.

Authorized by

7.8.22

Date

Date	Destination	Purpose	Miles	Rate	Total
6/22/2022	Kearney	Educational Leaders and Law Confernce	68	0.625	***$42.50***
6/23/2022	Kearney	Educational Leaders and Law Confernce	68	0.625	***$42.50***
					$0.00
					$0.00
					$0.00
					$0.00
		Total:	**136**	**0.56**	**$76.16**

NAPA AUTO PARTS

NAPA HAS All YOUR IRRIGATION NEEDS!!!

BILL TO **Ravenna Public Schools**
P O Box 8400
Ravenna, NE 68869-8400

STATEMENT

ACCT#	SM#	PAGE
2460	1	1

DATE	TYPE	REFERENCE	AMOUNT	P.O./CHECK/J.E.
05/31/2022	PRV	Balance	735.38	
06/21/2022	PMT	6212022	694.56 Cr	041021
06/02/2022	INV	332408	25.01	
06/02/2022	INV	332412	109.99	
06/02/2022	INV	332415	24.38	

B & D 7-8-22

01 2710 WIDOW MO

CURRENT	PAST DUE 30	PAST DUE 60	PAST DUE 90
159.38	40.82	0.00	0.00

DATE 06/30/2022	Total Owed	200.20
TERMS	Total Dating	0.00
STORE 400001400	Total Due--->	200.20

K & B Parts Inc
414 Grand Ave
Ravenna, NE 68869

ACCT#	BILL TO	TOTAL NOW DUE
2460	Ravenna Public Schools	**200.20**
CLOSING DATE 06/30/2022	AMOUNT ENCLOSED	$

NAPA AUTO PARTS

STORE
400001400
K & B Parts Inc
414 Grand
Ravenna, NE 68869
(308) 452-3244

Time: 09:08 Date: 06/02/2022 Page: 1/1

Employee: 1 , Counterman
Sales Rep: 1 , Counterman
Accounting Day: 1

SOLD TO
2460
Ravenna Public Schools
P O Box 8400
Ravenna, NE 68869-8400

Anticipated Time:
Attention:
Tax Exemption:
PO#:
Terms:

Part Number	Line	Description	Quantity	Price	Net	Total
10861	NCB	ARMORALL WIPES	2.00	9.06	5.51	11.02
10514	LUC	INTERIOR DETAILER	1.00	24.80	13.9900	13.99

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

Subtotal	25.01
TAXTABLE 1 7.0000%	0.00
Total	**25.01**
Charge Sale	25.01

Invoice Number 332408

CUSTOMER COPY

NAPA AUTO PARTS

STORE
400001400
K & B Parts Inc
414 Grand
Ravenna, NE 68869
(308) 452-3244

Time: 11:13 Date: 06/02/2022 Page: 1/1

Employee: 1 , Counterman
Sales Rep: 1 , Counterman
Accounting Day: 1

SOLD TO
2460
Ravenna Public Schools
P O Box 8400
Ravenna, NE 68869-8400

Anticipated Time:
Attention:
Tax Exemption:
PO#:
Terms:

B & D

Part Number	Line	Description	Quantity	Price	Net	Total	
DW4916	DEW	KNOTTED CUP BRUSH	1.00	41.88	24.38	24.38	

Subtotal	24.38
TAXTABLE 1 7.0000%	0.00
Total	**24.38**
Charge Sale	24.38

Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

CUSTOMER COPY

Invoice Number 332415

NAPA AUTO PARTS

STORE
400001400
K & B Parts Inc
414 Grand
Ravenna, NE 68869
(308) 452-3244

Time: 09:41 Date: 06/02/2022 Page: 1/1

Employee: 1 , Counterman
Sales Rep: 1 , Counterman
Accounting Day: 1

SOLD TO
2460
Ravenna Public Schools
P O Box 8400
Ravenna, NE 68869-8400

Anticipated Time:
Attention:
Tax Exemption:
PO#:
Terms:

B f D 2-

Part Number	Line	Description	Quantity	Price	Net	Total
907730	NTH	REGULATR	1.00	160.16	109.99	109.99

Air Compresor School Woods Shop

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

Subtotal	109.99
TAXTABLE 1 7.0000%	0.00
Total	**109.99**
Charge Sale	109.99

Invoice Number 332412

CUSTOMER COPY

Larsen Electric, Inc.

46913 774th Rd
Hazard, NE 68844
(308)440-8582

2122-943

INVOICE

BILL TO
Ravenna Public Schools
PO Box 8400
Ravenna, NE 68869

INVOICE 1169
DATE 03/03/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Ceiling fan box	Ceiling fan box	2	11.39	22.78
	4" square X 2.13 deep bracket box	4" square X 2.13" deep bracket box	1	3.93	3.93
	4" square 1-gang .5" rise plaster ring	4" square 1-gang .5" rise plaster ring	1	1.14	1.14
	Ground tail	Ground tail	4	0.29	1.16
	.5" EMT one hole strap	.5" EMT one hole strap	2	0.25	0.50
	MC cable conn	Arlington snap in MC cable connector	12	1.41	16.92
	MC cable strap	MC cable 1-hole strap	23	0.13	2.99
	Blue wire nut	Large Blue wire nut	12	1.29	15.48
	Tan wire nut	Tan wire nut	4	0.28	1.12
	4" square x 2.13 deep box	4" square X 2.13" deep box	1	4.19	4.19
	4" square blank cover	4" square blank cover	2	0.99	1.98
	Labor	Labor	5	60.00	300.00

Rough in electrical in the football field concessions stand. Thank you for your business!

BALANCE DUE **$372.19**

B & D 3-23-22

C/2020 431 001 WD

Ravenna Public Schools

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

PURCHASE ORDER

Date: 03/03/22
P.O. # 2122-943
Bill To: PO Box 8400

Tax Exemption No. **05-627933**

VENDOR
Larsen Electric, Inc.

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

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

ITEM #	Description	QT	Unit Price	TOTAL
	Ceiling fan	2	11.39	22.78
	4" square X 2/13 deep bracket box	1	3.93	3.93
	4" square 1-gang .5" rise plaster ring	1	1.14	1.14
	Ground tail	4	0.29	1.16
	.5" EMT one hole strap	2	0.25	0.50
	MC Cable Conn Arlington Snap	12	1.41	16.92
	MC Cable 1-hole strap	23	0.13	2.99
	Blue wire nut large	12	1.29	15.48
	Tan wire nut	4	0.28	1.12
	4" square x 2.13" deep box	1	4.19	4.19
	4" Square blank cover	2	0.99	1.98
	Labor	5	60.00	300.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$372.19
S & H	$0.00
discount	$0.00
TOTAL	**$372.19**

Other Comments or Special Instructions

Authorized by

3-23-22
Date

CPS.May22

Live Well Counseling Center
3814 A. Ave
PO Box 2583
Kearney, Ne 68848
(308) 234-6029

Date: June 16 2022

011100 334

BILL TO
Ravenna Public Schools
Attn: Hilary Bolling
41750 Carthage Rd,
Ravenna, NE 68869
(308) 452-3249

Description	Amount
Mileage to Ravenna Public Schools from CPS's office for the In-School Counseling Program (rate .585) 5/10/22	$33.93
TOTAL=	**$33.93**

If you have any questions regarding this invoice, contact
(308) 234-6029 – dbrethauer@centerforpsychsrvs.org

Live Well Counseling Center, Kearney
3814 A. Ave
PO Box 2583
Kearney Ne 68848

Mileage Request – Ravenna Public Schools

Date	Quantity	Unit Cost	Total
5/10/22	58 miles	~~.56~~ .585	~~32.48~~ 33.93

Total = ~~32.48~~ 33.93

Requested by: _____, MS, LMHP, CMHP, CEC
Signature

Director: _____
Signature

B & D. G

MC Automotive INC

43635 340th Rd
Ravenna NE 68869

Invoice

Date	Invoice #
6/2/2022	4917

Bill To
Ravenna Public School 41750 Carthage Rd Ravenna NE 68869

2122-102060

P.O. No.	Terms	Project
08 bus	Due on receipt	

Quantity	Description	Rate	Amount
1	Scanner Hookup	75.00	75.00
2	front brake rotors	130.45	260.90
1	set of front brake pads	94.68	94.68
1	set of rear brake pads	82.97	82.97
2	rear brake calipers	102.57	205.14
1	brake fluid	9.58	9.58
6	Tires 225 75 16 Firestone's	228.23	1,369.38
6	State Tire Fee	1.00	6.00
6	Tire Disposal Fee	4.00	24.00
2	Balancing Beads	5.47	10.94
1	Shop Supplies	8.50	8.50
6.6	labor to repair the exhaust and replace brakes on the front and rear. put new tires on	85.00	561.00
	2008 chevy 3500 bus miles: 84454		
	012730431		

Thank you for your business.

Total $2,708.09

Ravenna Public Schools

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

PURCHASE ORDER

Date: 06/02/22
P.O. # 2122-2060
Bill To: PO Box 8400

Tax Exemption No. 05-627933

VENDOR
MC Automotive

SHIP TO
Ravenna Public Schools
Attn: Todd Vanwinkle
41750 Carthage Road
Ravenna NE, 68869

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Scanner hookup	1	75.00	75.00
	Front brake rotors	2	130.45	260.90
	Set of front brake pads	1	94.68	94.68
	set of rear brake pads	1	82.97	82.97
	rear brake calpiers	2	102.57	205.14
	brake fluid	1	9.58	9.58
	Tires 225 75 16	6	228.23	1,369.38
	State tire fee	6	1.00	6.00
	tire disposal fee	4	24.00	96.00
	balancing beads	2	5.47	10.94
				0.00
				0.00
	shop supplies	1	8.50	8.50
	labor to repair the exhaust and replace brakes and new tires	6.6	85	561.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$2,780.09
S & H	$0.00
discount	$0.00
TOTAL	**$2,780.09**

Other Comments or Special Instructions
2008 Chevy express 3300

Authorized by

7-7-22
Date

MC Automotive INC

43635 340th Rd
Ravenna NE 68869

Invoice

Date	Invoice #
6/17/2022	4961

Bill To
Ravenna Public School 41750 Carthage Rd Ravenna NE 68869

2122-2062

P.O. No.	Terms	Project
19 blue bird bus cra...	Due on receipt	

Quantity	Description	Rate	Amount
1	Shop Supplies	8.50	8.50
1.5	Labor to change the crank case filter supplied by customer.	85.00	127.50
	2019 Blue Bird School Bus Miles: 21898		
	012730431		

Thank you for your business.

Total $136.00

Ravenna Public Schools

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

PURCHASE ORDER

Date: 06/17/22
P.O. # 2122-2062
Bill To: PO Box 8400

Tax Exemption No. **05-627933**

VENDOR
MC Automotive

SHIP TO
Ravenna Public Schools
Attn: Todd Vanwinkle
41750 Carthage Road
Ravenna NE, 68869

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	shop supplies	1	8.50	8.50
	labor to change crank case filter	1.5	85.00	127.50
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$136.00
S & H	$0.00
discount	$0.00
TOTAL	**$136.00**

Other Comments or Special Instructions
2008 Chevy express 3300

B. L D. J. 7.7.22

Authorized by Date

Ravenna Public Schools

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

PURCHASE ORDER

Date: 06/20/22
P.O. # 2122-2059
Bill To: PO Box 8400

Tax Exemption No. 05-627933

VENDOR
Mighty Ducts

SHIP TO
Ravenna Public Schools
Attn: Dan C
41750 Carthage Road
Ravenna NE, 68869

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Kitchen exhaust cleaning	1	575.00	575.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$575.00
S & H	$0.00
discount	$0.00
TOTAL	$575.00

Other Comments or Special Instructions
Paid for out of Football Fund

B. L D. 7.7.22

Authorized by Date

012620 431001
002

Mighty Ducts

Restaurant Exhaust System Cleaning



308-379-9602

1608 E. 57th St. Pl. #A • Kearney, NE 68847

422-2059

16822

Date 6-20 2022

Name Ravenna Public School

Address 41750 Carthage Rd

City Ravenna State Ne Zip 68869

ORDER FILLED BY	CHARGE	CASH	CHECK NO.	
Jeff	X			

QUANTITY	CODE #	DESCRIPTION	PRICE EA.	AMOUNT	
1	U	Kitchen exhaust cleaning		575	00
		Thank			
			SUBTOTAL		
			TAX	NT	
			TOTAL	$ 575	00

June 2023
Next Cleaning Date

Received by _____

R & D. 6/

****
* GUEST COPY *
****

2122-2056

G RAVENNA PUBLIC SCHOOL
41750 CARTHAGE RD
PO BOX 8400
RAVENNA NE 68869
FAX # (308)

MENARDS - KEARNEY
6411 1st Avenue
Kearney, NE 68847

INVOICE # 36214 ACCOUNT : 32000451

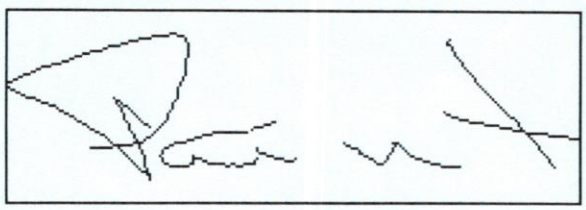
TRANSACTION DATE : 06/16/22
TRANSACTION TIME : 161501
REGISTER NUMBER : 10
SIGNER : Todd VanWinkle

TRANSACTION # : 5547
PURCHASE ORDER # :
TYPE OF SALE : Charge Sale
CLAIM # :

QUANTITY	SKU	DESCRIPTION	AMOUNT
1.00	5521416	CONCO INT PAINT SG UBW/PS	130.99
1.00	5542108	GD EXT PAINT FLT NEUTRAL	48.98
2.00	2674183	50:1 FUEL PREMIX 110 OZ	47.96

SUB-TOTAL: 227.93
TOTAL TAX: 0.00
PAYMENTS : 0.00
TOTAL DUE: 227.93

012620 610 001 000



Use Your BIG CARD 2% REBATE

MENARDS

MENARDS - KEARNEY
6411 1st Avenue
Kearney, NE 68847

KEEP YOUR RECEIPT
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for items on this receipt will be in the form of an in store credit voucher if the return is done after 09/14/22

If you have questions regarding the charges on your receipt, please email us at:
KRNYfrontend@menards.com

CHARGE SALE

PO #
SM
Invoice # 36214
Account: 32000451
Guest Name: G RAVENNA PUBLIC SCHOOL

Tax Exempt Certificate ID: 05
Exempt Type: Government

CONCO INT PAINT SG UBW/P		
5521416	130.99	NT
GD EXT PAINT FLT NEUTRAL		
5542108	48.98	NT
50:1 FUEL PREMIX 110 OZ		
2674183 2 @23.98	47.96	NT
TOTAL SALE	227.93	
CHARGE	227.93	

TOTAL NUMBER OF ITEMS = 4

THE FOLLOWING REBATE RECEIPTS WERE PRINTED FOR THIS TRANSACTION:
1912

I acknowledge this purchase is governed by the terms and conditions posted in the front of the store and authorize MENARD, Inc. to bill the above named account and agree to pay for the goods according to the terms of the credit agreement which is on file.

Guest Signature

THANK YOU, YOUR CASHIER, Brittany

1340 06/10/22 04:17PM

Ravenna Public Schools

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

PURCHASE ORDER

Date: 06-16-2022
P.O. # 2122-2056
Bill To: PO Box 8400

Tax Exemption No. 05-627933

VENDOR
Menards- Kearney

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

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
5521516	Conco INT paint	1	130.99	130.99
5542108	GD EXT Paint FLT Neutral	1	48.98	48.98
2674183	50:1 Fuel Premix 110 oz	2	23.98	47.96
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$227.93
S & H	$0.00
discount	$0.00
TOTAL	**$227.93**

Other Comments or Special Instructions

B. L. D. Y.
Authorized by

7.7.22
Date

2122-2054

Midwest Floor Specialists
Broc and Erin Howard
1006 9th Ave
Kearney, NE 68845

Invoice

Date	Invoice #
6/25/2022	30

Bill To
Ravenna Public Schools PO Box 8400 Ravenna, NE 68869

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	Labor and Materials to Refinish Small Gym Floor	2,236.00	2,236.00
		Total	$2,236.00

01 2620 431 052 000

E-mail	Web Site
howard@midwestfloorspecialists.com	www.midwestfloorspecialists.com

Ravenna Public Schools

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

PURCHASE ORDER

Date: 06/25/22
P.O. # 2122-2054
Bill To: PO Box 8400

Tax Exemption No. **05-627933**

VENDOR
Midwest Floor Specialists, Inc.

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

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Labor and Materials to Refinish small gym floor	1	2,236.00	2,236.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$2,236.00
S & H	$0.00
discount	$0.00
TOTAL	**$2,236.00**

Other Comments or Special Instructions

B. L. D. J. 7.7.22

Authorized by Date

Midwest *Technology Products*
800) 831-5904 • Fax 800) 285-7054
PO Box 3717 • Sioux City, IA 51102
sales@midwesttechnology.com
www.midwesttechnology.com
FED I.D. # 42-0870533

INVOICE

INVOICE DATE	ORDER NO.
06/07/22	2128541-00

P.O. NO.	PAGE #
2223CYBORON2-1	1

Cust #: **16058**

Bill To: RAVENNA PUBLIC SCHOOL DISTRICT
PO BOX 8400
RAVENNA, NE 68869-0840

Ship To: RAVENNA PUBLIC SCHOOLS
DAN CYBORON/PO#2223CYBORON2-1
41750 CARTHAGE RD
RAVENNA, NE 68869

INSTRUCTIONS	SHIP VIA	TRACKING #	SHIPPED	TERMS
	UPS Ground	1Z5315090374729143	06/07/22	Net 30 Days

LINE	ITEM AND DESCRIPTION	ORDERED	B.O.	SHIPPED	UM	PRICE	AMOUNT
	APPROVED PRICE INCREASE ON 501050 EXT CORD BY HILARY 05/17/22 - KL						
1	M983108 0625 Dan C 14/3 25' EXTENSION CORD	2	0	2	EACH	24.95	49.90
2	M258073 E7050 > Kelley CARPENTERS WOOD GLUE GAL E7050LMR	1	0	1	GAL	20.68	20.68
3	M856812 54-012 12OZ BALL PEIN HAMMER	1	0	1	EACH	19.26	19.26
4	M485604 2BX BOXED K. Lew 2" POLY-FOAM BRUSH-EA	50	0	50	EACH	0.38	19.00

TOTAL	108.84
INVOICE TOTAL	108.84

01 7620 610 001 000 49.90
01 1100 610 001 022 39.94
01 1100 610 002 001 19.00

Last Page

Midwest *Technology Products*
800) 831-5904 • Fax 800) 285-7054
PO Box 3717 • Sioux City, IA 51102
sales@midwesttechnology.com
www.midwesttechnology.com
FED I.D. # 42-0870533

*** SHIP COMPLETE ***

PACKING SLIP
*** REPRINT ***

Order #	Order Date	Page #
2128541-00	04/21/22	1
Customer PO #		
2223CYBORON2-1		

Cust #: **16058**

Bill To: RAVENNA PUBLIC SCHOOL DISTRICT
PO BOX 8400
RAVENNA, NE 68869-0840

Ship To: RAVENNA PUBLIC SCHOOLS
DAN CYBORON/PO#2223CYBORON2-1
41750 CARTHAGE RD
RAVENNA, NE 68869

Instructions	Taker #	Ship Via	Date	Terms
	sjc	Best Way	06/03/22	Net 30 Days

LINE	PRODUCT #	BIN	ORDERED	B.O.	SHIPPED	UM	AMOUNT
	APPROVED PRICE INCREASE ON 501050 EXT CORD BY HILARY 05/17/22 - KL						
3*	M856812 54-012 12OZ BALL PEIN HAMMER	/ / B/037	1.00	0.00	1.00	EACH	
1*	M983108 0625 14/3 25' EXTENSION CORD	/ / D/049	2.00	0.00	2.00	EACH	
4*	M485604 2BX BOXED 2" POLY-FOAM BRUSH-EA	/ / H/061	50.00	0.00	50.00	EACH	
2*	M258073 E7050 CARPENTERS WOOD GLUE GAL E7050LMR	/ / I/085	1.00	0.00	1.00	GAL	

Invoice Total

Picked By	Packed By	Checked By	Weight	Freight Charges	Received By	Date Received
			14.91000			

Last Page

CUSTOMER COPY

IPC BO 6/7 UPS

MOSAIC℠

Real Life. Real Possibilities.

INVOICE NO. 0622-Abood

1044 23rd Road • PO Box 67 • Axtell, NE 68924 • 308-743-2401

INVOICE

STUDENT	**Julianna Abood**	**DATE**	7/1/2022
		PROVIDER #	950311
SCHOOL	Ravenna Public Schools	**SCHOOL YEAR**	2021/2022
ADDRESS	41750 Carthage Road	**MONTH**	06/22
CITY	Ravenna, NE 68869		
CONTACT			

QTY	DESCRIPTION	HOURS	RATE	TOTAL
9	Level III Services	6	$35.70	$1,927.80
	Level III Services (May 5 & 12)	4	$35.70	$-
	01 1200 569 001 000			
9	TOTAL DAYS	**SUBTOTAL**		$1,927.80
		TOTAL		$1,927.80

Please Remit Payment To:
Mosaic at Axtell
4980 S. 118th St.
Omaha, NE 68137
Attn: Accounts Receivable

7-8-22

Please Indicate Month of Service on Payments

MOSAIC
Real Life. Real Possibilities.

Therap

Attendance Report

Provider: Mosaic Axtell NE
Program(Site): 161144 - Special Education - Kidron (Kidron)
Program ID: Kidron Spec Ed
Site Address: 1044 23 Road, Axtell, NE 68924, USA

Date: Wed, 1 Jun 2022 - Thu, 30 Jun 2022
Service Desc(Code): School Child-Day (0404)
Attendance Type: School-Child Day

Attendance Options
P: Present
A: Absent
PC: Present - Church Day
PS: Present - Summer 1/2 Day

Individual Name	We 1	Th 2	Fr 3	Sa 4	Su 5	Mo 6	Tu 7	We 8	Th 9	Fr 10	Sa 11	Su 12	Mo 13	Tu 14	We 15	Th 16	Fr 17	Sa 18	Su 19	Mo 20	Tu 21	We 22	Th 23	Fr 24	Sa 25	Su 26	Mo 27	Tu 28	W 29
Abood, Julianna Mae Add. ID #	P	A	A			P	P	A	A	A			A	P	P	A	A			P	P	A	A	A			P	P	

Invoice #173175

Invoice Issued: June 23, 2022 • Invoice Due: July 23, 2022
Purchase Order #2223Anderson3

Ravenna School District 69
Ravenna, NE, US

District Membership for 2022-2023 with US $1,150 discount

Membership is valid through June 30, 2023.

Includes access to all lessons for all teachers at Ravenna School District 69.

Ready to pay?

Pay with a credit card by visiting:
https://mysteryscience.com/order/8f5c5e

Or mail a check to

Mystery Science
c/o Discovery Education, Inc
PO Box 745873
Atlanta, GA 30374-5873

If you need a W-9, you can view it at
mysteryscience.com/w9

Pricing Breakdown

B & D. 7.8.22

District Membership 2022-2023
Membership period: July 1, 2022 - June 30, 2023

$1,999 x 1 priced schools	$1,999
$1,150 Small School Discount x 1 priced schools	- $1,150

Net amount due (USD) **$849**

Total Discount of $1,150

01 1140735 002 000

Terms of Service: By submitting a payment or purchase order, you are agreeing to the Mystery Science Terms of Service available at mysteryscience.com/terms, the terms and conditions of which are hereby expressly incorporated herein by reference.
If you need a W-9, you can view it at mysteryscience.com/w9. Note that our W-9 lists our office mailing address, but our remit address is the Atlanta address listed below.

Remit to
Note: all purchase orders can be submitted online
Mystery Science
c/o Discovery Education, Inc
PO Box 745873
Atlanta, GA 30374-5873

Contact
650) 550-0670
Fax provided after
submitting PO #

MYSTERY science
part of Discovery Education

PURCHASE ORDER

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

Date: 03/21/22
P.O. # 2223-Anderson-3
Bill To: PO Box 8400

Tax Exemption No. **05-627933**

VENDOR

Mystery Science
c/o Discovery Education, Inc
PO Box 745873
Alanta, GA 30374-5873

SHIP TO

Paul Anderson
Ravenna Public Schools
41750 Carthage St
Ravenna, NE 68869

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	2022-2023 Mystery Science Subsciption (School Wide)	1	849.00	849.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$849.00
S & H	$0.00
discount	$0.00
TOTAL	**$849.00**

Other Comments or Special Instructions

Quote # 173175 is attached

Authorized by

3-21-22
Date

Quote #173175

Quote Issued: March 8, 2022 • Quote Expires: May 31, 2022

Ravenna School District 69, Ravenna, NE, US

District Membership for 2022-2023 with US $1,150 discount

Membership is valid through June 30, 2023.

Includes access to all lessons for all teachers at Ravenna School District 69.

Ready to purchase?

Activate your membership immediately by submitting your purchase order or payment online: https://mysteryscience.com/order/8f5c5e

Purchase orders submitted by mail are accepted but take longer to process.

Pricing Breakdown

District Membership 2022-2023
Membership period: July 1, 2022 - June 30, 2023

$1,999 x 1 priced schools	$1,999
$1,150 Small School Discount x 1 priced schools	- $1,150

See a mistake?

To cancel this quote, visit: https://mysteryscience.com/order/8f5c5e

Other questions? visit our help center at https://support.mysteryscience.com

Grand total (USD) **$849**

Total Discount of $1,150

Terms of Service: By submitting a payment or purchase order, you are agreeing to the Mystery Science Terms of Service available at mysteryscience.com/terms, the terms and conditions of which are hereby expressly incorporated herein by reference.
If you need a W-9, you can view it at mysteryscience.com/w9. Note that our W-9 lists our office mailing address, but our remit address is the Atlanta address listed below.

Remit to
Note: all purchase orders can be submitted online
Mystery Science
c/o Discovery Education, Inc
PO Box 745873
Atlanta, GA 30374-5873

Contact
(650) 550-0670
Fax provided after submitting PO #

MYSTERY science
part of Discovery Education

Nebraska Public Power District
PO BOX 499, Columbus NE 68602-0499

6700 0010 NB RP 29 06292022 YNNNNY 01 002618 0008

RAVENNA HIGH SCHOOL
PO BOX 8400
RAVENNA, NE 68869-8400

Billing Date:	June 29, 2022
Account Number:	211010052754
Customer Name:	RAVENNA HIGH SCHOOL
Service Address:	W CARTHAGE ST RAVENNA NE 68869

Send Payment To:
Nebraska Public Power District
PO BOX 2860
Omaha, NE 68103-2860

Questions? Concerns? Power Outage?
Call 1-877-ASK-NPPD (1-877-275-6773)
or visit www.nppd.com

Due Date: 07/19/22

PLEASE NOTE: Payment in full by the due date is appreciated. Accounts not paid on or before the due date are subject to a late fee.

Billing Summary

Previous Balance	$49.50
Payment Received 06/20/2022 - Thank You	49.50
Balance Forward	0.00
Net Adjustments	0.00
Current Month's Charge	$31.58
Total Amount Due	**$31.58**

PENNIES FOR POWER

NPPD's Pennies for Power program was established to help disadvantaged families pay energy-related expenses. If you're in need of assistance or interested in contributing to this wonderful cause, please log on to www.NPPD.com>>Accounts & Billing>>Financial Assistance or call our toll-free number at 877-275-6773 to speak with a representative.

01 2610 621 001 000
002 000

B & D 7-7-22

Please return the stub below with your payment made payable to NPPD.
Check payments may be converted to an ACH item. Returned items will be re-presented electronically.

☐ **Changes or Corrections**
Check here if your contact information has recently changed. Note all changes on the back of this form.

Account Number: **211010052754**
Customer: **RAVENNA HIGH SCHOOL**

Total Amount Due: **07/19/22** **$31.58**

NEBRASKA PUBLIC POWER DISTRICT
PO BOX 2860
OMAHA, NE 68103-2860

Amount Enclosed: $ _____

0200002110100527549000000000000003158000000031589

Billing Date: June 29, 2022
Account Number: 211010052754
Customer Name: RAVENNA HIGH SCHOOL
Service Address: W CARTHAGE ST
RAVENNA NE 68869

Metered Service Detail

Municipal Meter Location: CONCESSION STAND

METER NUMBER	DAYS	METER READINGS 05/26	06/27	MULTIPLIER	USAGE	TYPE
143473173	33	28070	28136	1	66	Kilowatt Hour

Customer Charge	$30.00
Gross Revenue Tax	1.58
Subtotal	**$31.58**
Current Month's Charges	**$31.58**

Thank you for being our customer!

Changes: Mailing Address / Phone Number / Email / Correspondence

Nebraska Public Power District
PO BOX 499, Columbus NE 68602-0499

6700 0010 NB RP 29 06292022 YNNNNY 01 002617 0008

RAVENNA HIGH SCHOOL
PO BOX 8400
RAVENNA, NE 68869-8400

Billing Date: June 29, 2022
Account Number: 211010052749
Customer Name: RAVENNA HIGH SCHOOL
Service Address: W CARTHAGE ST
RAVENNA NE 68869

Send Payment To:
Nebraska Public Power District
PO BOX 2860
Omaha, NE 68103-2860

Questions? Concerns? Power Outage?
Call 1-877-ASK-NPPD (1-877-275-6773)
or visit www.nppd.com

Due Date: 07/19/22

PLEASE NOTE: Payment in full by the due date is appreciated. Accounts not paid on or before the due date are subject to a late fee.

Billing Summary

Previous Balance	$47.37
Payment Received 06/20/2022 - Thank You	47.37
Balance Forward	0.00
Net Adjustments	0.00
Current Month's Charge	$47.37
Total Amount Due	**$47.37**

PENNIES FOR POWER

NPPD's Pennies for Power program was established to help disadvantaged families pay energy-related expenses. If you're in need of assistance or interested in contributing to this wonderful cause, please log on to www.NPPD.com>>Accounts & Billing>>Financial Assistance or call our toll-free number at 877-275-6773 to speak with a representative.

B f D J. 7.7.22

01 2610 621 001 00
002 00

Please return the stub below with your payment made payable to NPPD.
Check payments may be converted to an ACH item. Returned items will be re-presented electronically.

☐ **Changes or Corrections**
Check here if your contact information has recently changed. Note all changes on the back of this form.

Account Number: **211010052749**
Customer: **RAVENNA HIGH SCHOOL**

Total Amount Due: **07/19/22** **$47.37**

NEBRASKA PUBLIC POWER DISTRICT
PO BOX 2860
OMAHA, NE 68103-2860

Amount Enclosed: $ _____

0200002110100527496000000000000000473700000047374

Billing Date: June 29, 2022
Account Number: 211010052749
Customer Name: RAVENNA HIGH SCHOOL
Service Address: W CARTHAGE ST
RAVENNA NE 68869

Metered Service Detail

Municipal Meter Location: FOOTBALL FIELD

METER NUMBER	DAYS	METER READINGS 05/26	06/27	MULTIPLIER	USAGE	TYPE
143354396	33	7604	7618	1	14	Kilowatt Hour

Customer Charge	$45.00
Gross Revenue Tax	2.37
Subtotal	**$47.37**
Current Month's Charges	**$47.37**

Thank you for being our customer!

Changes: Mailing Address / Phone Number / Email / Correspondence

Nebraska Public Power District
PO BOX 499, Columbus NE 68602-0499

6700 0010 NB RP 29 06292022 YNNNNY 01 002619 0008

RAVENNA HIGH SCHOOL
PO BOX 8400
RAVENNA, NE 68869-8400

Billing Date: June 29, 2022
Account Number: 211010052759
Customer Name: RAVENNA HIGH SCHOOL
Service Address: 740 W CARTHAGE ST
RAVENNA NE 68869

Send Payment To:
Nebraska Public Power District
PO BOX 2860
Omaha, NE 68103-2860

Questions? Concerns? Power Outage?
Call 1-877-ASK-NPPD (1-877-275-6773)
or visit www.nppd.com

Due Date: 07/19/22

PLEASE NOTE: Payment in full by the due date is appreciated. Accounts not paid on or before the due date are subject to a late fee.

Billing Summary

Previous Balance	$3,948.47
Payment Received 06/20/2022 - Thank You	3,948.47
Balance Forward	0.00
Net Adjustments	0.00
Current Month's Charge	$5,524.04

Total Amount Due **$5,524.04**

PENNIES FOR POWER

NPPD's Pennies for Power program was established to help disadvantaged families pay energy-related expenses. If you're in need of assistance or interested in contributing to this wonderful cause, please log on to www.NPPD.com>>Accounts & Billing>>Financial Assistance or call our toll-free number at 877-275-6773 to speak with a representative.

01 2610 6221 001 000
7.7.22 002 000

Please return the stub below with your payment made payable to NPPD.
Check payments may be converted to an ACH item. Returned items will be re-presented electronically.

☐ **Changes or Corrections**
Check here if your contact information has recently changed. Note all changes on the back of this form.

Account Number: **211010052759**
Customer: **RAVENNA HIGH SCHOOL**

Total Amount Due: **07/19/22** **$5,524.04**

NEBRASKA PUBLIC POWER DISTRICT
PO BOX 2860
OMAHA, NE 68103-2860

Amount Enclosed: $ _____

0200002110100527594000000000000055240400005524040

Billing Date: June 29, 2022
Account Number: 211010052759
Customer Name: RAVENNA HIGH SCHOOL
Service Address: 740 W CARTHAGE ST
RAVENNA NE 68869

Metered Service Detail

Municipal Meter Location: 740 W CARTHAGE ST

	DAYS	USAGE 05/26 to 06/27	TYPE
143353303	33	73548	Kilowatt Hour
143353303	33	176.54	KW Peak

Energy and Delivery Charges	$5,461.85
Production Cost Adjustment	214.02 CR
Gross Revenue Tax	276.21
Subtotal	**$5,524.04**
Current Month's Charges	**$5,524.04**

Thank you for being our customer!

Changes: Mailing Address / Phone Number / Email / Correspondence

Nebraska Public Power District
PO BOX 499, Columbus NE 68602-0499

6700 0010 NB RP 29 06292022 YNNNNY 01 002616 0008

RAVENNA HIGH SCHOOL
PO BOX 8400
RAVENNA, NE 68869-8400

Billing Date:	June 29, 2022
Account Number:	211010052744
Customer Name:	RAVENNA HIGH SCHOOL
Service Address:	CARTHAGE ST RAVENNA NE 68869

Send Payment To:
Nebraska Public Power District
PO BOX 2860
Omaha, NE 68103-2860

Questions? Concerns? Power Outage?
Call 1-877-ASK-NPPD (1-877-275-6773)
or visit www.nppd.com

Due Date: 07/19/22

PLEASE NOTE: Payment in full by the due date is appreciated. Accounts not paid on or before the due date are subject to a late fee.

Billing Summary

Previous Balance	$154.67
Payment Received 06/20/2022 - Thank You	154.67
Balance Forward	0.00
Net Adjustments	0.00
Current Month's Charge	$130.02
Total Amount Due	**$130.02**

PENNIES FOR POWER

NPPD's Pennies for Power program was established to help disadvantaged families pay energy-related expenses. If you're in need of assistance or interested in contributing to this wonderful cause, please log on to www.NPPD.com>>Accounts & Billing>>Financial Assistance or call our toll-free number at 877-275-6773 to speak with a representative.

01 26106021 001 000
7.7.22 002 000

Please return the stub below with your payment made payable to NPPD.
Check payments may be converted to an ACH item. Returned items will be re-presented electronically.

☐ **Changes or Corrections**
Check here if your contact information has recently changed. Note all changes on the back of this form.

Account Number: **211010052744**
Customer: **RAVENNA HIGH SCHOOL**

Total Amount Due: **07/19/22** **$130.02**

NEBRASKA PUBLIC POWER DISTRICT
PO BOX 2860
OMAHA, NE 68103-2860

Amount Enclosed: $ _____

0200002110100527441000000000000001300200000130021

Billing Date: June 29, 2022
Account Number: 211010052744
Customer Name: RAVENNA HIGH SCHOOL
Service Address: CARTHAGE ST
RAVENNA NE 68869

Non-Metered Service Detail

SERVICE DESCRIPTION	TOTAL COST OF SERVICE	COST PER UNIT	NUMBER OF UNITS	BILLING PERIOD
Area Light Rental	6.32	0.90	7	7
Area Light Energy	7.12	1.02	7	7
Area Light Rental	7.28	1.21	6	7
Area Light Energy	12.67	2.11	6	7
Area Light Energy	34.38	5.73	6	27
Area Light Rental	48.66	8.11	6	27
Area Light Energy	1.98	1.98	1	27
Area Light Rental	3.95	3.95	1	27
Lease Payment	$7.66			
Subtotal	**$130.02**			
Current Month's Charges	**$130.02**			

Thank you for being our customer!

Changes: Mailing Address / Phone Number / Email / Correspondence

Nebraska Public Power District
PO BOX 499, Columbus NE 68602-0499

6700 0010 NB RP 29 06292022 YNNNNY 01 002620 0008

RAVENNA HIGH SCHOOL
PO BOX 8400
RAVENNA, NE 68869-8400

Billing Date:	June 29, 2022
Account Number:	211010052765
Customer Name:	RAVENNA HIGH SCHOOL
Service Address:	W CARTHAGE ST RAVENNA NE 68869

Send Payment To:
Nebraska Public Power District
PO BOX 2860
Omaha, NE 68103-2860

Questions? Concerns? Power Outage?
Call 1-877-ASK-NPPD (1-877-275-6773)
or visit www.nppd.com

Due Date: 07/19/22

PLEASE NOTE: Payment in full by the due date is appreciated. Accounts not paid on or before the due date are subject to a late fee.

Billing Summary

Previous Balance	$64.79
Payment Received 06/20/2022 - Thank You	64.79
Balance Forward	0.00
Net Adjustments	0.00
Current Month's Charge	$64.79
Total Amount Due	**$64.79**

PENNIES FOR POWER

NPPD's Pennies for Power program was established to help disadvantaged families pay energy-related expenses. If you're in need of assistance or interested in contributing to this wonderful cause, please log on to www.NPPD.com>>Accounts & Billing>>Financial Assistance or call our toll-free number at 877-275-6773 to speak with a representative.

01 2010 021 001 000
7-7-22 002 000

Please return the stub below with your payment made payable to NPPD.
Check payments may be converted to an ACH item. Returned items will be re-presented electronically.

☐ **Changes or Corrections**
Check here if your contact information has recently changed. Note all changes on the back of this form.

Account Number: **211010052765**
Customer: **RAVENNA HIGH SCHOOL**

Total Amount Due: **07/19/22** **$64.79**

NEBRASKA PUBLIC POWER DISTRICT
PO BOX 2860
OMAHA, NE 68103-2860

Amount Enclosed: **$** _____

0200002110100527656000000000000000064790000006479 6

Billing Date: June 29, 2022
Account Number: 211010052765
Customer Name: RAVENNA HIGH SCHOOL
Service Address: W CARTHAGE ST
RAVENNA NE 68869

Metered Service Detail

Municipal Meter Location: FUEL PUMP

METER NUMBER	DAYS	METER READINGS 05/26	METER READINGS 06/27	MULTIPLIER	USAGE	TYPE
143706626	33	87	88	1	1	Kilowatt Hour

Customer Charge	$30.00
Gross Revenue Tax	1.58
Subtotal	**$31.58**

Non-Metered Service Detail

SERVICE DESCRIPTION	TOTAL COST OF SERVICE	COST PER UNIT	NUMBER OF UNITS	BILLING PERIOD
Area Light Energy	18.10	9.05	2	33
Area Light Rental	10.40	5.20	2	33
Span of Wire	1.00	1.00	1	33

Lease Payment	$2.62
Gross Revenue Tax	1.09
Subtotal	**$33.21**
Current Month's Charges	**$64.79**

Thank you for being our customer!

Changes: Mailing Address / Phone Number / Email / Correspondence

Nebraska Rural Community Schools Association

Invoice

Nebraska Rural Community Schools Association
455 S.11th St, Ste B
Lincoln, NE 68508

Invoice #:	Mem 159
Date:	7/1/2022

Bill To:

RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA NE 68869

For: NRCSA Membership Dues

Description		Amount
2022-23 NRCSA Membership Dues		*$850.00*
	Invoice Total	*$850.00*

01 2310 810 000 000

B f D 7.7-22

Make all checks payable to **NRCSA**

If you have any questions concerning this invoice, contact Jeff Bundy at (402) 202-6028
or e-mail:jbundy@nrcsa.net

NWEA
121 NW Everett St
Portland, OR 97209
United States

Invoice # 72341
7/1/2022

Bill To

Ravenna Public Schools
41750 Carthage Rd./PO Box 4500
Ravenna NE 68869
United States

Amount Due

$720.00

Due Date: 7/31/2022

Partner ID	PO #	Terms	Due Date
10896	Brad Kjar signed contract	Net 30	7/31/2022

Quantity	Description	Rate	Amount
48	MAP Growth K-12	$12.50	$600.00
48	MAP Growth Science (Add-On)	$2.50	$120.00

Subtotal	$720.00
Tax	$0.00
Total	$720.00
Amount Paid	$0.00
Amount Due	$720.00

7/11/22 BS 001 002

B & D. 7-8-22

Prices are listed net of all taxes and additional charge imposed by any local, state, federal or other governmental authorities, withholding and value added taxes. Subscriber agrees that it is solely responsible for payment of any such assessments.

We accept payment via credit card, ACH, wire transfer or check in US dollars drawn on a US bank.

- To pay by check, please include the Invoice number and mail to: PO Box 2745, Portland, OR 97208-2745.
- To pay via credit card, please call Finance Support: 503-408-6632 or email accountsreceivable@nwea.org.
- To pay by ACH or wire transfer, provide the following to your bank:

Beneficiary Bank's ABA: 123002011
Beneficiary Bank's Name: Key Bank
Beneficiary Bank's Address: 1211 SW 5th Ave Suite 577, Portland, OR 97204
Beneficiary's Account Number: 379681088355
Beneficiary's Name: NWEA
Beneficiary Bank's SWIFT Code: KEYBUS33

IMPORTANT: PLEASE INCLUDE THE NAME OF YOUR ORGANIZATION AS IT SHOWS ON THIS DOCUMENT ALONG WITH THE INVOICE NUMBER ON YOUR PAYMENT. If your bank transfer has no way to include this information, please send us an email so that we know to expect our payment. Otherwise your payment may be applied to an incorrect account.

Phone	Fax	Email	Federal Tax ID
(503) 624-1951	(503) 639-7873	business.operations@nwea.org	#93-0686108

onesource
The Background Check Company

One Source The Background Check Company
PO Box 24148
Omaha, NE, 68124
Phone: 800-608-3645, opt. 311

Invoice Date: 03/31/2022
Invoice Number: 1882-20220331
Terms: Net 30

Bill To: Ravenna Public School
P.O. Box 8400
Ravenna, NE 68869
ATTN: Hilary Bolling

Remit To: PO Box 24148
Omaha, NE 68124
Phone: 800-608-3645

Department	Recruiter	ApplicantID	Name	Date	Type	Amount
	Hilary Bolling	A202203152000563	Lammers, Justin	03/16/2022	Applicant Total	$21.00
				03/31/2022	Client Total	$21.00

01 2310 340000 000

B & D 7-8-22

PURCHASE ORDER

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

Date: 06/29/22
P.O. # 2122-2052
Bill To: PO Box 8400

Tax Exemption No. **05-627933**

VENDOR
Allan Osburn

SHIP TO
Ravenna Public Schools
Attn:
41750 Carthage Road
Ravenna NE, 68869

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Reimburse for Fuel cost for van to Wrestling Camp	14.73	4.64	68.33
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$68.33
S & H	$0.00
discount	$0.00
TOTAL	**$68.33**

Other Comments or Special Instructions

01 2710 626000 000

Authorized by

7.8.22
Date

WELCOME
VV1078988960601

wrestling camp

DATE 6/23/22 15:16
TRAN#9052673
PUMP# 05
SERVICE LEVEL: SELF
PRODUCT: PLUS
GALLONS: 14.730
PRICE/G: $4.639
FUEL SALE $68.33
CREDIT $68.33

MasterCard
CARD ENTRY: INSERT
CARD TYPE: MasterCar
d
**********9036
Acct/Card #: *******
*****9036
TRANSACTION TYPE: SA
LE
Mastercard

AUTH MODE: ISSUER
AID: A0000000041010
TVR: 0000008000
TSI: E800
IAD: 1610A0400122000
00000000000000000F
F
ARC: 00

B & D. G.

Auth #: 02322P
Resp Code: 00
Stan: 0128188360

SITE ID:
VV1078988960601

Allan Osburn

THANK YOU
HAVE A NICE DAY

MAGNUM

BOX 2023, FARGO, ND 58107-2023
PHONE: 701-293-1744

PRO #:4998065

CUSTOMER COPY

PREPAID NON DISCLOSURE

CONSIGNEE
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
KRY
KRY 25 BRO
RAVENNA NE 68869
HOUR: 00:00 to 00:00 308 452 3249

DATE: 06/21/2022
C/L PRO #:
PO #: 2223HBOLLING1
BOL #: 21545100

SHIPPER
PAPER CORPORATION
1770 NE 58TH AVE
DES MOINES IA 50313

BILL TO
PAPER CORPORATION
PO BOX 599
DES MOINES IA 50302

- [ ] APPT
- [ ] LIFT GATE
- [ ] HAND UNLOAD
- [ ] INSIDE DEL
- [ ] NON COMMERCIAL
- [ ] LUMPER
- [ ] OTHER

PIECES	HM	PFF	DESCRIPTION	WGT	CHARGES
3			STC 131 PCS PAPER	6818	
			DISCOUNT		
			SUB TOTAL		
			LTL FSC		
			MUST CALL FOR DELIVERY -APPOINTMENT-FEE		
			INVOICE TOTAL	6818	PPD
3			TOTAL	6818	

Copy Paper

DELVD
DATE_____
IN: _____
OUT:_____

DRIVER
NAME: _____
ID: _____
PCS/PLTS DEL_____

CONSIGNEE
SIGNATURE: _____
PRINT NAME:_____
[X] SHRINK WRAP INTACT UNLESS OTHERWISE INDICATED

INVOICE

P.O. BOX 248
ANKENY, IA 50021-0248
(800) 217-4440 FAX: (800) 217-4441

SALESPERSON	DATE	ORDER #	
SCHOOLS	06/21/22	215451-00	
TAKEN BY	PO #		PAGE #
ELIZABETH GABLER	22-23HBOLLING1		1
INSTRUCTIONS			
MAGNUM			
CONTACT			

BILL TO: 920125	SHIP TO: 001
RAVENNA PUBLIC SCHOOLS PO BOX 8400 41750 CARTHAGE RD RAVENNA, NE 68869	RAVENNA PUBLIC SCHOOLS 41750 CARTHAGE RD NEBRASKA ESU10 RAVENNA, NE 68869-1014 (308) 452-3249

B & D. 7.8.22

TERMS	SHIP VIA	SHIPPED
NET 20 DAYS	BEST WAY	06/21/22

LINE #	PRODUCT / DESCRIPTION	CUSTOMER PROD NO.	QUANTITY ORDERED	QUANTITY B/O	QUANTITY SHIPPED	QTY U/M	UNIT PRICE	PRC U/M	EXT. PRICE	TAX Y/N
1	115924 8.5X11 20# WHITE A-COPY 96+ COPY PAPER 10 RM /CTN 5000 SHTS /CTN		120	0	120 1/2 +1/2	CTN	44.90	CTN	5,388.00	N
2	767124 8.5X11 12M 60# BRIGHTS ASSORTMENT 5-COLOR BLUE, LEMON, LIME, ORNG, PINK 5 RM		1	0	1 HS	CTN	65.81	CTN	65.81	N
3	1122424 D 8.5X11 10M 20# GREEN COLORFAST PASTEL COLORS GL 5000 SHTS/CTN		1	0	1 HS	CTN	51.51	CTN	51.51	N
4	9156324 D 8.5X11 9.87M 20/50# BRIGHT TANGERINE EXACT BRIGHTS SMOOTH GL 5000 SHTS/CTN		1	0	1 HS	CTN	77.71	CTN	77.71	N
5	1112424 D 8.5X11 10M 20# BLUE COLORFAST PASTEL COLORS GL 5000 SHTS/CTN		1	0	1 HS	CTN	51.51	CTN	51.51	N
7	986212 8.5X11 10M 20/50# RE-ENTRY RED ASTROBRIGHTS GL 30% PCW 5000 SHTS/CTN		1	0	1 Elem	CTN	77.71	CTN	77.71	N
8	654024 8.5X11 23.38M 65# GRAY ECOPY PASTEL COVER 2000 SHTS/CTN		1	0	1 Elem	CTN	63.02	CTN	63.02	N
10	9122224 8.5X14 12.72M 20# WHITE ECOPY PLUS GL P 5000 SHTS/CTN		1	0	1 HS	CTN	61.72	CTN	61.72	N
11	114224 11X17 20M 20# WHITE LASER SHARP 92+ GL 2500 SHTS/ CTN		1	0	1 HS	CTN	48.53	CTN	48.53	N
12	641914 8.5X11 23.38M 65# WHITE ECOPY HI-BRITE SM COVER 92+ GL 2000 SHTS/CTN		2	0	2 Elem	CTN	54.22	CTN	108.44	N
13	641914 8.5X11 23.38M 110/65# WHITE ECOPY HI-BRITE SM 92+		1	0	1 HS	CTN	63.01	CTN	63.01	N

PAST DUE INVOICES MAY BE SUBJECT TO 1.5% LATE CHARGE.

CUSTOMER COPY

CONTINUED ON NEXT PAGE ...

INVOICE

PAPER101
P.O. BOX 248
ANKENY, IA 50021-0248
(800) 217-4440 FAX: (800) 217-4441

SALESPERSON	DATE	ORDER #	
SCHOOLS	06/21/22	215451-00	
TAKEN BY	PO #		PAGE #
ELIZABETH GABLER	22-23HBOLLING1		2
INSTRUCTIONS			
MAGNUM			
CONTACT			

BILL TO: 920125
RAVENNA PUBLIC SCHOOLS
PO BOX 8400
41750 CARTHAGE RD
RAVENNA, NE 68869

SHIP TO: 001
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
NEBRASKA ESU10
RAVENNA, NE 68869-1014

(308) 452-3249

TERMS	SHIP VIA	SHIPPED
NET 20 DAYS	BEST WAY	06/21/22

LINE #	PRODUCT / DESCRIPTION	CUSTOMER PROD NO.	QUANTITY ORDERED	QUANTITY B/O	QUANTITY SHIPPED	QTY U/M	UNIT PRICE	PRC U/M	EXT. PRICE	TAX Y/N
	GL 2000 SHTS/CTN									

11 LINES TOTAL

TOTAL 6,056.97
INVOICE TOTAL 6,056.97

01 1100 610 001 000 3113.80
01 1100 610 002 000 2943.17

PAST DUE INVOICES MAY BE SUBJECT TO 1.5% LATE CHARGE.

CUSTOMER COPY

... LAST PAGE

NEBRASKA esu Coordinating Council

Nebraska ESUCC Online Marketplace

Requisition Information

Name: 59744
Status: Approved
Submitted By: Hilary Bolling
Submitted At: 02/08/2022 01:08 PM CST
Agency: RAVENNA PUBLIC SCHOOLS
Approved By: Paul Anderson, Brad Kjar, and Hilary Bolling

Shipping Address

Ravenna Public School

Hilary Bolling
Ravenna Public Schools
41750 Carthage Rd
PO Box 8400
Ravenna, NE 68869

hilary.bolling@ravennabluejays.org
308-452-3249

Billing Address

Ravenna Public School

Hilary Bolling
Ravenna Public Schools
41750 Carthage Rd
PO Box 8400
Ravenna, NE 68869

hilary.bolling@ravennabluejays.org
308-452-3249

Payment

Method: Purchase Order
PO Number: 22-23HBOLLING1
Total: $5,697.55

Details

02/08/2022 01:08 PM CST - Submitted by Hilary Bolling
02/08/2022 01:10 PM CST - Approved by Paul Anderson (Ravenna 1)
02/08/2022 01:56 PM CST - Approved by Brad Kjar (Ravenna 2)
02/25/2022 09:38 AM CST - Approved by Hilary Bolling (Ravenna 3)
03/14/2022 09:13 AM CDT - Order #22-23RAGER1 for Paper101 (Paper Buy) (ESUCC-Paper- Paper101) merged into Order #22-23HBOLLING1 by api user

Paper101 (Paper Buy)

Item	Part #	Price	Quantity	Item Total
400141-3PLT Premium Copier Paper - 8 1/2" X 11" - White (3 pallet) - Manufacturer: PERFORMANCE - Manufacturer Part #: 118024	118024-3	$5,388.00 PL	1	$5,388.00
400285 Brights 5-Color Assortment Copier Paper - 8 1/2" x 11" - 24 lb. - Bright Colors - Manufacturer: MOHAWK / NEENAH - Manufacturer Part #: 767124	767124	$65.81 CS	1	$65.81
400995-P101-Free Paper101 No Liftgate required - Manufacturer: Shipping-Handling - Manufacturer Part #: FOB Tailgate	P101FREEDEL	$0.00 EA	1	$0.00

400350-GRN Color Copier Paper - 8 1/2" X 11" - 20 lb. - Pastel Colors, COLORFAST GREEN - Manufacturer: PERFORMANCE - Manufacturer Part #: 1122424	1122424	$51.51 CS	1	$51.51
400200-TA Color Copier Paper - 8 1/2" x 11" - 20 lb. - Bright Colors TANGERINE - Manufacturer: MOHAWK / NEENAH - Manufacturer Part #: 9156324	9156324	$77.71 CS	1	$77.71
400350-BLU Color Copier Paper - 8 1/2" X 11" - 20 lb. - Pastel Colors, COLORFAST BLUE - Manufacturer: PERFORMANCE - Manufacturer Part #: 1112424	1112424	$51.51 CS	1	$51.51
400890 Index/Cardstock - 8 1/2" x 11" - 110 lb. White - Manufacturer: DOMTAR - Manufacturer Part #: 218219	218219	$63.01 CS	1	$63.01

Total: $5,697.55

NEBRASKA esu Coordinating Council

Nebraska ESUCC Online Marketplace

Requisition Information

Name: 56137
Status: Approved
Submitted By: Lacey Rager
Submitted At: 02/16/2022 09:23 AM CST
Agency: RAVENNA PUBLIC SCHOOLS
Approved By: Paul Anderson, Brad Kjar, and Hilary Bolling

Shipping Address

Ravenna Public School

Lacey Rager
Ravenna Public Schools
41750 Carthage Rd
PO Box 8400
Ravenna, NE 68869

lacey.rager@ravennabluejays.org
308-452-3202

Billing Address

Ravenna Public School

Lacey Rager
Ravenna Public Schools
41750 Carthage Rd
PO Box 8400
Ravenna, NE 68869

hilary.bolling@ravennabluejays.org
308-452-3202

Payment

Method: Purchase Order
PO Number: 22-23RAGER1
Total: $249.17

Details

02/16/2022 09:23 AM CST - Submitted by Lacey Rager
02/16/2022 12:40 PM CST - Approved by Paul Anderson (Ravenna 1)
02/17/2022 07:51 AM CST - Approved by Brad Kjar (Ravenna 2)
02/25/2022 09:38 AM CST - Approved by Hilary Bolling (Ravenna 3)
03/14/2022 09:13 AM CDT - Order #22-23RAGER1 for Paper101 (Paper Buy) (ESUCC-Paper- Paper101) merged into Order #22-23HBOLLING1 by api user

Paper101 (Paper Buy)

Item	Part #	Price	Quantity	Item Total
400200-RED Color Copier Paper - 8 1/2" x 11" - 20 lb. - Bright Colors RE-ENTRY RED - Manufacturer: MOHAWK / NEENAH - Manufacturer Part #: 117512	986212	$77.71 CS	1	$77.71
400500-GRY Coverstock - 8 1/2" x 11" - 65 lb. - Pastel Colors, GRAY - Manufacturer: PERFORMANCE - Manufacturer Part #: 654024	654024	$63.02 CS	1	$63.02
400475 Coverstock - 8 1/2" x 11" - 65 lb. - White - Manufacturer: PERFORMANCE - Manufacturer Part #: 639914	639914	$54.22 CS	2	$108.44

400995-P101-Free Paper101 No Liftgate required - Manufacturer: Shipping-Handling - Manufacturer Part #: FOB Tailgate	P101FREEDEL	$0.00 EA	1	$0.00

Total: $249.17

NEBRASKA esu Coordinating Council

Nebraska ESUCC Online Marketplace

Requisition Information

Name: 60349
Status: Approved
Submitted By: Hilary Bolling
Submitted At: 02/18/2022 02:13 PM CST
Agency: RAVENNA PUBLIC SCHOOLS
Approved By: Paul Anderson, Brad Kjar, and Hilary Bolling

Shipping Address

Ravenna Public School

Hilary Bolling
Ravenna Public Schools
41750 Carthage Rd
PO Box 8400
Ravenna, NE 68869

hilary.bolling@ravennabluejays.org
308-452-3249

Billing Address

Ravenna Public School

Hilary Bolling
Ravenna Public Schools
41750 Carthage Rd
PO Box 8400
Ravenna, NE 68869

hilary.bolling@ravennabluejays.org
308-452-3249

Payment

Method: Purchase Order
PO Number: 22-23HBOLLING2
Total: $110.25

Details

02/18/2022 02:13 PM CST - Submitted by Hilary Bolling
02/21/2022 06:54 AM CST - Approved by Paul Anderson (Ravenna 1)
02/25/2022 09:15 AM CST - Approved by Brad Kjar (Ravenna 2)
02/25/2022 09:39 AM CST - Approved by Hilary Bolling (Ravenna 3)
03/14/2022 09:13 AM CDT - Order #22-23HBOLLING2 for Paper101 (Paper Buy) (ESUCC-Paper- Paper101) merged into Order #22-23HBOLLING1 by api user

Paper101 (Paper Buy)

Item	Part #	Price	Quantity	Item Total
400150 Premium Copier Paper - 8 1/2" X 14" - White - Manufacturer: PERFORMANCE - Manufacturer Part #: 9122224	9122224	$61.72 CS	1	$61.72
400160 Premium Copier Paper - 11" X 17" - White - Manufacturer: PERFORMANCE - Manufacturer Part #: 118224	118224	$48.53 CS	1	$48.53
400995-P101-Free Paper101 No Liftgate required - Manufacturer: Shipping-Handling - Manufacturer Part #: FOB Tailgate	P101FREEDEL	$0.00 EA	1	$0.00

PRAIRIE HILLS WIRELESS LLC
PO BOX 127
RAVENNA, NE 68869

Service Period
Jul 1, 2022 - Jul 31, 2022

Due Date
Jul 16, 2022

RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869

01 1100382000 B & D 7-7-22

Total amount due
$61.50

Statement
86740

Account number 714

Current Charges	$61.50
Previous Balance	$0.00
Taxes/Fees	$0.00
Credits	$0.00
Payments Applied	$0.00
Total due on Jul 16, 2022	**$61.50**

If your account becomes 15 days past due, it may be subject to temporary service shut off until full payment of the current and past due balances are received. Accounts with a balance 15 days past due will incur a $5 late fee if not paid in full by due date . Any questions can be directed to us by calling 308-240-0396 or by e-mailing us at billing@prairiehillswireless.com If you would like to participate in monthly autowithdrawal please call 308-240-0396 to request a form. You may pay online at prairiehillswireless.com at your convenience. Payments received on/after the 26th may not be reflected on this bill. Cash payments will NOT be accepted.

Customer Service
Call us at (308) 240-0396
Visit us at http://prairiehillswireless.com
A fee of $5.00 will be applied 15 days after the due date to any unpaid invoices.

Please make checks payable to Prairie Hills Wireless LLC.
Invoice ID: 86740
Pay online at http://portal.prairiehillswireless.com.

Please detach and return this portion with your payment

Payment due date
Jul 16, 2022

Total amount due
$61.50

Amount enclosed

PRAIRIE HILLS WIRELESS LLC
PO BOX 127
RAVENNA, NE 68869

714
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869

Current Charges

1 Gbps Wireless Internet Service	$60.00
Paper Statement Charge	$1.50

Total Amount Due

$61.50

PYRAMID SCHOOL PRODUCTS
DIV. OF PYRAMID PAPER COMPANY
6510 N. 54TH STREET
TAMPA, FL 33610-1908
813-621-6446 Fax 813-621-7688

** INVOICE **

INVOICE DATE	INVOICE NUMBER
06/14/22	S1441287.001

REMIT TO:
PYRAMID SCHOOL PRODUCTS
DIV. OF PYRAMID PAPER COMPANY
6510 N. 54TH STREET
TAMPA, FL 33610-1908

PAGE NO.: 8

BILL TO:
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869

SHIP TO:
RAVENNA PUBLIC SCHOOLS
2223ESU5/MICHELLE REINS
41750 CARTHAGE RD
RAVENNA, NE 68869

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON
44981	2223ESU5	T100	

WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE
PO	SOUTHEASTERN	Net Due 30 Day	06/14/22	04/22/22

DESCRIPTION	ORDER QTY	SHIP QTY	NET PRC	EXT PRC
Your # 202349				
01 1100 610 001 021			52.50	
01 1100 610 002 007			9.18	
01 1100 610 001 032			24.00	
01 2120 610 002 000			116.45	
01 1100 610 001 018			39.72	
01 1200 610 002 000			26.19	
01 1100 610 001 005			41.88	
01 2610 610 002 000			334.60	
01 1100 610 002 003			42.02	
01 1100 610 002 005			126.71	
01 1100 610 001 020			284.84	
01 1100 610 001 000			278.87	
01 1100 610 001 022			351.22	
01 1190 610 002 000			81.55	
01 1100 610 002 000			499.60	
01 1100 610 001 027			103.78	
01 1100 610 002 001			45.26	
01 1100 610 002 002			84.16	
01 2220 610 002 000			207.70	
01 1100 610 002 006			50.65	
01 1100 610 001 026			26.25	
01 1200 610 001 000			38.85	
***DEAR CUSTOMER: WOULD YOU LIKE US TO EMAIL OR FAX YOUR NEW INVOICE? WE WILL BE HAPPY TO GET YOUR REQUEST VIA EMAIL TO: CUSTOMERSERVICE@PYRAMIDSP.COM				

B & D. 7-8-22

Invoice is due by 07/14/22.

All claims for shortage or errors must be made at once. Returns require written authorization and are subject to handling charges.
Special orders are non-returnable.
Past due invoices may be subject to 2% late charge.

Subtotal	2766.04
S&H CHGS	0.00
Sales Tax	0.00
Amount Due	2766.04

PYRAMID SCHOOL PRODUCTS
DIV. OF PYRAMID PAPER COMPANY
6510 N. 54TH STREET
TAMPA, FL 33610-1908
813-621-6446 Fax 813-621-7688

** INVOICE **

INVOICE DATE	INVOICE NUMBER
06/14/22	S1441287.001

REMIT TO:	PAGE NO
PYRAMID SCHOOL PRODUCTS DIV. OF PYRAMID PAPER COMPANY 6510 N. 54TH STREET TAMPA, FL 33610-1908	7

BILL TO:
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869

SHIP TO:
RAVENNA PUBLIC SCHOOLS
2223ESU5/MICHELLE REINS
41750 CARTHAGE RD
RAVENNA, NE 68869

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON
44981	2223ESU5	T100	

WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE
PO	SOUTHEASTERN	Net Due 30 Day	06/14/22	04/22/22

DESCRIPTION	ORDER QTY	SHIP QTY	Net Prc	Ext Prc
3 YW, 1 OR, 1 PK, 1 BL Your # 203760 AVERY GLUE STIC WASHABLE 1.27 OZ WHITE, DRIES CLEAR (00196)	12 ea	12 ea	0.970	11.64
Your # 202200 WHITEBOARD ERASER 5X3 BLUE/WHITE 2/PK (581-WBE)	7 pk	7 pk	3.950	27.65
Your # 204085 HOLE PUNCH ACCENTED HEAVY DUTY 3HP 40 SHEET (A7074400F)	1 ea	1 ea	62.000	62.00
Your # 204120 CRAYOLA CRAYON 24 STD TUCK BX (52-0024)	24 bx	24 bx	0.950	22.80
Your # 901920 CRAYOLA PENCILS COLORED FULL LENGTH 24/SET PRESHARPENED (68-4024)	6 se	6 se	2.450	14.70
Your # 901590 CRAYOLA MARKERS WASHABLE CONICAL 8/SET CLASSIC COLORS (58-7808)	24 se	24 se	1.890	45.36
Your # 902415 MAVALUS TAPE WHITE 1"X45' ROLL (MAV314501)	1 ea	1 ea	19.950	19.95
Your # 203042 WET MOPHEAD BLUE LOOPED LARGE COT/SYN BLEND 5"RED HEADBD (ASB5LB)	4 ea	4 ea	5.980	23.92
Your # 501315 VELCRO SELF ADHESIVE COINS 1-7/8" BLACK 4EACH/PKG INDUST STRENGTH (90362)	6 pk	6 pk	2.750	16.50

*** Continued on Next Page ***

PYRAMID SCHOOL PRODUCTS
DIV. OF PYRAMID PAPER COMPANY
6510 N. 54TH STREET
TAMPA, FL 33610-1908
813-621-6446 Fax 813-621-7688

** INVOICE **

INVOICE DATE	INVOICE NUMBER
06/14/22	S1441287.001

REMIT TO:
PYRAMID SCHOOL PRODUCTS
DIV. OF PYRAMID PAPER COMPANY
6510 N. 54TH STREET
TAMPA, FL 33610-1908

PAGE NO: 6

BILL TO:
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869

SHIP TO:
RAVENNA PUBLIC SCHOOLS
2223ESU5/MICHELLE REINS
41750 CARTHAGE RD
RAVENNA, NE 68869

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON
44981	2223ESU5	T100	

WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE
PO	SOUTHEASTERN	Net Due 30 Day	06/14/22	04/22/22

DESCRIPTION	ORDER QTY	SHIP QTY	NET PRC	EXT PRC
Your # 901014 ARTISTA II TEMPERA PAINT BROWN 16OZ WASHABLE (54-3115-007)	12 pt	12 pt	2.050	24.60
Your # 901004 COMP BOOK 70 SHT COLL RULE 8X10.5 3H W/MARGIN (65022) (24 LOOSE/CTN)	4 dz	4 dz	11.950	47.80
Your # 201290 COPIER LABEL 1X2.75 WHITE 3300/PKG (MM-5351)	1 pk	1 pk	14.950	14.95
Your # 200345 CRAYOLA BLUE 16OZ WASHABLE FINGER PAINT (55-1316-042)	1 pt	1 pt	3.290	3.29
Your # 900840 CRAYOLA GREEN 16OZ WASHABLE FINGER PAINT (55-1316-044)	1 pt	1 pt	3.290	3.29
Your # 900860 CRAYOLA ORANGE 16OZ WASHABLE FINGER PAINT (55-1316-036)	1 pt	1 pt	3.290	3.29
Your # 900870 CRAYOLA RED 16OZ WASHABLE FINGER PAINT (55-1316-038)	1 pt	1 pt	3.290	3.29
Your # 900880 CRAYOLA YELLOW 16 OZ WASHABLE FINGER PAINT (55-1316-034)	1 pt	1 pt	3.290	3.29
Your # 900910 PENCIL WOOD LADDIE W/ERASER INTERMEDIATE (13304)	12 dz	12 dz	3.490	41.88
Your # 203772LAD SHARPIE ACCENT HIGHLIGHTER TANK CHSL TIP ASST 6/CD(25876PP)COLORS:	3 se	3 se	2.810	8.43

*** Continued on Next Page ***

PYRAMID SCHOOL PRODUCTS
DIV. OF PYRAMID PAPER COMPANY
6510 N. 54TH STREET
TAMPA, FL 33610-1908
813-621-6446 Fax 813-621-7688

** INVOICE **

INVOICE DATE	INVOICE NUMBER
06/14/22	S1441287.001

REMIT TO:
PYRAMID SCHOOL PRODUCTS
DIV. OF PYRAMID PAPER COMPANY
6510 N. 54TH STREET
TAMPA, FL 33610-1908

PAGE NO.: 5

BILL TO:
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869

SHIP TO:
RAVENNA PUBLIC SCHOOLS
2223ESU5/MICHELLE REINS
41750 CARTHAGE RD
RAVENNA, NE 68869

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON
44981	2223ESU5	T100	

WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE
PO	SOUTHEASTERN	Net Due 30 Day	06/14/22	04/22/22

DESCRIPTION	ORDER QTY	SHIP QTY	Net Prc	Ext Prc
FLAG 5'X8' US PERMA-NYL NYLON OUTDOOR (58211000CH) Your # 200715	2 ea	2 ea	39.950	79.90
XACTO KS TABLE/WALL MOUNT MANUAL PENCIL SHARPENER 8-HOLE CHROME & BK (1031LMR) Your # 202425	3 ea	3 ea	8.190	24.57
SCISSOR 8" STRAIGHT STAINLESS STEEL RED HANDLE WESTCOTT VALUE LINE (40618) Your # 901812	24 ea	24 ea	1.890	45.36
BINDER 1" BK 3-RING VINYL (90310) Your # 202446	24 ea	24 ea	1.690	40.56
CRAYOLA MARKERS WASH BULLET 200 CT 8 COLORS (CONICAL TIP) (58-8200) Your # 902420	1 se	1 se	48.590	48.59
BATTERY AAA ALKALINE (EN92-1) EA [INNER PACK 4/PKG, 6PKG/BX]* Your # 102880	120 ea	120 ea	0.300	36.00
BINDER 3" BLACK 3-RING VINYL (11800C) Your # 202468	12 ea	12 ea	4.090	49.08
HIGHLAND NOTE 3X3 YELLOW 12/PKG 100/PAD (6549) T35 Your # 201408	2 pk	2 pk	2.540	5.08
ARTISTA II TEMPERA PAINT GREEN 16OZ WASHABLE (54-3115-044) Your # 901006	12 pt	12 pt	2.050	24.60
ARTISTA II TEMPERA PAINT RED 16OZ WASHABLE (54-3115-038)	12 pt	12 pt	2.050	24.60

*** Continued on Next Page ***

PYRAMID SCHOOL PRODUCTS
DIV. OF PYRAMID PAPER COMPANY
6510 N. 54TH STREET
TAMPA, FL 33610-1908
813-621-6446 Fax 813-621-7688

** INVOICE **

INVOICE DATE	INVOICE NUMBER
06/14/22	S1441287.001

REMIT TO:
PYRAMID SCHOOL PRODUCTS
DIV. OF PYRAMID PAPER COMPANY
6510 N. 54TH STREET
TAMPA, FL 33610-1908

PAGE NO: 4

BILL TO:
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869

SHIP TO:
RAVENNA PUBLIC SCHOOLS
2223ESU5/MICHELLE REINS
41750 CARTHAGE RD
RAVENNA, NE 68869

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON
44981	2223ESU5	T100	

WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE
PO	SOUTHEASTERN	Net Due 30 Day	06/14/22	04/22/22

DESCRIPTION	ORDER QTY	SHIP QTY	NET PRC	EXT PRC
(25053) Your # 203759 PENCIL WOOD TRI-WRITE BEGINNER W/ERASER 36/BX (13082)	1 bx	1 bx	12.990	12.99
Your # 203773 CORR PEN 12ML WT MULTI ROLLER BALL (44700)	12 ea	12 ea	1.790	21.48
Your # 200565 ELMER'S ROSS RUBBER CEMENT 4 OZ PLASTIC BTL W/BRUSH (E904)	12 ea	12 ea	1.690	20.28
Your # 901745 MAGIC RUB ERASER 2-1/4"X1/2" (73201)	4 dz	4 dz	4.690	18.76
Your # 902570 ARTISTA II TEMPERA PAINT BLUE 16OZ WASHABLE (54-3115-042)	24 pt	24 pt	2.050	49.20
Your # 901002 ARTISTA II TEMPERA PAINT WHITE 16OZ WASHABLE (54-3115-053)	24 pt	24 pt	2.050	49.20
Your # 901020 PAINTERS TAPE MASKING 24MMX54.8M 1"X60YD SAFE RELEASE SCOTCH BLUE (2090-24AP)	18 rl	18 rl	3.980	71.64
Your # 500860 BATTERY AA ALKALINE (EN91-1) EA [INNER PK 4/PKG, 6PK/BX]	120 ea	120 ea	0.300	36.00
Your # 102870 STATE FLAG 3'X5' NEBRASKA NYLON OUTDOOR (35232270)	3 ea	1 ea	38.950	38.95
Your # 200725				

*** Continued on Next Page ***

PYRAMID SCHOOL PRODUCTS
DIV. OF PYRAMID PAPER COMPANY
6510 N. 54TH STREET
TAMPA, FL 33610-1908
813-621-6446 Fax 813-621-7688

** INVOICE **

INVOICE DATE	INVOICE NUMBER
06/14/22	S1441287.001

REMIT TO:
PYRAMID SCHOOL PRODUCTS
DIV. OF PYRAMID PAPER COMPANY
6510 N. 54TH STREET
TAMPA, FL 33610-1908

PAGE NO: 3

BILL TO:
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869

SHIP TO:
RAVENNA PUBLIC SCHOOLS
2223ESU5/MICHELLE REINS
41750 CARTHAGE RD
RAVENNA, NE 68869

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON
44981	2223ESU5	T100	

WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE
PO	SOUTHEASTERN	Net Due 30 Day	06/14/22	04/22/22

DESCRIPTION	ORDER QTY	SHIP QTY	NET PRC	EXT PRC
POST-IT POP UP NOTE 3X3 LINED YELLOW 6 PADS/PKG 100/PAD (R335) Your # 201409	4 pk	4 pk	6.750	27.00
SCOTCH 234 MASKING TAPE 1"X60' 24MMX55M SCOTCH (234-1") Your # 202801	45 rl	45 rl	8.890	400.05
BINDER 3" DARK BLUE 3-RING VINYL (11802C) Your # 202470	12 ea	12 ea	4.090	49.08
SCOTCH 234 MASKING TAPE 2"X60' 48MMX55M SCOTCH (234-2) Your # 202805	6 rl	6 rl	17.950	107.70
PAPER CLIP GIANT SMOOTH 100/BX 10 BX/CTN (301E) Your # 202205	6 m	6 m	6.000	36.00
WESTCOTT PREFERRED LINE STAINLESS STEEL SCISSOR 7" STRAIGHT PLASTIC HANDLE (44217) Your # 901860	6 ea	6 ea	2.250	13.50
DUCT TAPE 2" X 60 YD 6 MIL (120954) (PC006)48MMX55M Your # 500882	2 rl	2 rl	4.090	8.18
NITRILE GLOVE MEDIUM POWDERFREE GEN PURPOSE 100/BX BLUE (GLN103FM) Your # 601205	20 bx	20 bx	10.990	219.80
LIQUI-MARK LOW ODOR DRY ERASE MARKER RED CHISEL TIP (25007) Your # 204045	1 dz	1 dz	4.890	4.89
HIGHLIGHTER 12/SET "MAJOR ACCENT" 3FL YW,3PK,2OR,2TQ,1ROSE,1FL GN	2 se	2 se	5.290	10.58

*** Continued on Next Page ***

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PO	SOUTHEASTERN	Net Due 30 Day	06/14/22	04/22/22

DESCRIPTION	ORDER QTY	SHIP QTY	NET PRC	EXT PRC
Your # 901950 SCOTCH BOOK REPAIR TAPE 2"X15YDS CLEAR (845-200) T35	19 rl	19 rl	4.590	87.21
Your # 203006 SCOTCH BOOK REPAIR TAPE 4"X15YD CLEAR (845-400) T35	2 rl	2 rl	9.090	18.18
Your # 203008 SCOTCH BOOK REPAIR TAPE 1-1/2"X15YD CLEAR (845-150) T35	9 rl	9 rl	3.490	31.41
Your # 203005 CRAYOLA PENCILS COLORED CLASSPACK 240/PK 12 COLOR PRESHARPENED W/12 SHARPENERS (68-8024)	1 pk	1 pk	26.190	26.19
Your # 901650 PENCIL WOOD #2 SOFT TICONDEROGA (13882) (EDU)	72 dz	72 dz	1.620	116.64
Your # 203772 CRAYOLA TEMPERA PAINT SET 2OZ 6/SET (54-1997) DISC BY MFG NO STOCK	4 se	4 se	5.350	21.40
Your # 903658 CRAYOLA WASHABLE W/C OVAL 8/SET W/BRUSH (53-0525-11)	24 se	24 se	1.400	33.60
Your # 901217 CRAYOLA MARKERS FINE TIP 200/PK - 20 EACH OF 10 COLORS CLASSPACK (58-8210)	1 se	1 se	42.190	42.19
Your # 902360 ELMER'S SCHOOL GLUE 4 OZ WASHABLE (E304NR) Your # 202120	32 ea	32 ea	0.730	23.36

*** Continued on Next Page ***

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44981	2223ESU5	T100	

WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE
PO	SOUTHEASTERN	Net Due 30 Day	06/14/22	04/22/22

DESCRIPTION	ORDER QTY	SHIP QTY	NET PRC	EXT PRC
* CUSTOMER NOTES: ITEM #203480, FLAIR ASSORTED PENS HAS BEEN DISCONTINUED BY THE MANUFACTURER AND CANCELD FROM YOUR ORDER. *				
DRY ERASE LAPBOARD 9X12 WHITE 1-SIDED (1669811) Your # 203975	36 ea	36 ea	1.000	36.00
CRAYOLA MARKERS BULLET CLASSIC 8/SET (CONICAL TIP) (58-7708) Your # 902380	24 se	24 se	1.560	37.44
ERASER MED PINK BEVELED EDGE (38900) Your # 203790	7 dz	7 dz	2.190	15.33
PENCIL #2 PRE-SHARPENED TICONDEROGA (13806) (EDU) Your # 203785	24 dz	24 dz	2.080	49.92
ERASER 5" BK FELT DOUBLE SEWED MULTI-PURPOSE (1099241P) Your # 202060P	3 ea	3 ea	0.600	1.80
ERASER PENCIL CAP PINK (1054030) Your # 203792	5 gs	5 gs	1.790	8.95
BINDER 1" BLUE 3-RING VINYL (90312) Your # 202450	72 ea	72 ea	1.690	121.68
INSERTABLE TAB INDEXS 11X8.5 3 HP 8 TAB MULTI COLOR TABS (11467) Your # 202477	144 st	144 st	0.600	86.40
CRAYOLA CRAYON 800 STD (8 COLORS) (52-8008)	1 ea	1 ea	36.090	36.09

*** Continued on Next Page ***

PYRAMID SCHOOL PRODUCTS

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** S H I P T I C K E T **

Order #: S1441287.001
Printed: 11:49:10 10 JUN 2022
Page # : 1 of 17

Sold To:
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RAVENNA, NE 68869

Ship To:
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41750 CARTHAGE RD
RAVENNA, NE 68869

Ship Via	Freight Allowed	Your Order No.	Order Date Taken By	Our Order No.
GGT TODAY	Yes	2223ESU5	04/22/22 PO	S1441287.001

QTY Ordered	QTY Shipped	QTY Backord	FRT Cls	Stock Number	UPC	Product Description	Net Prc	Ext Prc
2 ea	2 ea	0	85	1210236	58211000CH	FLAG 5'X8' US PERMA-NYL NYLON OUTDOOR (58211000CH) Your # 200715 Loc: 00151 Loc:	39.950 WT: 4.0600 Loc:	79.90
20 bx	20 bx	0	85	1735638	GLN103FM	NITRILE GLOVE MEDIUM POWDERFREE GEN PURPOSE 100/BX BLUE (GLN103FM) Your # 601205 Loc: 00160 Loc:	10.990 WT: 20.000 Loc:	219.80

********** Shipping Instructions **********

WHSE/PURCH NOTE: FUTURE ORDERS MUST BE DELIVERED BETWEEN 5/23 - 7/21/22 ONLY OR 2% PENALTY WILL APPLY!! CALL 48 HOURS PRIOR FOR DELIVERY APPOINTMENT AT 308-452-3249. ORDERS MUST BE DOUBLE CHECKED

CUSTOMER NOTES: ITEM #203400, FLAIR ASSORTED PENS HAS BEEN DISCONTINUED BY THE MANUFACTURER AND CANCELD FROM YOUR ORDER.

2 Mix

2,10

*** Continued on Next Page ***

PACKING SLIP

PYRAMID SCHOOL PRODUCTS

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GGT TODAY	Yes	2223ESU5	04/22/22 PO	S1441287.001

QTY Ordered	QTY Shipped	QTY Backord	FRT Cls	Stock Number	UPC	Product Description	Net Prc	Ext Prc
4 ea	4 ea	0	70	3537008	ASB5LB	WET MOPHEAD BLUE LOOPED LARGE COT/SYN BLEND 5"RED HEADBD (ASB5LB) Your # 501315 Loc: 00163 Loc:	5.980	23.92
						WT: 6.0000 Loc:		
72 dz	72 dz	0	60	3892767	13882	PENCIL WOOD #2 SOFT TICONDEROGA (13882) (EDU) Your # 203772 Loc: 00190 Loc: 45000	1.620	116.64
						WT: 13.219 Loc:		
2 rl	2 rl	0	55	1510015	120954	DUCT TAPE 2" X 60 YD 6 MIL (120954) (PC006) 48MMX55M Your # 500882 Loc: 10012 Loc:	4.090	8.18
						WT: 1.8000 Loc:		
120 ea	120 ea	0	60	3956653	EN91-1	BATTERY AA ALKALINE (EN91-1) EA [INNER PK 4/PKG, 6PK/BX] Your # 102870 Loc: 10112 Loc:	0.300	36.00
						WT: 6.7560 Loc:		

*** Continued on Next Page ***

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QTY Ordered	QTY Shipped	QTY Backord	FRT Cls	Stock Number	UPC	Product Description	Net Prc	Ext Prc
3 ea	3 ea	0	775	1137686	1031LMR	XACTO KS TABLE/WALL MOUNT MANUAL PENCIL SHARPENER 8-HOLE CHROME & BK (1031LMR) Your # 202425 Loc: 10142 Loc: 11093	8.190 WT: 2.9499 Loc:	24.57
1 se	1 se	0	85	3977048	58-8200	CRAYOLA MARKERS WASH BULLET 200 CT 8 COLORS (CONICAL TIP) (58-8200) Your # 902420 Loc: 10162 Loc: O-P	48.590 WT: 7.6500 Loc:	48.59
32 ea	32 ea	0	60	1128578	E304NR	ELMER'S SCHOOL GLUE 4 OZ WASHABLE (E304NR) Your # 202120 Loc: 10172 Loc: 11020	0.730 WT: 11.500 Loc:	23.36
3 se	3 se	0	85	3533403	25876PP	SHARPIE ACCENT HIGHLIGHTER TANK CHSL TIP ASST 6/CD (25876PP) COLORS: 3 YW, 1 OR, 1 PK, 1 BL Your # 203760 Loc: 11031 Loc: 11010	2.810 WT: 0.9000 Loc:	8.43

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** S H I P T I C K E T **

Order #: S1441207.001
Printed: 11:49:10 10 JUN 2022

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41750 CARTHAGE RD
RAVENNA, NE 68869

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2223ESU5/MICHELLE REINS
41750 CARTHAGE RD
RAVENNA, NE 68869

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GGT TODAY	Yes	2223ESU5	04/22/22 PO	S1441207.001

QTY Ordered	QTY Shipped	QTY Backord	FRT Cls	Stock Number	UPC	Product Description	Net Prc	Ext Prc
36 ea	36 ea	0	70	1669811	1669811	DRY ERASE LAPBOARD 9X12 WHITE 1-SIDED (1669811) Your # 203975 Loc: 11093 Loc:	1.000 WT: 12.240 Loc:	36.00
5 gs	5 gs	0	70	1054030	1054030	ERASER PENCIL CAP PINK (1054030) Your # 203792 Loc: 11122 Loc:	1.790 WT: 3.1720 Loc:	8.95
9 rl	9 rl	0	55	3966470	845-150	SCOTCH BOOK REPAIR TAPE 1-1/2"X15YD CLEAR (845-150) T35 Your # 203005 Loc: 11161 Loc:	3.490 WT: 1.8000 Loc:	31.41
6 se	6 se	0	70	3862141	68-4024	CRAYOLA PENCILS COLORED FULL LENGTH 24/SET PRESHARPENED (68-4024) Your # 901590 Loc: 12011 Loc: 45000	2.450 WT: 2.0214 Loc:	14.70
120 ea	120 ea	0	60	3956661	EN92-1	BATTERY AAA ALKALINE (EN92-1) EA [INNER PACK 4/PKG, 6PKG/BX]* Your # 102080 Loc: 12042 Loc:	0.300 WT: 3.6000 Loc:	36.00

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24 se	24 se	0	60	1120537	58-7708	CRAYOLA MARKERS BULLET CLASSIC 8/SET (CONICAL TIP) (58-7708) Your # 902380 Loc: 12052 Loc:	1.560 WT: 6.4800 Loc:	37.44
12 ea	12 ea	0	60	1167972	E904	ELMER'S ROSS RUBBER CEMENT 4 OZ PLASTIC BTL W/BRUSH (E904) Your # 901745 Loc: 12081 Loc:	1.690 WT: 3.3504 Loc:	20.28
24 pt	24 pt	0	55	3707544	543115042	ARTISTA II TEMPERA PAINT BLUE 16OZ WASHABLE (54-3115-042) Your # 901002 Loc: 12082 Loc:	2.050 WT: 24.000 Loc:	49.20
1 pk	1 pk	0	70	1179050	68-8024	CRAYOLA PENCILS COLORED CLASSPACK 240/PK 12 COLOR PRESHARPENED W/12 SHARPENERS (68-8024) Your # 901650 Loc: 12111 Loc:	26.190 WT: 3.4000 Loc:	26.19

*** Continued on Next Page ***

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24 se	24 se	0	65	3862109	58-7808	CRAYOLA MARKERS WASHABLE CONICAL 8/SET CLASSIC COLORS (58-7808) Your # 902415 Loc: 12122 Loc: 12110 WT: 6.8400 Loc:	1.890	45.36
4 dz	4 dz	0	70	3806726	73201	MAGIC RUB ERASER 2-1/4"X1/2" (73201) Your # 902570 Loc: 12162 Loc: WT: 2.4000 Loc:	4.690	18.76
24 ea	24 ea	0	70	3618220	90310	BINDER 1" BK 3-RING VINYL (90310) Your # 202446 Loc: 13060 Loc: 45000 WT: 18.000 Loc:	1.690	40.56
12 ea	12 ea	0	70	1028687	11802C	BINDER 3" DARK BLUE 3-RING VINYL (11802C) Your # 202470 Loc: 13101 Loc: WT: 16.899 Loc:	4.090	49.08
7 pk	7 pk	0	85	3534021	581-WBE	WHITEBOARD ERASER 5X3 BLUE/WHITE 2/PK (581-WBE) Your # 204085 Loc: 13140 Loc: WT: 1.1200 Loc:	3.950	27.65

*** Continued on Next Page ***

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12 ea	12 ea	0	70	1028679	11800C	BINDER 3" BLACK 3-RING VINYL (11800C) Your # 202460 Loc: 13151 Loc:	4.090	49.08
						WT: 16.800 Loc:		
12 dz	12 dz	0	70	3893906	13304	PENCIL WOOD LADDIE W/ERASER INTERMEDIATE (13304) Your # 203772LAD Loc: 13152 Loc:	3.490	41.88
						WT: 2.0992 Loc:		
1 se	1 se	0	85	1175843	58-8210	CRAYOLA MARKERS FINE TIP 200/PK - 20 EACH OF 10 COLORS CLASSPACK (58-8210) Your # 902360 Loc: 13162 Loc:	42.190	42.19
						WT: 4.8750 Loc:		
2 rl	2 rl	0	55	3961810	845-400	SCOTCH BOOK REPAIR TAPE 4"X15YD CLEAR (845-400) T35 Your # 203008 Loc: 14101 Loc:	9.090	18.18
						WT: 0.9000 Loc:		

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12 ea	12 ea	0	60	3825452	00196	AVERY GLUE STIC WASHABLE 1.27 OZ WHITE, DRIES CLEAR (00196) Your # 202200 Loc: 14142 Loc:	0.970 WT: 1.5600 Loc:	11.64
6 m	6 m	0	70	1144740	301E	PAPER CLIP GIANT SMOOTH 100/BX 10 BX/CTN (301E) Your # 202205 Loc: 20001 Loc:	6.000 WT: 17.640 Loc:	36.00
4 dz	4 dz	0	60	1535822	65022	COMP BOOK 70 SHT COLL RULE 8X10.5 3H W/MARGIN (65022) (24 LOOSE/CTN) Your # 201290 Loc: 20003 Loc: 45000	11.950 WT: 27.200 Loc: SEABOARD	47.80
45 rl	45 rl	0	55	3617180	234-1"	SCOTCH 234 MASKING TAPE 1"X60YD 24MMX55M SCOTCH (234-1") Your # 202801 Loc: 20022 Loc:	8.890 WT: 18.000 Loc:	400.05
19 rl	19 rl	0	55	1143908	845-200	SCOTCH BOOK REPAIR TAPE 2"X15YDS CLEAR (845-200) T35 Your # 203006 Loc: 20061 Loc:	4.590 WT: 4.8260 Loc:	87.21

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1 ea	1 ea	0	60	2610517	52-8008	CRAYOLA CRAYON 800 STD (8 COLORS) (52-8008) Your # 901950 Loc: 20092 Loc: WT: 9.8750 Loc:	36.090	36.09
24 bx	24 bx	0	60	1126705	52-0024	CRAYOLA CRAYON 24 STD TUCK BX (52-0024) Your # 901920 Loc: 20112 Loc: WT: 6.9600 Loc:	0.950	22.80
72 ea	72 ea	0	70	3618808	90312	BINDER 1" BLUE 3-RING VINYL (90312) Your # 202450 Loc: 20140 Loc: WT: 54.295 Loc:	1.690	121.68
2 pk	2 pk	0	55	3564556	6549	HIGHLAND NOTE 3X3 YELLOW 12/PKG 100/PAD (6549) T35 Your # 201408 Loc: 20142 Loc: W-X WT: 2.4000 Loc:	2.540	5.08
1 pt	1 pt	0	55	3850781	551316034	CRAYOLA YELLOW 16 OZ WASHABLE FINGER PAINT (55-1316-034) Your # 900910 Loc: 40182 Loc: WT: 1.2500 Loc:	3.290	3.29

*** Continued on Next Page ***

PACKING SLIP

PYRAMID SCHOOL PRODUCTS

6510 North 54th Street Tampa, Florida 33610-1908
Telephone (800) 792-2644 FAX (813) 621-7688
www.pyramidsp.com

** S H I P T I C K E T **

Order #: S1441287.001
Printed: 11:49:10 10 JUN 2022

Sold To:
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869

Ship To:
RAVENNA PUBLIC SCHOOLS
2223ESU5/MICHELLE REINS
41750 CARTHAGE RD
RAVENNA, NE 68869

Ship Via	Freight Allowed	Your Order No.	Order Date Taken By	Our Order No.
GGT TODAY	Yes	2223ESU5	04/22/22 PO	S1441287.001

QTY Ordered	QTY Shipped	QTY Backord	FRT Cls	Stock Number	UPC	Product Description	Net Prc	Ext Prc
1 pk	1 pk	0	55	3955671	MM-5351	COPIER LABEL 1X2.75 WHITE 3300/PKG (MM-5351) Your # 200345 Loc: A102 Loc:	14.950	14.95
						WT: 2.7200 Loc:		
7 dz	7 dz	0	70	3892734	38900	ERASER MED PINK BEVELED EDGE (38900) Your # 203790 Loc: A112 Loc:	2.190	15.33
						WT: 3.8500 Loc:		
3 ea	1 ea	2	100	3517372	35232270	STATE FLAG 3'X5' NEBRASKA NYLON OUTDOOR (35232270) Your # 200225 Loc: B532 Loc:	38.950	38.95
						WT: 1.0000 Loc:		
18 rl	18 rl	0	55	3561776	2090-24AP	PAINTERS TAPE MASKING 24MMX54.8M 1"X60YD SAFE RELEASE SCOTCH BLUE (2090-24AP) Your # 500860 Loc: B712 Loc:	3.980	71.64
						WT: 6.6600 Loc:		

*** Continued on Next Page ***

PACKING SLIP

PYRAMID SCHOOL PRODUCTS

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Telephone (800) 792-2644 FAX (813) 621-7688
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Ship Via	Freight Allowed	Your Order No.	Order Date Taken By	Our Order No.
GGT TODAY	Yes	2223ESU5	04/22/22 PO	S1441287.001

QTY Ordered	QTY Shipped	QTY Backord	FRT Cls	Stock Number	UPC	Product Description	Net Prc	Ext Prc
12 pt	12 pt	0	55	3707593	543115007	ARTISTA II TEMPERA PAINT BROWN 16OZ WASHABLE (54-3115-007) Your # 901004 Loc: B802 Loc: WT: 17.000 Loc:	2.050	24.60
1 pt	1 pt	0	55	3850716	551316042	CRAYOLA BLUE 16OZ WASHABLE FINGER PAINT (55-1316-042) Your # 900840 Loc: D802 Loc: WT: 1.2500 Loc:	3.290	3.29
24 se	24 se	0	55	3847878	53-0525-11	CRAYOLA WASHABLE W/C OVAL 8/SET W/BRUSH (53-0525-11) Your # 901217 Loc: E412 Loc: 13111 WT: 4.5600 Loc:	1.400	33.60
1 pt	1 pt	0	55	3850732	551316044	CRAYOLA GREEN 16OZ WASHABLE FINGER PAINT (55-1316-044) Your # 900860 Loc: F814 Loc: WT: 1.2500 Loc:	3.290	3.29
12 pt	12 pt	0	55	3707528	543115030	ARTISTA II TEMPERA PAINT RED 16OZ WASHABLE (54-3115-038) Your # 901014 Loc: H502 Loc: WT: 17.000 Loc:	2.050	24.60

*** Continued on Next Page ***

PACKING SLIP

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** S H I P T I C K E T **

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2223ESU5/MICHELLE REINS
41750 CARTHAGE RD
RAVENNA, NE 68869

Ship Via	Freight Allowed	Your Order No.	Order Date	Taken By	Our Order No.
OGT TODAY	Yes	2223ESU5	04/22/22	PO	S1441287.001

QTY Ordered	QTY Shipped	QTY Backord	FRT Cls	Stock Number	UPC	Product Description	Net Prc	Ext Prc
6 rl	6 rl	0	55	3839982	234-2	SCOTCH 234 MASKING TAPE 2"X60' 48MMX55M SCOTCH (234-2) Your # 202805 Loc: H803 Loc:	17.950	107.70
						WT: 5.1000 Loc:		
24 dz	24 dz	0	70	1049816	13806	PENCIL #2 PRE-SHARPENED TICONDEROGA (13806) (EDU) Your # 203785 Loc: M-N Loc: 45000	2.080	49.92
						WT: 3.6576 Loc:		
4 se	4 se	0	55	1685965	54-1997	CRAYOLA TEMPERA PAINT SET 2OZ 6/SET (54-1997) DISC BY MFG NO STOCK Your # 903658 Loc: N621 Loc:	5.350	21.40
						WT: 4.6664 Loc:		
1 pt	1 pt	0	55	3850757	551316038	CRAYOLA RED 16OZ WASHABLE FINGER PAINT (55-1316-038) Your # 900880 Loc: N624 Loc:	3.290	3.29
						WT: 1.2500 Loc:		
1 pt	1 pt	0	55	3850740	551316036	CRAYOLA ORANGE 16OZ WASHABLE FINGER PAINT (55-1316-036) Your # 900870 Loc: 0142 Loc:	3.290	3.29
						WT: 1.2500 Loc:		

*** Continued on Next Page ***

PACKING SLIP

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41750 CARTHAGE RD
RAVENNA, NE 68869

Ship Via	Freight Allowed	Your Order No.	Order Date Taken By	Our Order No.
GGT TODAY	Yes	2223ESU5	04/22/22 PO	S1441287.001

QTY Ordered	QTY Shipped	QTY Backord	FRT Cls	Stock Number	UPC	Product Description	Net Prc	Ext Prc
12 ea	12 ea	0	85	1214782	44700	CORR PEN 12ML WT MULTI ROLLER BALL (44700) Your # 200565 Loc: 0433 Loc:	1.790 WT: 0.8200 Loc:	21.48
1 ea	1 ea	0	85	3532512	A7074400F	HOLE PUNCH ACCENTED HEAVY DUTY 3HP 40 SHEET (A7074400F) Your # 204120 Loc: P525 Loc:	62.000 WT: 3.3500 Loc:	62.00
4 pk	4 pk	0	55	1371533	R335	POST-IT POP UP NOTE 3X3 LINED YELLOW 6 PADS/PKG 100/PAD (R335) Your # 201409 Loc: Q433 Loc: P523	6.750 WT: 4.8800 Loc:	27.00
1 ea	1 ea	0		1716398	MAV314501	MAVALUS TAPE WHITE 1"X45' ROLL (MAV314501) Your # 203042 Loc: R744 Loc: S132	19.950 WT: 0.3000 Loc:	19.95
3 ea	3 ea	0	85	1099241P	1099241P	ERASER 5" BK FELT DOUBLE SEWED MULTI-PURPOSE (1099241P) Your # 202060P Loc: T522 Loc:	0.600 WT: 0.2760 Loc:	1.80

**** Continued on Next Page ****

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Ship To:
RAVENNA PUBLIC SCHOOLS
2223ESUS/MICHELLE REINS
41750 CARTHAGE RD
RAVENNA, NE 68869

Ship Via	Freight Allowed	Your Order No.	Order Date	Taken By	Our Order No.
GGT TODAY	Yes	2223ESUS	04/22/22	PO	S1441287.001

QTY Ordered	QTY Shipped	QTY Backord	FRT Cls	Stock Number	UPC	Product Description	Net Prc	Ext Prc
2 se	2 se	0	85	1370907	25053	HIGHLIGHTER 12/SET "MAJOR ACCENT" 3FL YW,3PK,2OR,2TQ,1ROSE,1FL GN (25053) Your # 203759 Loc: T642 Loc: WT: 1.0916 Loc:	5.290	10.58
1 bx	1 bx	0	70	1054550	13082	PENCIL WOOD TRI-WRITE BEGINNER W/ERASER 36/BX (13082) Your # 203773 Loc: U145 Loc: WT: 0.8100 Loc:	12.990	12.99
24 ea	24 ea	0	100	2130862	40618-900	SCISSOR 8" STRAIGHT STAINLESS STEEL RED HANDLE WESTCOTT VALUE LINE (40618) Your # 901812 Loc: V522 Loc: WT: 3.3600 Loc:	1.890	45.36
1 dz	1 dz	0	85	1217785	25007	LIQUI-MARK LOW ODOR DRY ERASE MARKER RED CHISEL TIP (25007) Your # 204045 Loc: V713 Loc: WT: 0.3620 Loc:	4.890	4.89

*** Continued on Next Page ***

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RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
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Ship To:
RAVENNA PUBLIC SCHOOLS
2223ESU5/MICHELLE REINS
41750 CARTHAGE RD
RAVENNA, NE 68869

Ship Via	Freight Allowed	Your Order No.	Order Date Taken By	Our Order No.
GGT TODAY	Yes	2223ESU5	04/22/22 PO	S1441287.001

QTY Ordered	QTY Shipped	QTY Backord	FRT Cls	Stock Number	UPC	Product Description	Net Prc	Ext Prc
6 pk	6 pk	0		3574498	90362	VELCRO SELF ADHESIVE COINS 1-7/8" BLACK 4EACH/PKG INDUST STRENGTH (90362) Your # 202349 Loc: W402 Loc:	2.750	16.50
						WT: 3.0000 Loc: 6 MIX		
6 ea	6 ea	0	100	3563590	44217	WESTCOTT PREFERRED LINE STAINLESS STEEL SCISSOR 7" STRAIGHT PLASTIC HANDLE (44217) Your # 901860 Loc: X542 Loc: 1, 12	2.250	13.50
						WT: 0.6000 Loc: 6 MIX		
12 pt	12 pt	0	55	3707536	543115044	ARTISTA II TEMPERA PAINT GREEN 16OZ WASHABLE (54-3115-044) Your # 901006 Loc: Z513 Loc: 2, 12	2.050	24.60
						WT: 16.200 Loc: 1 MIX		
24 pt	24 pt	0	55	3707577	543115053	ARTISTA II TEMPERA PAINT WHITE 16OZ WASHABLE (54-3115-053) Your # 901020 Loc: Z601 Loc:	2.050	49.20
						WT: 34.000 Loc:		

*** Continued on Next Page ***

PACKING SLIP

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6510 North 54th Street Tampa, Florida 33610-1908
Telephone (800) 792-2644 FAX (813) 621-7688
www.pyramidsp.com

Sold To:
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869

Ship To:
RAVENNA PUBLIC SCHOOLS
2223ESU5/MICHELLE REINS
41750 CARTHAGE RD
RAVENNA, NE 68869

Ship Via	Freight Allowed	Your Order No.	Order Date Taken By	Our Order No.
GGT TODAY	Yes	2223ESU5	04/22/22 PO	S1441287.001

QTY Ordered	QTY Shipped	QTY Backord	FRT Cls	Stock Number	UPC	Product Description	Net Prc	Ext Prc
144 st	144 st	0	70	3927845	AVE11467	INSERTABLE TAB INDEXS 8 TAB MULTI COLOR TABS Your # 202477 Loc: Z840 Loc:	11X8.5 3 HP (11467) WT: 18.432 Loc:	0.600	86.40

SUBTOTAL 2766.04

Total Amount 2766.04

TOTAL WEIGHT 508.42

** The following are scheduled for future shipment:

2ea	B/O	STATE FLAG 3'X5' NEBRASKA NYLON OUTDOOR (35232270) Your # 200725
5DZ	B/O	MECHANICAL PENCIL .7MM COMFORTMATE ULTRA REFILLABLE (1738798) Your # 203778
1DZ	B/O	MECHANICAL PENCIL .5MM COMFORTMATE ULTRA REFILLABLE (1738797) Your # 203774
1st	B/O	SHARPIE ACCENT ASST GEL HIGHLIGHTER 3/SET (1780475) Your # 203735
40ea	B/O	SPONGE AMAZING MPOWER WHITE MELAMIN 2.75"X4.75"X1.5" (SCMP001) ALL WHITE IND.WRAPPED

*** Continued on Next Page ***

PACKING SLIP

PYRAMID SCHOOL PRODUCTS
6510 North 54th Street Tampa, Florida 33610-1908
Telephone (800) 792-2644 FAX (813) 621-7688
www.pyramidsp.com

** S H I P T I C K E T **
Order #: S1441287.001
Printed: 11:49:10 10 JUN 2022
Page # : 17 of 17

Sold To:
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869

Ship To:
RAVENNA PUBLIC SCHOOLS
2223ESU5/MICHELLE REINS
41750 CARTHAGE RD
RAVENNA, NE 68869

Ship Via	Freight Allowed	Your Order No.	Order Date	Taken By	Our Order No.
GGT TODAY	Yes	2223ESU5	04/22/22	PO	S1441287.001

QTY Ordered	QTY Shipped	QTY Backord	FRT Cls	Stock Number	UPC	Product Description	Net Prc	Ext Prc

Your # 506250

** The following items have been cancelled -- Please Reorder **
3st Cancel LIQUID FLAIR POROUS PT 8-COLOR SET MED PT PENS (BK,RD,BL,PK,PL, GN,OR,TQ (28503) DISC BY MFG NO STOCK
Your # 203480

***** THIS IS NOT AN INVOICE *****

WT BROKEN DOWN BY CLASS	
CLASS 85	44.5126
CLASS 70	182.5170
CLASS 60	90.5014
CLASS 55	172.7640
CLASS 775	2.9499
CLASS 65	6.8400
CLASS 100	4.9600
CLASS	3.3800

MIX: CRAYOLA 16oz ORANGE FINGER PT. - 50 lbs

Mix ELMERS SCHOOL GLUE 40z - 44 lbs.

CUSTOMER NOTE: OVERAGE SHIPPED DUE TO MANUFACTURES STANDARD PACK

Filled by NV Checked by SP Packed by [signature] Date 6/19/22

Cartons: ____ Packages Tote 55 Bundles 44 F/ Totals 46 /
77.5 2M

PACKING SLIP

PURCHASE ORDER

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

Date: 06/29/22
P.O. # 2122-2061
Bill To: PO Box 8400

Tax Exemption No. **05-627933**

VENDOR	SHIP TO	BILL TO
Trey Rossman	Ravenna Public Schools Attn: 41750 Carthage Road Ravenna NE, 68869	Ravenna Public Schools Attn: Hilary Bolling P.O. Box 8400 Ravenna NE, 68869

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Reimburse for fuel in a van for wrestling camp	11.382	4.64	52.80
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$52.80
S & H	$0.00
discount	$0.00
TOTAL	**$52.80**

Other Comments or Special Instructions

01 2710 6626 000 000

B. f D. G. 7.8.22

Authorized by Date

Trey Rossman
Wrestling Camp.

WELCOME TO CUBBY'S
416 PLATTE RIVER RD
GOTHENBURG, NE 69138
VV1078988960601
NBS

Description	Qty	Amount
PLUS CA #07	11.382G	52.80
SELF @ 4.639/ G		
Subtotal		52.80
TOTAL		**52.80**
DEBIT	$	52.80

CARD ENTRY: INSERT
CARD TYPE: Debit
Card Name: ROSSMAN/TREY L
Acct/Card #: **********1147
TRANSACTION TYPE: SALE
US DEBIT

AUTH MODE: ISSUER
AID: A0000000980840
TVR: 8000048000
AC: AF5890CCFC66868F
TSI: 6800
IAD: 06010A03A08000
ARC: 00

Auth #: 740935
Resp Code: 00
Stan: 0128188367
Trace #: 574505
PAYMENT NET: 040 Maestro

B & D. G.

SITE ID: VV1078988960601
MERCHANT COPY

PIN VERIFIED

CUBBYS CENEX
THANKS - COME AGAIN!
ST#2102 TILL XXXX DR#1 TRAN#1014048
CSH: 19 6/23/22 3:19:32 PM

2122-2063

INVOICE

PLEASE REMIT TO

RASMUSSEN MECHANICAL SERVICES
3211 NEBRASKA AVE.
COUNCIL BLUFFS, IA 51501
Phone: (712) 323-0541

INVOICE NUMBER	SRV092969
INVOICE DATE	6/14/2022
PO NUMBER	
TOTAL DUE	**$251.50**

BILL TO

RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA, NE 68869

LOCATION

RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE ROAD
RAVENNA, NE 68869

Service Call 220527-0022

Customer Number	Called In By	Payment Terms
0000664	DAN (308) 440-6084 Ext: 0000	NET 30

Description 06/01/22 SYSTEM CIRCULATION PUMP 2: CUSTOMER WAS HAVING ISSUES WITH SYSTEM CIRCULATION PUMP 2. VFD IN ERROR-PHASING ISSUE. TURNED OFF POWER AND CHECKED FUSES. ALL OK. TURNED POWER BACK ON. ALL PHASING AND POWER GOOD, RESET VFD AND CHECKED OPERATION. ALL OK. INFORMED CUSTOMER OF WHAT WAS FOUND.

Detail of Charges

Charges	Description	Quantity	Total
OTHER (CONSUMABLES)			
	CONSUMABLES		$11.50
TRAVEL			
	TRIP CHARGE		$10.00
LABOR			$230.00

Subtotal	$251.50
Total Tax	$0.00
Amount Paid	$0.00
Total	**$251.50**

0126204310 01
002

Ravenna Public Schools

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

PURCHASE ORDER

Date: 06/14/22
P.O. # 2122-2063
Bill To: PO Box 8400

Tax Exemption No. 05-627933

VENDOR
Rasmussen Mechanical Services

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

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
6/2022	Consumables	1	11.50	11.50
	trip charge	1	10.00	10.00
	labor	1	230.00	230.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$251.50
S & H	$0.00
discount	$0.00
TOTAL	**$251.50**

Other Comments or Special Instructions

B. L. D. J. 7.7.22

Authorized by Date

INVOICE

PLEASE REMIT TO

RASMUSSEN MECHANICAL SERVICES
3211 NEBRASKA AVE.
COUNCIL BLUFFS, IA 51501
Phone: (712) 323-0541

INVOICE NUMBER	**SRV093131**
INVOICE DATE	6/17/2022
PO NUMBER	
TOTAL DUE	**$4,488.00**

BILL TO

RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA, NE 68869

2122-2064

LOCATION

RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE ROAD
RAVENNA, NE 68869

Service Call **220503-0023**

Customer Number	Called In By	Payment Terms
0000664	DAN CYBORON (308) 440-6084 Ext: 0000	NET 30

Description

06/07/22 PUMP REPLACEMENT AIR BLEEDER INSTALL: ISOLATED BOILER AND DRAINED, REMOVED OLD PUMP AND PLUMBED IN NEW PUMP AND ALSO PUT ISOLATION VALVES IN SO THE PUMP CAN BE WORKED ON EASIER. THE OLD PLUMBING WAS NOT WANTING TO COME APART SO IT REQUIRED HEATING SOME OF THE JOINTS TO GET THEM APART ALSO HAD ONE THAT HAD TO BE REMOVED AND PUT IN A PIPE VISE TO GET IT APART. INSTALLED AIR BLEEDERS ON THE BOILER THAT WE PUT THE NEW PUMP AND VALVES ON. BLED THE AIR OFF WHEN REFILLING THE BOILER, THEN STARTED IT UP. IT SEEMS TO BE KEEPING UP AS IT SHOULD SO WE SHUT THE OTHER BOILER DOWN FOR TONIGHT TO LET IT COOL DOWN. DID THIS TO SEE IF THE BOILER THAT WAS LEFT ON IS ABLE TO KEEP UP ON ITS OWN NOW. WILL GET THE AIR BLEEDERS INSTALLED ON THE OTHER BOILER TOMORROW.

06/08/22 DRAINED THE OTHER BOILER DOWN JUST FAR ENOUGH TO GET THE WATER DRAINED OUT OF THE HIGH WATER LINES SO WE COULD GET THE AIR BLEEDERS INSTALLED. GOT THEM INSTALLED AND TURNED THE SUPPLY WATER BACK ON AND CONFIRMED THAT THE NEW BLEEDERS WHERE WORKING. ONCE THE SYSTEM WAS REFILLED AND UP TO PRESSURE, CHECKED FOR LEAKS. NO LEAKS FOUND. TURNED THE CIRCULATION PUMP BACK ON FOR THAT BOILER.GOT THE WELDER ALL PACKED UP, CLEANED UP ALL THE MESS FROM THE INSULATION THAT HAD TO BE CUT OFF. THE SYSTEM IS ALL BACK HOW IT WAS BEFORE WE STARTED THIS PROJECT AND THE BOILER THAT WAS NOT CIRCULATING WATER IS NOW.

Subtotal	$4,488.00
Tax	$0.00
Total	**$4,488.00**

01262043100 1
002

RASMUSSEN MECHANICAL SERVICES, 3211 NEBRASKA AVE., COUNCIL BLUFFS, IA, 51501
Phone (712) 323-0541 Fax (712) 323-8681

Ravenna Public Schools

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

PURCHASE ORDER

Date: 06/17/22
P.O. # 2122-2064
Bill To: PO Box 8400

Tax Exemption No. **05-627933**

VENDOR
Rasmussen Mechanical Services

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

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
6/2022	pump replacement air bleeder install	1	4,488.00	4,488.00
6-8-2022	drained boilder down and fixed boiler			0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$4,488.00
S & H	$0.00
discount	$0.00
TOTAL	**$4,488.00**

Other Comments or Special Instructions

Authorized by

7.7.22
Date

S&S Worldwide

P.O. BOX 516
Colchester, CT 06415

RETURN SERVICE REQUESTED
PHONE: 800-243-9232
FED. I.D. 06-0520020
WWW.SSWW.COM

ORIGINAL INVOICE

Date	Bill To Number	Terms	Invoice Number
6/23/2022	98859	Net 30	IN101018616

Our purpose is to improve the social fabric by helping people play and learn.

BILL TO:
Attention: Accounts Payable
Ravenna Public Schools
41750 Carthage Rd
Ravenna NE 68869-4053

SHIP TO:
Ravenna Public Schools
41750 Carthage Rd
Ravenna NE 68869-4053

Order Number	Type	Ship Via	Ordered By	Purchase Order
SO101641226-D01	Document(Mail/e-Mail)	Future Standard Shipping-Ground	Hilary Bolling	2223ESU7

Item Number	Item Description	U/M	Qty Shipped	Unit Price	Amount
PE114WTCS	Bright White Pacon Groundwood Cstrctn Paper Full Case 12x18	Ea	1	$41.25	$41.25

We are in process of updating our records. Kindly complete and return the following document along with your tax exemption certificate (if applicable) to taxexemptcerts@ssww.com:

https://cdn.ssww.com/docs/billing.pdf

Total Sales	Freight	Sales Tax	Invoice Total
$41.25	$0.00	$0.00	$41.25

Amount Received/Credit Applied: $0.00

PLEASE PAY THIS AMOUNT: $41.25

B & D. Z. Received 7-8-22

01 1100 140 0072 00

"PLEASE DO NOT FOLD OR STAPLE"

All claims must be made within 5 days after receipt of goods.

PLEASE DETACH AND MAIL BOTTOM PORTION WITH YOUR CHECK
PLEASE REFERENCE INVOICE NUMBER(S) AND BILL TO NUMBER ON ALL CORRESPONDENCE & CHECKS

S&S Worldwide

Bill To Number	Invoice Number	Amount Due
98859	IN101018616	$41.25

BILL TO:
Ravenna Public Schools
41750 Carthage Rd
Ravenna NE 68869-4053

REMIT TO:
S & S WORLDWIDE, INC.
ACCOUNTS RECEIVABLE
P.O. BOX 845825
BOSTON, MA 02284-5825

SAFELITE FULFILLMENT, INC
dba: Safelite AutoGlass, Elite Auto Glass, Auto Glass Specialists, and Diamond Triumph Glass

INVOICE 05525-607513

PLEASE REMIT PAYMENT TO:
SAFELITE FULFILLMENT, INC
P.O. BOX 633197
CINCINNATI, OH 45263-3197
PLEASE WRITE INVOICE NUMBER ON CHECK

CUSTOMER SERVICE CENTER 1-800-835-2257

IF YOU HAVE ANY QUESTIONS REGARDING PAYMENT OF THIS INVOICE: 1-800-835-2092

INVOICE: 06/13/22 BD
ORDERED: 06/08/22 INSTALLED: 06/13/22
W.O. # : 342752 REFERRAL#: 000000
INSURED:
RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA NE 68869-0000
PH1:308-631-0339 PH2:308-631-0339

RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA NE 68869

Acct #: 515401

POLICY# :
CLAIM # :
AUTH/VER: TOM

PO#/REF :
LOSS LOC:
LOSS DATE/CAUSE: 06/13/22
OTHER

2010 FORD ECONOLINE VAN MINI VANOR QUAD
ARR: INSTORE
MILEAGE: 112,162
STOCK #:

VIN: 1FBNE3BL0ADA57782 LICENSE/ST: 56346 NE

QTY	PART #	LIST	SELLING	LABOR	KIT	MATERIAL	EXTENSION
1	DW01767 GTY SOLAR	268.45	279.45	60.00	.00	.00	339.45
1	DISPOSAL FEE DISPOSAL FEE	4.99	.00	24.99	.00	.00	24.99

01 2710431 000 000

B & D. 7-8-22

PART TOTAL	279.45
LABOR TOTAL	84.99
SUB-TOTAL	364.44
SALES TAX	0.00
PAY THIS AMOUNT	364.44

TERMS: NET 30

ADDITIONAL INFO/CLAIMANT

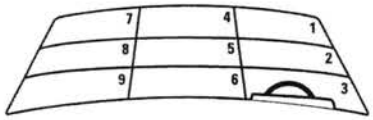
STORE LIC #:
061322-515401-515401

SERVICED BY: COUNTY/D
SAFELITE AUTOGLASS # 05525
KEARNEY NE 68847-0000
SAFELITE TAX ID #: 36-4523816
00100-515401-607513

RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA NE 68869

0000000020220613742

Safelite AutoGlass



Location Information

Safelite
121 W 25TH ST
KEARNEY, NE 68847
308-234-5151

Invoice 05525-607513

Technician 00645-286
Inv Date: 6/13/2022 **CTU WO:** 342752
Installation Completed: 6/13/2022 3:24 PM 756-00645-286-342752-T
RAVENNA PUBLIC SCHOOLS

Account Information

CITY GOVERNMENT
515401 - 111111 --

Primary: 308-631-0339 **Policy #:**
Alternate: 308-631-0339 **Claim #:**
PO#/Ref: **Ath/Ver:**
Loss Loc:
Loss Date/Cause:

Year	Make	Model	Body Style	Mileage	License	State	Stock #
2010	FORD	ECONOLINE	VAN	112162.00	56346	NE	

Vehicle ID #: 1 F B N E 3 B L 0 A D A 5 7 7 8 2 **Service Location:** InShop

Qty	Part #	List	Selling	Labor	Kit	Material	Extension
1	DW01767 GTY	$268.45	$279.45	$60.00	$0.00	$0.00	$339.45
Replace with new - Solar							
1	DISPOSAL FEE	$4.99	$0.00	$24.99	$0.00	$0.00	$24.99
Replace with new - DISPOSAL FEE							

Comment:

Tender Information

Type	Card Type	Account	Auth Code	Amount
Account				$364.44

Initial here if replaced parts should be saved for inspection or returned:

Part Sub Total:	$279.45
Labor Sub Total:	$84.99
Sub Total:	$364.44
Sales Tax:	$0.00
Total	**$364.44**
Total Balance Due	**$0.00**

Original Estimate: $364.44

I authorize Safelite AutoGlass to provide the above-referenced goods and services and to install glass and related parts that are manufactured by Safelite AutoGlass or another aftermarket manufacturer. Subject to completion of the work, I assign Safelite AutoGlass any claim that I have under my insurance policy to recover, and authorize my insurance company to pay to Safelite AutoGlass, the balance due. If said amount is not paid in full by my insurance company, I agree to pay any unpaid balance.

Customer's Signature: **Date:**

If your check is unpaid for insufficient or uncollected funds, we may electronically debit your account for the principle check amount and a service fee as allowable by law. You have the right to select the repair facility of your choice.

Revised Estimate: **Reason:** **Additional Cost:**
Authorized by: **Phone:** **Date:** **Time:**
Amount to charge Account: $0.00 **Tender:**
Lot #: 3006267385
Safe to drive after: **AM** **PM**
Adhesive Brand: Sika
Product Name: 1 SikaTack Safe 30

SAFELITE FULFILLMENT, INC
dba: Safelite AutoGlass, Elite Auto Glass,
Auto Glass Specialists, and
Diamond Triumph Glass

CUSTOMER SERVICE CENTER 1-800-835-2257

IF YOU HAVE ANY QUESTIONS REGARDING
PAYMENT OF THIS INVOICE: 1-800-835-2092

INVOICE 05525-607512

PLEASE REMIT PAYMENT TO:
SAFELITE FULFILLMENT, INC
P.O. BOX 633197
CINCINNATI, OH 45263-3197
PLEASE WRITE INVOICE NUMBER ON CHECK

INVOICE: 06/13/22 BD
ORDERED: 06/08/22 INSTALLED: 06/13/22
W.O. # : 342750 REFERRAL#: 000000
INSURED:
RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA NE 68869-0000
PH1:308-631-0339 PH2:308-631-0339

RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA NE 68869

Acct #: 515401

POLICY# :
CLAIM # :
AUTH/VER:

PO#/REF :
LOSS LOC:
LOSS DATE/CAUSE: 06/13/22
OTHER

2016 DODGE GRAND CARAVAN MINI VANOR QUAD

ARR: INSTORE
MILEAGE: 123

VIN: 2C4RDGCG0GR384732 LICENSE/ST: 123 NE

STOCK #:

QTY	PART #	LIST	SELLING	LABOR	KIT	MATERIAL	EXTENSION
1	DW01818 GTN SOLAR, 3RD VISOR BAND	287.82	269.20	60.00	.00	.00	329.20
1	GGG 1708 S KIT KIT, R/L SIDES ONLY	15.60	.00	4.87	.00	.00	4.87
1	DISPOSAL FEE DISPOSAL FEE	4.99	.00	24.99	.00	.00	24.99

01 2710 431 000 000

B & D. G. 7.8.22

PART TOTAL	269.20
LABOR TOTAL	89.86
SUB-TOTAL	359.06
SALES TAX	0.00
P A Y T H I S A M O U N T	359.06

TERMS: NET 30

ADDITIONAL INFO/CLAIMANT

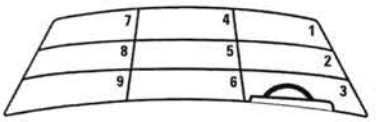
STORE LIC #:
061322-515401-515401

SERVICED BY: COUNTY/D
SAFELITE AUTOGLASS # 05525
KEARNEY NE 68847-0000
SAFELITE TAX ID #: 36-4523816
00100-515401-607512

RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA NE 68869

0000000020220613742

Safelite AutoGlass



Location Information

Safelite
121 W 25TH ST
KEARNEY, NE 68847
308-234-5151

Invoice 05525-607512

Technician 00645-756
Inv Date: 6/13/2022 **CTU WO:** 342750
Installation Completed: 6/13/2022 4:18 PM 756-00645-756-342750-T
RAVENNA PUBLIC SCHOOLS

Account Information

CITY GOVERNMENT
515401 - 111111 --

Primary: 308-631-0339 **Policy #:**
Alternate: 308-631-0339 **Claim #:**
PO#/Ref: **Ath/Ver:**
Loss Loc:
Loss Date/Cause:

Year	Make	Model	Body Style	Mileage	License	State	Stock #
2016	DODGE	GRAND CARAVAN	MINI VAN	123.00	123	NE	

Vehicle ID #: 2C4RDGCG0GR384732 **Service Location:** InShop

Qty	Part #	List	Selling	Labor	Kit	Material	Extension
1	DW01818 GTN	$287.82	$269.20	$60.00	$0.00	$0.00	$329.20
Replace with new - Solar, 3Rd Visor Band							
1	GGG 1708 S KIT	$15.60	$0.00	$4.87	$0.00	$0.00	$4.87
Replace with new - Kit, R/L Sides Only							
1	DISPOSAL FEE	$4.99	$0.00	$24.99	$0.00	$0.00	$24.99
Replace with new - DISPOSAL FEE							

Comment:

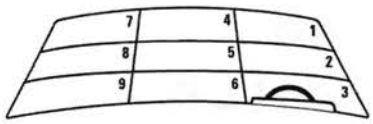
Tender Information

Type	Card Type	Account	Auth Code	Amount
Account				$359.06

Initial here if replaced parts should be saved for inspection or returned:

Part Sub Total:	$269.20
Labor Sub Total:	$89.86
Sub Total:	$359.06
Sales Tax:	$0.00
Total	**$359.06**
Total Balance Due	**$0.00**

Safelite AutoGlass



Original Estimate: $359.06 I authorize Safelite AutoGlass to provide the above-referenced goods and services and to install glass and related parts that are manufactured by Safelite AutoGlass or another aftermarket manufacturer. Subject to completion of the work, I assign Safelite AutoGlass any claim that I have under my insurance policy to recover, and authorize my insurance company to pay to Safelite AutoGlass, the balance due. If said amount is not paid in full by my insurance company, I agree to pay any unpaid balance.

Customer's Signature: _____ **Date:** _____

If your check is unpaid for insufficient or uncollected funds, we may electronically debit your account for the principle check amount and a service fee as allowable by law. You have the right to select the repair facility of your choice.

Revised Estimate: _____ **Reason:** _____ **Additional Cost:** _____

Authorized by: _____ **Phone:** _____ **Date:** _____ **Time:** _____

Amount to charge Account: $0.00 **Tender:** _____

Lot #: 3006459856 **Safe to drive after:** _____ **AM** **PM**

Adhesive Brand:

Product Name:

SAFELITE FULFILLMENT, INC
dba: Safelite AutoGlass, Elite Auto Glass,
Auto Glass Specialists, and
Diamond Triumph Glass

CUSTOMER SERVICE CENTER 1-800-835-2257

IF YOU HAVE ANY QUESTIONS REGARDING
PAYMENT OF THIS INVOICE: 1-800-835-2092

INVOICE 05525-607638

PLEASE REMIT PAYMENT TO:
SAFELITE FULFILLMENT, INC
P.O. BOX 633197
CINCINNATI, OH 45263-3197
PLEASE WRITE INVOICE NUMBER ON CHECK

INVOICE: 06/16/22 BD
ORDERED: 06/15/22 INSTALLED: 06/16/22
W.O. # : 345150 REFERRAL#: 000000
INSURED:
RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA NE 68869-0000
PH1:308-380-7776 PH2:308-380-7776

RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA NE 68869

Acct #: 515401

POLICY# :
CLAIM # :
AUTH/VER: CANNON

PO#/REF :
LOSS LOC:
LOSS DATE/CAUSE: 06/16/22
OTHER

2017 DODGE GRAND CARAVAN MINI VANEWANNA ARR: INSTORE
MILEAGE: 46,447
VIN: 2C4RDGBG9HR830864 LICENSE/ST: 58307 NE STOCK #:

QTY	PART #	LIST	SELLING	LABOR	KIT	MATERIAL	EXTENSION
1	DW01818 GTN SOLAR, 3RD VISOR BAND	287.82	262.15	60.00	.00	.00	322.15
1	GGG 1708 S KIT KIT, R/L SIDES ONLY	15.60	.00	4.77	.00	.00	4.77
1	DISPOSAL FEE DISPOSAL FEE	4.99	.00	24.99	.00	.00	24.99

01 2710 431 000 00
B & D 7.8.22

PART TOTAL	262.15
LABOR TOTAL	89.76
SUB-TOTAL	351.91
SALES TAX	0.00

PAY THIS AMOUNT 351.91

TERMS: NET 30

ADDITIONAL INFO/CLAIMANT

STORE LIC #:
061622-515401-515401

SERVICED BY: COUNTY/D
SAFELITE AUTOGLASS # 05525
KEARNEY NE 68847-0000
SAFELITE TAX ID #: 36-4523816
00100-515401-607638

RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA NE 68869

0000000020220616742

School Specialty

P. O. Box 8030
Appleton, WI 54912-8030

To Track your order, go to:
http://www.schoolspecialty.com/track-your-order

Toll Free Phone (888) 388-3224

Corporate FID# 85-2162684

Invoice

Invoice Number : 208130165188
Order/Ref Number : 59084091
Invoice Date : 27-JUN-2022
Customer Number : 422043
PO Number : 2223-HIGHSCHOOL-2
Ship To Attention : * Hilary Bolling
Bill To Attention :

Currency : USD

081-810-01

Ship To : RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869-4053

Bill To : 000588_0000
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869-4053

Immediately upon receipt of your order, please examine the carton contents for damaged or missing product. Retain damaged items and their packaging. Contact us within 5 days to report any damages or shortages. Product returned without authorization, additional items not part of the original authorization, or products arriving in an unsellable condition will not be eligible for credit.

PLEASE NOTE: WE HAVE A NEW CORP FID# 85-2162684 AND REMITTANCE ADDRESS. PLEASE UPDATE IN YOUR SYSTEM IMMEDIATELY.

Quantity Ordered	UOM	Quantity Shipped	Quantity Remaining	Ordered Item	Our Item (if different)	Description	Unit Price	Net Price	Extended Price
1	EA	1		2028694		PEN SHARPIE GEL 0.5 MM BLUE PACK OF 12	22.690	14.750	14.75
								Subtotal $	14.75
								Taxes $	.00
								Shipping/Handling $	.00
							INVOICE	Total $	14.75

Delivery Tracking Information:

Carrier	Reference #
US POST OFFICE	9200190221582744317847

Received

01 2510 610 000 000

B & D 7-8-22

Standard delivery terms shall be F.O.B. origin. Ownership and title shall pass to Buyer when products are delivered to Carrier unless otherwise agreed to in writing.

<< tear along this perforation >>

REMITTANCE STUB

To ensure proper credit, please return this portion with remittance.

Customer Name: RAVENNA PUBLIC SCHOOLS
and PO Number: 2223-HIGHSCHOOL-2

Customer Number :	422043	USD
Invoice Number :	208130165188	
Invoice Date :	27-JUN-2022	
Due Date :	27-JUL-2022	
Taxes :	$	0.00
Shipping/Handling :	$	0.00
Invoice Amount :	$	14.75
Less payments :	$	0.00
Balance DUE:	$	14.75

Remittance Amount : $ _____

Make Checks Payable To: SCHOOL SPECIALTY LLC
& Mail To: PO BOX 825640
PHILADELPHIA, PA 19182-5640

0825640208130165188000000147500000014756

1024

Specialty
n Parkway
OH 44903
Phone: 888-388-3224
hoolspecialty.com

To: RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869-4053

Packing Slip

Printed: 06/27/2022 2:09:21

Order Number: **59084091**
Ship Date: **06/27/2022**
Customer Number: **422043**
Shipment Number: **116599952**
Customer PO: 2223-HIGHSCHOOL-2

Number of Cartons: 1
Attn: Hilary Bolling

Order Information:

Contact Information:

Our helpful Customer Care resources are available 24/7 at www.schoolspecialty.com/customer-care.
Track your order, report incomplete orders or damages, obtain order documentation and more!

Delivery Information:

- Your order may ship in multiple boxes and may deliver at different times.
- One packing slip is provided per shipment; there is not one included in every carton.

The following items are in this shipment:

Line	Product No	Cust Item No	Description	UOM	Qty Ord	Qty Ship	Qty B/O
1	2028694	2028694	PEN SHARPIE GEL 0.5 MM BLUE PACK OF 12	PK	1	1	



We want you to be 100% satisfied. If for any reason you are unhappy with the products you have just received, please call **888-388-3224** within 48 hours to report damages and up to 30 days to obtain a Return Authorization (RA) number for products in their original packing and in sellable condition. Product returned without authorization, additional items not part of original authorization, or products arriving in an unsellable condition will not be eligible for credit and product will not be shipped back to the customer. Please note Custom orders are made to your specifications and may not be returned.

School Specialty.

P. O. Box 8030
Appleton, WI 54912-8030

To Track your order, go to:
http://www.schoolspecialty.com/track-your-order

Toll Free Phone (888) 388-3224

Corporate FID# 85-2162684

Invoice

Invoice Number : 208130091797
Order/Ref Number : 58978639
Invoice Date : 09-JUN-2022
Customer Number : 422043
PO Number : 2223ESU6
Ship To Attention : JAMES HABE
Bill To Attention :

Currency : USD

081-810-01

Ship To : RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869-4053

Bill To : 000648_0000
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869-4053

7.8.24

Immediately upon receipt of your order, please examine the carton contents for damaged or missing product. Retain damaged items and their packaging. Contact us within 5 days to report any damages or shortages. Product returned without authorization, additional items not part of the original authorization, or products arriving in an unsellable condition will not be eligible for credit.

PLEASE NOTE: WE HAVE A NEW CORP FID# 85-2162684 AND REMITTANCE ADDRESS. PLEASE UPDATE IN YOUR SYSTEM IMMEDIATELY.

Quantity Ordered	UOM	Quantity Shipped	Quantity Remaining	Ordered Item	Our Item (if different)	Description	Unit Price	Net Price	Extended Price
6	EA	6		1118080		BINDER SLANT RING VIEW 1 IN WHITE AVE09301	12.890	6.060	36.36
								Subtotal $	36.36
								Taxes $	.00
								Shipping/Handling $	.00
							INVOICE	Total $	36.36
As of 10-JUN-2022, the following remaining item(s) and quantity(s) will ship & bill separately in the future									
6	EA		6	027439		PAPER LEGAL PADS 5X8 YELLOW 50 SHTS PK OF 12 SCHOOL SMART			
2	EA		2	1546366		STOOL - CLASSROOM SELECT - NEOROK - 18-1/2 INCH STOOL HEIGHT - RUBBER BASE - SPECIFY FRAME COLOR			
				1508962		OPTION CLASS - CS NEOCLASS/NEOMOVE SHELL COLOR OPTION			
				1640124E		EBONY (BLACK) - POLY SEAT COLOR - CLASSROOM SELECT			

Received T Zinnel

01 1200 610 001 000

Standard delivery terms shall be F.O.B. origin. Ownership and title shall pass to Buyer when products are delivered to Carrier unless otherwise agreed to in writing.

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REMITTANCE STUB

To ensure proper credit, please return this portion with remittance.

Customer Name: RAVENNA PUBLIC SCHOOLS
and PO Number: 2223ESU6

Customer Number :	422043	USD
Invoice Number :	208130091797	
Invoice Date :	09-JUN-2022	
Due Date :	09-JUL-2022	
Taxes :	$	0.00
Shipping/Handling :	$	0.00
Invoice Amount :	$	36.36
Less payments :	$	0.00
Balance DUE:	$	36.36

Remittance Amount : $ _____

Make Checks
Payable To: SCHOOL SPECIALTY LLC
& Mail To: PO BOX 825640
PHILADELPHIA, PA 19182-5640

0825640208130091797000000363600000036364

1202

School Specialty.

P. O. Box 8030
Appleton, WI 54912-8030

To Track your order, go to:
http://www.schoolspecialty.com/track-your-order

Toll Free Phone (888) 388-3224

Corporate FID# 85-2162684

Invoice

Invoice Number : 208130077156
Order/Ref Number : 58978639
Invoice Date : 07-JUN-2022
Customer Number : 422043
PO Number : 2223ESU6
Ship To Attention : JAMES HABE
Bill To Attention :

Currency : USD

081-810-01

Ship To : RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869-4053

Bill To : 000551_0000
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869-4053

Immediately upon receipt of your order, please examine the carton contents for damaged or missing product. Retain damaged items and their packaging. Contact us within 5 days to report any damages or shortages. Product returned without authorization, additional items not part of the original authorization, or products arriving in an unsellable condition will not be eligible for credit.

PLEASE NOTE: WE HAVE A NEW CORP FID# 85-2162684 AND REMITTANCE ADDRESS. PLEASE UPDATE IN YOUR SYSTEM IMMEDIATELY.

Quantity Ordered	UOM	Quantity Shipped	Quantity Remaining	Ordered Item	Our Item (if different)	Description	Unit Price	Net Price	Extended Price
60	EA	60		2028798	4 S Elem	PLANNER HAMMOND STEPHENS UNDATED WEEKLY STUDENT PLANNER 7X11	4.290	2.080	124.80
2	EA	2		027433	JM Site	PAPER LEGAL PADS 8.5X11.75 WHITE 50 SHTS PK OF 12 SCHOOL SMART	19.990	8.320	16.64
2	EA	2		1473676	TS	BOOK CLASS REC 9/10WK 8SUB P 9 1/4X12 1/4 0679 P	9.790	5.200	10.40
1	EA	1		020868	Tellis	RUBBER BAND SIZE NO. 32 1/4LB-PACK	2.190	1.420	1.42
1	EA	1		2013901	KS	ENVELOPE KRAFT CLASP 11.5X14.5 SCHOOL SMART BOX OF 100	31.990	16.250	16.25
15	EA	15		023974	KS ID AD-2 Yard-1	CLIP VINYL JUMBO ASST P40 - SCHOOL SMART	2.190	.350	5.25
1	EA	1		529628	Steck	BEAKER GRIFFIN PYREX VISTA 600ML PK/6	33.790	21.130	21.13
2	EA	2		563630	Steck	TONGS BEAKER PLASTIC COVERED EA	7.390	3.710	7.42
1	EA	1		571583	Steck	HOTPLATE SCHOLAR	236.190	135.750	135.75
6	EA	6		084904	DEMS-4 Kward-2	SHEET PROTECTOR HD TOP LOAD NON-GLARE PACK OF 50 - SCHOOL SMART	11.090	1.800	10.80
2	EA	2		2013888	KW-1 LR-1	ENVELOPE WHITE 3.625X6.5 BX OF 500 SCHOOL SMART	23.190	15.070	30.14
5	EA	5		269407	Jarvi 2 KW-3	TAPE MAVALUS REMOVABLE POSTER 1 X 324 IN YELLOW	7.890	3.220	16.10
7	EA	7		088708	AO-5 KW-2	INDEX CARD 3X5 PLAIN WHITE PACK OF 100 SCHOOL SMART	1.490	.360	2.52
1	EA	1		1283096	LR	REPORT COVER RECYCLED LETTER 3 PRONG BLUE PK OF 25 OXF57872EE	46.690	19.570	19.57

<< tear along this perforation >>

REMITTANCE STUB

To ensure proper credit, please return this portion with remittance.

Customer Name: RAVENNA PUBLIC SCHOOLS
and PO Number: 2223ESU6

B & D. G. 7.8.22

Customer Number :	422043	USD
Invoice Number :	208130077156	
Invoice Date :	07-JUN-2022	
Due Date :	07-JUL-2022	
Taxes :	$	0.00
Shipping/Handling :	$	0.00
Invoice Amount :	$	436.51
Less payments :	$	0.00
Balance DUE:	$	436.51

Remittance Amount : $ _____

Make Checks
Payable To: SCHOOL SPECIALTY LLC
& Mail To: PO BOX 825640
PHILADELPHIA, PA 19182-5640

0825640208130077156000004365100000436510

Quantity Ordered	UOM	Quantity Shipped	Quantity Remaining	Ordered Item	Our Item (if different)	Description	Unit Price	Net Price	Extended Price
1	EA	1		036975	LR	RING BOOK NCKL 1 IN PACK OF 100 - SCHOOL SMART	28.390	3.890	3.89
2	EA	2		269409	Sarvi	TAPE MAVALUS REMOVABLE POSTER 1 X 324 IN GREEN	7.890	3.220	6.44
1	EA	1		027445	Higher	PAPER LEGAL PADS 5X8 WHITE 50 SHTS PK OF 12 SCHOOL SMART	11.990	4.320	4.32
1	EA	1		085425	Higher	PAPER COMP 8.5X11 WHITE 3/8 RULED RED MARGIN 15LB REAM SCHOOL SMART	13.090	3.670	3.67

Subtotal $	436.51
Taxes $	.00
Shipping/Handling $	.00
INVOICE Total $	436.51

As of 08-JUN-2022, the following remaining item(s) and quantity(s) will ship & bill separately in the future

6	EA	6	027439	PAPER LEGAL PADS 5X8 YELLOW 50 SHTS PK OF 12 SCHOOL SMART
2	EA	2	1546366	STOOL - CLASSROOM SELECT - NEOROK - 18-1/2 INCH STOOL HEIGHT - RUBBER BASE - SPECIFY FRAME COLOR
			1508962	OPTION CLASS - CS NEOCLASS/NEOMOVE SHELL COLOR OPTION
			1640124E	EBONY (BLACK) - POLY SEAT COLOR - CLASSROOM SELECT

Delivery Tracking Information:

Carrier	Reference #
FEDERAL EXPRESS - EPS	580403118017
FEDERAL EXPRESS	586837130806 586943388070 586943392392 586943393701

01 1100 610 002 000 163.33
01 1100 610 001 020 16.31
01 1100 610 001 022 192.37
01 1100 610 001 024 10.40
01 1190 610 000 000 18.67
01 1100 610 002 003 12.88
01 1100 610 002 002 10.38
01 1200 610 001 000 1.80
01 1100 610 001 000 10.37

Standard delivery terms shall be F.O.B. origin. Ownership and title shall pass to Buyer when products are delivered to Carrier unless otherwise agreed to in writing.

922

School Specialty
W6316 Design Drive
Greenville WI 54942
Toll Free Phone: 888-388-3224
www.schoolspecialty.com

Ship To: RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869-4053

Packing Slip

Printed: 06/07/2022 11:35:30

Order Number: **58978639**
Ship Date: **06/07/2022**
Customer Number: **422043**
Shipment Number: **116534066**
Customer PO: 2223ESU6

Number of Cartons: 3
Attn: JAMES HABE

Order Information:

Contact Information:

Our helpful Customer Care resources are available 24/7 at www.schoolspecialty.com/customer-care.
Track your order, report incomplete orders or damages, obtain order documentation and more!

Delivery Information:

- Your order may ship in multiple boxes and may deliver at different times.
- One packing slip is provided per shipment; there is not one included in every carton.

The following items are in this shipment:

Line	Product No	Cust Item No	Description	UOM	Qty Ord	Qty Ship	Qty B/O
1	2028798	2028798	PLANNER HAMMOND STEPHENS UNDATED WEEKLY STUDENT PLANNER 7X11	EA	60	60	
2	027433	027433	PAPER LEGAL PADS 8.5X11.75 WHITE 50 SHTS PK OF 12 SCHOOL SMART	PK	2	2	
3	1473676	1473676	BOOK CLASS REC 9 10WK 8SUB P 9 1 4X12 1 4 0679 P	EA	2	2	
4	020868	020868	RUBBER BAND SIZE NO. 32 1 4LB-PACK	EA	1	1	
5	2013901	2013901	ENVELOPE KRAFT CLASP 11.5X14.5 SCHOOL SMART BOX OF 100	PK	1	1	
6	023974	023974	CLIP VINYL JUMBO ASST P40 - SCHOOL SMART	PK	15	15	
7	084904	084904	SHEET PROTECTOR HD TOP LOAD NON-GLARE PACK OF 50 - SCHOOL SMART	PK	6	6	
8	2013888	2013888	ENVELOPE WHITE 3.625X6.5 BX OF 500 SCHOOL SMART	PK	2	2	
9	269407	269407	TAPE MAVALUS REMOVABLE POSTER 1 X 324 IN YELLOW	EA	5	5	
10	088708	088708	INDEX CARD 3X5 PLAIN WHITE PACK OF 100 SCHOOL SMART	PK	7	7	
11	036975	036975	RING BOOK NCKL 1 IN PACK OF 100 - SCHOOL SMART	PK	1	1	
12	269409	269409	TAPE MAVALUS REMOVABLE POSTER 1 X 324 IN GREEN	EA	2	2	
13	027445	027445	PAPER LEGAL PADS 5X8 WHITE 50 SHTS PK OF 12 SCHOOL SMART	PK	1	1	

MORE ITEMS...

We want you to be 100% satisfied. If for any reason you are unhappy with the products you have just received, please call **888-388-3224** within 48 hours to report damages and up to 30 days to obtain a Return Authorization (RA) number for products in their original packing and in sellable condition. Product returned without authorization, additional items not part of original authorization, or products arriving in an unsellable condition will not be eligible for credit and product will not be shipped back to the customer. Please note Custom orders are made to your specifications and may not be returned.

School Specialty
W6316 Design Drive
Greenville WI 54942
Toll Free Phone: 888-388-3224
www.schoolspecialty.com

Ship To: RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869-4053

Packing Slip

Printed: 06/07/2022 11:35:30

Order Number: **58978639**
Ship Date: **06/07/2022**
Customer Number: **422043**
Shipment Number: **116534066**
Customer PO: 2223ESU6

Number of Cartons: 3
Attn: JAMES HABE

Line	Product No	Cust Item No	Description	UOM	Qty Ord	Qty Ship	Qty B/O
14	085425	085425	PAPER COMP 8.5X11 WHITE 3 8 RULED RED MARGIN 15LB REAM SCHOOL SMART	RM	1	1	

We want you to be 100% satisfied. If for any reason you are unhappy with the products you have just received, please call **888-388-3224** within 48 hours to report damages and up to 30 days to obtain a Return Authorization (RA) number for products in their original packing and in sellable condition. Product returned without authorization, additional items not part of original authorization, or products arriving in an unsellable condition will not be eligible for credit and product will not be shipped back to the customer. Please note Custom orders are made to your specifications and may not be returned.

FROM:
SCHOOL SPECIALTY LLC
W6316 DESIGN DRIVE
GREENVILLE WI 54942

P. O. 7406043
ROUTE 11273B
CusPO 2223ESU6

COMMENTS:
111

PACKING LIST

SHIP TO:
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869-4051

ATTN. HABE JAMES

ORDER NUMBER:	06V47108
DATE ORDERED:	06/02/2022
DATE SHIPPED:	06/08/2022
ORDER TYPE:	Drop Ship
ORDERED BY:	EZ-ORDER
ENTERED BY:	EZ$
SHIP VIA DESC:	UPS Ground
SHIP INSTRUCT:	09-Parcel/Ground
BILL AS OF:	/
STAGING LOCN:	A 01
WAVE NUMBER:	20220608001
TOTAL CARTONS:	1
ESTIMATED WT:	7.50 ESTIMATED CU

LINE	ITEM ORDERED ITEM SHIPPED	QTY ORDERED	QTY SHIPPED	UOM	DESCRIPTION	REFERENCE
1	AVE 09301	6	6	EA	BINDER,DURABLE,VW,EZD,1",WE	1 1118080
	COMMENT: IF MODE IS LTL					
	COMMENT: PLEASE CALL BEFORE DELIVERY					
	COMMENT: NAME HABE JAMES					
	COMMENT: PHONE 308 452 3249					
	COMMENT: PO 2223ESU6					
	COMMENT: Shipping Services: Liftgate Required, Notify Consi					
	COMMENT: gnee, Inside Delivery					
	COMMENT: Contact Name: HABE JAMES					
	COMMENT: Contact Phone: 308 4523249					
	COMMENT: Ship via School Specialty current Routing Guide. C					
	COMMENT: orporate transportation must approve routing devia					
	COMMENT: To obtain the current Routing Guide,					
	COMMENT: please call 1.844.639.3073 or contact transportati					
	COMMENT: on@schoolspecialty.com.					
	COMMENT: Our organization is an equal opportunity employer					
	COMMENT: and federal contractor or subcontractor. As applic					
	COMMENT: rt 471, Appendix A to Subpart A with respect to af					

School Specialty®

Packing Slip

Page# 1 of 1

06/06/22

Order#: 58978639

Delivery#: 63102353

PO#: 2223ESU6

Batch#: 49943947

Priority: Standard

FOB:

Billed To:
RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA, NE 68869-8400
United States
Attn:

Shipped To:
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869-4053
United States
Attn: JAMES HABE

Ln#	Ordered Item	Our Item (if different)	Description	Ordered Quantity	Qty This Shipment	Qty Prior Shipments	Backorder Quantity
8.1	529628		BEAKER GRIFFIN PYREX VISTA 600ML PK/6	1	1	0	0
9.1	563630		TONGS BEAKER PLASTIC COVERED EA	2	2	0	0
10.1	571583		HOTPLATE SCHOLAR	1	1	0	0
Backorder Lines							
3.1	027439		PAPER LEGAL PADS 5X8 YELLOW 50 SHTS PK OF 12 SCHOOL SMART	6	0	0	6

We want you to be 100% satisfied. If for any reason you are unhappy with the products you have just received, please call 1-888-388-3224 within 48 hours to report damages and up to 30 days to obtain a Return Authorization RA number for products in their original packing and in sellable condition. Products returned without authorization, additional items not part of the original authorization, or products arriving in an unsellable condition will not be eligible for credit and product will not be shipped back to the customer. Please note custom orders are made to your specifications and may not be returned.

You can also Go to http://www.schoolspecialty.com/track-your-order to track your order, report discrepancies or damages, and request copies of invoices or packing slips.

School Specialty
100 Paragon Parkway
Mansfield OH 44903
Toll Free Phone: 888-388-3224
www.schoolspecialty.com

Ship To: RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869-4053

Packing Slip

Printed: 06/07/2022 7:23:32

Order Number: **58978639**
Ship Date: **06/07/2022**
Customer Number: **422043**
Shipment Number: **116534075**
Customer PO: 2223ESU6

Number of Cartons: 1
Attn: JAMES HABE

Order Information:

Contact Information:

Our helpful Customer Care resources are available 24/7 at www.schoolspecialty.com/customer-care.
Track your order, report incomplete orders or damages, obtain order documentation and more!

Delivery Information:

- Your order may ship in multiple boxes and may deliver at different times.
- One packing slip is provided per shipment; there is not one included in every carton.

The following items are in this shipment:

Line	Product No	Cust Item No	Description	UOM	Qty Ord	Qty Ship	Qty B/O
1	1283096	1283096	REPORT COVER 100 PCT RECYCLD CLEAR FRONT LTR BLUE PACK OF 25	PK	1	1	

We want you to be 100% satisfied. If for any reason you are unhappy with the products you have just received, please call **888-388-3224** within 48 hours to report damages and up to 30 days to obtain a Return Authorization (RA) number for products in their original packing and in sellable condition. Product returned without authorization, additional items not part of original authorization, or products arriving in an unsellable condition will not be eligible for credit and product will not be shipped back to the customer. Please note Custom orders are made to your specifications and may not be returned.

CARTON CONTENTS REPRINT

6/08/22 SEQ#: 015
PAGE#: 1 565
WAVE#: 20220608001
TRK #: T060512812
PKT #: 06U47108

CARTON#: 00000352550610449565
CUST PO: 7406043
FROM: SCHOOL SPECIALTY LLC
TO : RAVENNA PUBLIC SCHOOLS

LINE	STOCK NUMBER	SHIP QTY	UOM	LOCATION	CODE
001	AVE 09301	6	EA	K6701G3	

BINDER.DURABLE.UW.EZD.1".WE

TOTS09 ZONES: K

PLACEMENT-CC:I PS:I

School Specialty

P. O. Box 8030
Appleton, WI 54912-8030

To Track your order, go to:
http://www.schoolspecialty.com/track-your-order

Toll Free Phone (888) 388-3224

Invoice

Invoice Number : 208130157669
Order/Ref Number : 59084091
Invoice Date : 24-JUN-2022
Customer Number : 422043
PO Number : 2223-HIGHSCHOOL-2
Ship To Attention : * Hilary Bolling
Bill To Attention :

Currency : USD

081-810-01

Corporate FID# 85-2162684

Immediately upon receipt of your order, please examine the carton contents for damaged or missing product. Retain damaged items and their packaging. Contact us within 5 days to report any damages or shortages. Product returned without authorization, additional items not part of the original authorization, or products arriving in an unsellable condition will not be eligible for credit.

PLEASE NOTE: WE HAVE A NEW CORP FID# 85-2162684 AND REMITTANCE ADDRESS. PLEASE UPDATE IN YOUR SYSTEM IMMEDIATELY.

Ship To :
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869-4053

Bill To : 000812_0000
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869-4053

Quantity Ordered	UOM	Quantity Shipped	Quantity Remaining	Ordered Item	Our Item (if different)	Description	Unit Price	Net Price	Extended Price
1	EA	1		089916	Allen O	DICE FRACTION SET OF 4 - SCHOOL SMART	6.290	4.090	4.09
1	EA	1		264325		DICE POLYHEDRA ASSORTED COLORS SET OF 10	7.890	5.130	5.13
3	EA	3		2089183	Elem	26302HS-2223 ACADEMIC MON PLANNER 14 MONTH JUL-	8.690	5.650	16.95
2	EA	2		1473699	Tony	BOOK LESSON PLN 8SUB P 8 1/2X11 0403 8 P	6.890	4.480	8.96
1	EA	1		091464	Allen O	POSITIVE AND NEGATIVE NUMBER DICE - SCHOOL SMART	10.690	6.950	6.95
								Subtotal $	42.08
								Taxes $	.00
								Shipping/Handling $	.00
							INVOICE	Total $	42.08

7.8.22

As of 27-JUN-2022, the following remaining item(s) and quantity(s) will ship & bill separately in the future

1	EA		1	2028694		PEN SHARPIE GEL 0.5 MM BLUE PACK OF 12

01 1200 610 001 000 $6.17
01 1100 610 002 000 16.95
01 1100 610 001 021 8.96

Delivery Tracking Information:

Carrier	Reference #
FEDERAL EXPRESS	588698193486

Standard delivery terms shall be F.O.B. origin. Ownership and title shall pass to Buyer when products are delivered to Carrier unless otherwise agreed to in writing.

<< tear along this perforation >>

REMITTANCE STUB

To ensure proper credit, please return this portion with remittance.

Customer Name: RAVENNA PUBLIC SCHOOLS
and PO Number: 2223-HIGHSCHOOL-2

Customer Number :	422043	USD
Invoice Number :	208130157669	
Invoice Date :	24-JUN-2022	
Due Date :	24-JUL-2022	
Taxes :	$	0.00
Shipping/Handling :	$	0.00
Invoice Amount :	$	42.08
Less payments :	$	0.00
Balance DUE:	$	42.08

Remittance Amount : $ _____

Make Checks
Payable To: SCHOOL SPECIALTY LLC
& Mail To: PO BOX 825640
PHILADELPHIA, PA 19182-5640

0825640208130157669000000420800000042080

1558

School Specialty
W6316 Design Drive
Greenville WI 54942
Toll Free Phone: 888-388-3224
www.schoolspecialty.com

Ship To: RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869-4053

Packing Slip

Printed: 06/24/2022 15:30:03

Order Number: **59084091**
Ship Date: **06/24/2022**
Customer Number: **422043**
Shipment Number: **116599907**
Customer PO: 2223-HIGHSCHOOL-2

Number of Cartons: 1
Attn: Hilary Bolling

Order Information:

Contact Information:

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Track your order, report incomplete orders or damages, obtain order documentation and more!

Delivery Information:

- Your order may ship in multiple boxes and may deliver at different times.
- One packing slip is provided per shipment; there is not one included in every carton.

The following items are in this shipment:

Line	Product No	Cust Item No	Description	UOM	Qty Ord	Qty Ship	Qty B/O
✓ 1	089916	089916	DICE FRACTION SET OF 4 - SCHOOL SMART	ST	1	1	
✓ 2	264325	264325	DICE POLYHEDRA ASSORTED COLORS SET OF 10	ST	1	1	
✓ 3	2089183	2089183	26302HS-2223 ACADEMIC MON PLANNER 14 MONTH JUL-	EA	3	3	
✓ 4	1473699	1473699	BOOK LESSON PLN 8SUB P 8 1 2X11 0403 8 P	EA	2	2	
✓ 5	091464	091464	POSITIVE AND NEGATIVE NUMBER DICE - SCHOOL SMART	EA	1	1	

We want you to be 100% satisfied. If for any reason you are unhappy with the products you have just received, please call **888-388-3224** within 48 hours to report damages and up to 30 days to obtain a Return Authorization (RA) number for products in their original packing and in sellable condition. Product returned without authorization, additional items not part of original authorization, or products arriving in an unsellable condition will not be eligible for credit and product will not be shipped back to the customer. Please note Custom orders are made to your specifications and may not be returned.

PURCHASE ORDER

Ravenna Public Schools

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

DATE:	2/23/22
P.O. #	22-23 Schirmer
Bill To:	P.O Box 8400
Order #	
Tax Exemption No.	05-627933

VENDOR

School Specialty
W6316 Design Drive
Greenville WI 54942

SHIP TO

Ravenna Public Schools
Attn: Tony Schirmer
41750 Carthage Road
Ravenna NE, 68869

BILL TO

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1473699	Hammond & Stephens 0403-8 Lesson Plan Book, Polylce Cover, 8 1/2 x 11 inches	2	5.17	10.34
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$10.34
TAX RATE	0.000%
TAX	$0.00
S & H	$0.00
OTHER	$0.00
TOTAL	**$10.34**

Other Comments or Special Instructions

Authorized by

Date

Quote / Saved Cart

School Specialty. SELECT

W6316 Design Drive
Greenville WI 54942

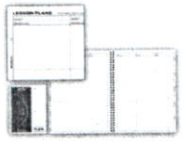
Created by Tony Schirmer

Your Shopping Cart

Cart 1016659121 | Last modified on 02/23/2022

Prices are subject to change in saved carts.

2 Items

Product		Delivery	Quantity	Unit Price	Total Price
	Hammond & Stephens 0403-8 P Lesson Plan Book, Polylce Cover, 8-1/2 x 11 Inches, 8 Subjects, 40 Week, Green/ Blue Item #: 1473699 Temporarily Out of Stock - On Order	Free Shipping Eligible: Details	2	$5.17 ~~$6.89~~	$10.34

Subtotal	$10.34
+ Estimated Tax: ⓘ	$0.00
+ Shipping: ⓘ	$9.95
Total	$20.29
You Save:	25% ($3.44)

Chat Offline

PURCHASE ORDER

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

DATE:	3/15/22
P.O. #	22-23Rager4
Bill To:	P.O Box 8400
Order #	
Tax Exemption No.	**05-627933**

VENDOR
School Specialty
Address

SHIP TO
Ravenna Public Schools
Attn: Lacey Rager
41750 Carthage Road
Ravenna NE, 68869

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
2089183	Hammond & Stephens Academic Monthly Planner	3	6.52	19.56
	July 2022-August 2023 8 1/2 x 11 inches			0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$19.56
TAX RATE	0.000%
TAX	$0.00
S & H	$0.00
OTHER	$0.00
TOTAL	**$19.56**

Other Comments or Special Instructions

Did not meet minimum Shipping requirements

Authorized by

3-21-22
Date

NEBRASKA esu Coordinating Council

Nebraska ESUCC Online Marketplace

Cart Information

Type: Shopping Cart
Name: Active Cart (#61724)
Status: Created
Created By: Lacey Rager
Last Modified: 03/15/2022 01:40 PM CDT

Item	Part #	Supplier	Price	Quantity	Item Total
Tru-Ray 12" x 18" Construction Paper, Sky Blue, 50 Sheets (P103048)	413121	Staples	$3.79 PK	8	$30.32
Post-it® Pop-up Dispenser Notes, 3" x 3", Poptimistic Collection, 90 Sheets/Pad, 12 Pads/Pack (R330-12AN)	504023	Staples	$13.66 PK	1	$13.66
Adams Carbonless Receipt Book, 11" x 8", 3-Part, 100 Sets/Book (TC1182)	TC1182	Quill	$7.47 EA	3	$22.41
Hammond & Stephens Academic Monthly Planner, July 2022-Aug 2023, 8-1/2 x 11 Inches	2089183	School Specialty	$6.52 EA	3	$19.56
Paper Mate Profile Retractable Ballpoint Pens, Bold Point, Black Ink, 12/Pack (89465)	612884	Staples	$7.68 DOZ	1	$7.68

Total: $93.63

1 - Lacey
1 - Mrs. Mingus
1 - Mrs. Gadeken

PURCHASE ORDER

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

DATE:	3/9/2022
P.O. #	22-23Osburn1
Bill To:	P.O Box 8400
Order #	
Tax Exemption No.	**05-627933**

VENDOR
School Specialty

SHIP TO
Ravenna Public Schools
Attn: Allan Osburn
41750 Carthage Road
Ravenna NE, 68869

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
89916	https://shop.equallevel.com/esucc/catalog_items/25	1	4.72	4.72
91464	https://shop.equallevel.com/esucc/catalog_items/90	1	8.02	8.02
264325	https://shop.equallevel.com/esucc/catalog_items/25	1	5.92	5.92
				0.00
				0.00
				0.00
	*When you hover your mouse over the link it should			0.00
	show you the item and when clicked on take you			0.00
	directly to the item on the site.			0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$18.66
TAX RATE	0.000%
TAX	$0.00
S & H	$0.00
OTHER	$0.00
TOTAL	**$18.66**

Other Comments or Special Instructions

Authorized by

3/18/2022
Date

School Specialty

P. O. Box 8030
Appleton, WI 54912-8030

To Track your order, go to:
http://www.schoolspecialty.com/track-your-order

Toll Free Phone (888) 388-3224

Corporate FID# 85-2162684

Invoice

Invoice Number : 208130158331
Order/Ref Number : 58978639
Invoice Date : 24-JUN-2022
Customer Number : 422043
PO Number : 2223ESU6
Ship To Attention : JAMES HABE
Bill To Attention :

Currency : USD

081-810-01

Ship To : RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869-4053

Bill To : 000812_0000
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA, NE 68869-4053

Immediately upon receipt of your order, please examine the carton contents for damaged or missing product. Retain damaged items and their packaging. Contact us within 5 days to report any damages or shortages. Product returned without authorization, additional items not part of the original authorization, or products arriving in an unsellable condition will not be eligible for credit.

PLEASE NOTE: WE HAVE A NEW CORP FID# 85-2162684 AND REMITTANCE ADDRESS. PLEASE UPDATE IN YOUR SYSTEM IMMEDIATELY.

Quantity Ordered	UOM	Quantity Shipped	Quantity Remaining	Ordered Item	Our Item (if different)	Description	Unit Price	Net Price	Extended Price
2	EA	2		1546366		STOOL - CLASSROOM SELECT - NEOROK - 18-1/2 INCH STOOL HEIGHT - RUBBER BASE - SPECIFY FRAME COLOR	106.950	91.980	183.96
					1508962	OPTION CLASS - CS NEOCLASS/NEOMOVE SHELL COLOR OPTION			
					1640124E	EBONY (BLACK) - POLY SEAT COLOR - CLASSROOM SELECT			
								Subtotal $	183.96
								Taxes $	.00
								Shipping/Handling $	.00
							INVOICE	Total $	183.96
As of 27-JUN-2022, the following remaining item(s) and quantity(s) will ship & bill separately in the future									
6	EA		6	027439		PAPER LEGAL PADS 5X8 YELLOW 50 SHTS PK OF 12 SCHOOL SMART			

7-8-22

01 1200 610 00100

Standard delivery terms shall be F.O.B. origin. Ownership and title shall pass to Buyer when products are delivered to Carrier unless otherwise agreed to in writing.

<< tear along this perforation >>

REMITTANCE STUB

To ensure proper credit, please return this portion with remittance.

Customer Name: RAVENNA PUBLIC SCHOOLS
and PO Number: 2223ESU6

Customer Number :	422043	USD
Invoice Number :	208130158331	
Invoice Date :	24-JUN-2022	
Due Date :	24-JUL-2022	
Taxes :	$	0.00
Shipping/Handling :	$	0.00
Invoice Amount :	$	183.96
Less payments :	$	0.00
Balance DUE:	$	183.96

Remittance Amount : $ _____

Make Checks
Payable To: SCHOOL SPECIALTY LLC
& Mail To: PO BOX 825640
PHILADELPHIA, PA 19182-5640

0825640208130158331000001839600000183964

1559

AIS
1110 Industrial Blvd.
Cameron, TX 76520

Sales Order: 917831

Shipper:

School Specialty, Inc
1110 Industrial Blvd.
Cameron, TX 76520

Consignee:

RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA,NE 68869

Cust: SSI002	Load: 10330591	Cust. P.O. No: 7406191	Ship Via: FEDX
Req. Ship Date: 06/23/2022		Terms: Net 10 Days	F.O.B: Origin

Line Ref.	Quantity Req.	B.O	HM	Item Number		Locations	Total Wt.	Ship Qty
2	2			DNRSMEBSEBXXR	NEO ROK STOOL EBONY 18" STOOL RUBBER		0 lbs	2

5842 3135 6149

T Zinnel

__ Plts of ___ ctns/chairs __ Plts of ___ ctns/chairs __ Plts of ___ ctns/chairs
__ Plts of ___ ctns/chairs __ Plts of ___ ctns/chairs: __ Plts of ___ ctns/chairs

SHIPPING NOTES: Call before delivery HABE JAMES Tailgate delivery required

Cust PO#: 2223ESU6

Total Cartons	1
Total Skids	
Total Weight	0

Inside Del / Liftgate Authorized

PRO#:

Thank You for Your Business!

PACKING LIST

Staples

INVOICE DATE	CUSTOMER	INVOICE NUMBER
6/24/22	DET 1814971	3510960988
PLEASE PAY BY	TERMS	AMOUNT DUE
7/24/22	Net 30 Days	25.99

INVOICE

Staples

Federal ID #:04-3390816

Bill to Account: EQL3012
1004901 01 MB 0.485 **AUTO T2 0 8276 68869-840000 -C01-P04905-I

RAVENNA PUBLIC SCHOOLS
ATTN: ACCOUNTS PAYABLE
41750 CARTHAGE RD
PO BOX 8400
RAVENNA, NE 68869-8400

Ship to Account: EL3012

RAVENNA PUBLIC SCHOOLS
ATTN: HILARY BOLLING
41750 CARTHAGE RD
RAVENNA PUBLIC SCHOOLS
RAVENNA, NE 68869

Budget Ctr : 2223-HIGHSCHOOL-3
Budget Ctr Desc:
P O Number : 2223-HIGHSCHOOL-3
P O Desc :
Release :
Release Desc :

Invoice Number: 3510960988
Order : 201077363-000-002
Ordered By : HILARY.BOLLING@ RAVENNABLUEJAYS.ORG
Order Date : 6/23/22

Order Line	Item Number	Description	Order Qty	B/O Qty	Unit Meas	Ship Qty	Unit Price	Extended Price
2	24516300	2022-2023 HOUSE OF DOOLITTLE R	1	0	EA	1	25.99	25.99

Freight: .00 Tax:(.0000 %) .00 Sub-Total: 25.99
Total: 25.99

Delivery signed for by:

Delivery Signature is not currently available

Delivery date and time:

01 1100 040 001 0 20 B. J. D. 7-8-22

Customer Service inquiries # 877-826-7755 Invoice Payment Inquiries 888-753-4104 Page: 1
Make checks payable to Staples, PO Box 660409, Dallas TX 75266-0409

TO ENSURE PROPER CREDIT, TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT

Customer Service inquiries # 877-826-7755 Invoice Payment Inquiries 888-753-4104

Staples

INVOICE DATE	CUSTOMER	INVOICE NUMBER
6/24/22	DET 1814971	3510960988
PLEASE PAY BY	TERMS	AMOUNT DUE
7/24/22	Net 30 Days	25.99
PLEASE ENTER AMOUNT PAID		

Please send payment to:

Staples

PO Box 660409
Dallas, TX 75266-0409

8276-01-00-1004901-0001-0009316

DET3510960988000000025993

NEB

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

PURCHASE ORDER

DATE:	3-7-22
P.O. #	22-23 Havranek 1
Bill To:	P.O Box 8400
Order #	
Tax Exemption No.	05-627933

VENDOR
Staples
Address

SHIP TO
Ravenna Public Schools
Paige Havranek
41750 Carthage Road
Ravenna NE, 68869

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
24516300	2022-2023 House of Doolittle Academic Monthly wall c	1	25.07	25.07
	calendar 31.25" X 22"			
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

Other Comments or Special Instructions

SUBTOTAL	$25.07
TAX RATE	0.000%
TAX	$0.00
S & H	$0.00
OTHER	$0.00
TOTAL	**$25.07**

Authorized by

3/18/2022
Date

Nebraska ESUCC Online Marketplace

Cart Information

Type: Shopping Cart
Name: Active Cart (#61308)
Status: Created
Created By: Paige Havranek
Last Modified: 03/07/2022 04:25 PM CST

Item	Part #	Supplier	Price	Quantity	Item Total
2022-2023 House of Doolittle Recycled Bar Harbor 31.25" x 22" Academic Monthly Wall Calendar, White/Blue (354-23)	24516300	Staples	$25.07 EA	1	$25.07
2022-2023 House of Doolittle Seasonal 17" x 22" Academic Monthly Desk Pad Calendar (1395-23)	HOD24510145	Quill	$19.91 EA	1	$19.91

Total: $44.98

TMS
TIME MANAGEMENT SYSTEMS

Time Management Systems, Inc
4050 Stadium Drive
Sioux City, IA 51106
(605) 271-7124

Date	Invoice
07/01/2022	271112

Bill To:
Ravenna Public Schools Attn: Hilary Bolling 41750 Carthage Rd Ravenna, NE 68869 United States

Ship To
Ravenna Public Schools Attn: Hilary Bolling 41750 Carthage Rd Ravenna, NE 68869 United States

Terms	Due Date	PO Number	Reference	
Net 30 days	07/31/2022	1920-646	Monthly Overage for June	

Products & Other Charges	Quantity	Price	Amount
Miscellaneous Invoice			
Agreement: tmsTime Annual Software Subscription & Support Contract			
Employees Over 45	5.00	$3.25	$16.25
		Total Products & Other Charges:	$16.25

Please mail payment to:
Time Management Systems, Inc.
4050 Stadium Drive
Sioux City, IA 51106

Invoice Subtotal:	$16.25
Sales Tax:	$0.00
Invoice Total:	$16.25
Payments:	$0.00
Credits:	$0.00
Balance Due:	$16.25

01 25 10 810 00 00

7-8-22

UNITED
LABORATORIES

Federal ID # 36-2535769
United Laboratories, Inc.
PO Box 410
St. Charles, IL 60174-0410
Any questions please call: 1-630-377-0900
www.unitedlabsinc.com

2122-2058

Ship To: Ravenna Public Schools
Maintenance
41750 Carthage Rd

RAVENNA NE 68869-4051
United States of America

SOLD TO: Ravenna Public Schools

Po Box 8400

RAVENNA, NE 68859

INVOICE

Invoice	Date	Customer	Terms
INV352016	6/21/2022	305563	NET30

Reference SO 176
Order number SO338224
Delivery number SHP352044
Carrier UPS
Salesrep 1029 Latta, Lori
Ship Date: 6/20/2022

Product		Ordered	Shipped	Unit Price	Total
55506	DUO-ZYME	6.00 GAL	6.00 GAL	$47.99	$287.94
A107	SPEC SPIGOT W/NARROW SPOUT	1.00 EA	1.00 EA	$0.00	$0.00

01261061 0001
002

The merchandise listed above has been produced in accordance with the fair labor standards act of 1936, as amended. Absolutely no merchandise returned for credit without prior written consent.
2% finance charge per month for amounts not received within stated terms.

Any quantity or item not shipped complete is automatically back ordered

Due Date	7/21/2022
Net Invoice	$287.94
Sales Tax	$0.00
Processing/Shipping/Handling	$88.58
State EPA Fees	$0.00
Total Amount	$376.52 USD

SALES ARE FINAL. PRODUCT IS NOT ELIGIBLE FOR RETURN

Please detach and return with payment

Sold To Ravenna Public Schools

Po Box 8400

RAVENNA NE 68859

Account Number	305563
Invoice Number	INV352016
Invoice Date	6/21/2022
Invoice Amount	**$376.52 USD**

PLEASE REMIT PAYMENT TO: United Laboratories, Inc.
PO Box 410
St. Charles, IL 60174-0410

Check # _____ $ _____

Ravenna Public Schools

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

PURCHASE ORDER

Date: 06/21/22
P.O. # 2122-2058
Bill To: PO Box 8400

Tax Exemption No. 05-627933

VENDOR
United Laboratories

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

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
55506	Duo-zyme	6	47.99	287.94
A107	Spec Spigot W/ narrow spout	1		0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$287.94
S & H	$88.58
discount	$0.00
TOTAL	$376.52

Other Comments or Special Instructions

B. J. D. Z.
Authorized by

7-7-22
Date

verizon

Please return this page with your check to ensure credit.
(send your payment to the remit address specified at bottom of page)

Account Nbr: 0496008020X26
Invoice Nbr: 04960080202206 Total Due: $ 66.28 Amount Enclosed: $ 66.28

----------Fold Here----------

Please return this page with your check to ensure credit.

B & D. 7.8.22

----------Fold Here----------

Please remit payment to:

VERIZON BUSINESS
P.O. BOX 15043
ALBANY , NY 12212-5043

RAVENNA HIGH SCHOOL
P O BOX 8400
RAVENNA , NE 68869-8400

verizon

500 TECHNOLOGY DR., STE 870
WELDON SPRING MO 63304

Account Number: 496008020 X26

Invoice Number: 4960080202206
Invoice Date: 07/01/2022
Region/Loc: F02/F02
0496008020 X26 C30 00000
RAVENNA HIGH SCHOOL
P O BOX 8400
RAVENNA NE 68869-8400

To view and pay your invoice online visit
www.verizonenterprise.com
Use invitation code IQTBBW6A4J

Statement Summary

Current Usage Charges	$31.42	
Current Monthly Recurring Charges	$24.30	
Current Non-Recurring Charges	$0.00	
Minimum Usage Charge	$0.00	
Late Payment Charge	$0.00	
Sub-Total Current Charges	$55.72	
Federal Excise Tax	$0.00	
State and Local Taxes	$0.00	
Federal, State and Local Surcharges	$1.32	
Federal Universal Service Fee (FUSF)	$9.24	
Total Taxes/Surcharges	$10.56	
Total Current Charges.....		$66.28
Previous Balance	$97.57	
Payments Received - Thank You	-$97.57	
Adjustments	$0.00	
Total Previous Balance.....		$0.00
Total Amount Due		$66.28

Please return this portion upon receipt to ensure proper credit

Account Number:	496008020 X26	Total Due	Amount Enclosed
Invoice Number:	4960080202206	$66.28	

Please mail correspondence to:
VERIZON BUSINESS
PO BOX 31307
SALT LAKE CITY UT 84130-1307

RAVENNA HIGH SCHOOL
P O BOX 8400
RAVENNA NE 68869-8400

VERIZON BUSINESS
P.O. BOX 15043
ALBANY NY 12212-5043

04960080206 20220630 000006628026000

Q 2510 382 01 00
052 00

verizon

RAVENNA HIGH SCHOOL
Account Number: 496008020 X26

Invoice Date: 07/01/2022
Invoice Number: 4960080202206
Page: 1

Important Messages To Our Customers

If You Have a Question about Your Invoice

Verizon Enterprise Center, our online account management tool, is available at www.verizonenterprise.com. As a registered user with appropriate entitlements, you can view your invoice online, open an inquiry about your invoice, and pay electronically using our optional Online Payment feature.

Manage Your Account Online

1. Go to www.verizonenterprise.com and click Log In and then Register for an account.
2. Enter your invitation code IQTBBW6A4J and complete the simple registration process.*
3. Upon signing into Verizon Enterprise Center you will have immediate access to your account.

*The Invitation Code provided expires on 08/24/2022 and provides access to your billing information, including Customer Proprietary Network Information as defined by the FCC and the CPNI statute at 47 U.S.C. sec. 222(h) (1). Any person who enters the Invitation Code online will be understood by Verizon to be your authorized and authenticated representative. Protect this Invitation Code as you would any password.

How to Pay Your Invoice

Paying Online. Select "Payments" from the Verizon Enterprise Center Invoices section to pay by Electronic Fund Transfer (EFT), Visa, Master Card, American Express, or Discover Card.
Paying by Mail. Detach the payment slip at the bottom of the Statement Summary, enter the amount paid, and return it in the envelope provided, enclosing a check or money order made payable to "Verizon Business."
Paying by Phone. Call Verizon Business Financial Services at 1-800-806-8470 to authorize a one-time payment using a checking account or Visa, Master Card, American Express, or Discover Card (Payment by Credit Card is not available for wholesale customers). For the recurring payment option, please use Verizon Enterprise Center Online Payment (see "Paying Online" above).
Paying by ACH or Wire Transfer: E-mail ACH-WIRE.Requests@one.verizon.com for bank account information and instructions.

Paying by Check: Your check may be processed as an Electronic Funds Transfer. When you provide a check as payment, you authorize Verizon either to use information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction.

verizon

RAVENNA HIGH SCHOOL
Account Number: 496008020 X26

Invoice Date: 07/01/2022
Invoice Number: 4960080202206
Page: 2

Important Messages To Our Customers

Bankruptcy: If you are or were in bankruptcy, this statement may include amounts for pre-bankruptcy service. You should not pay pre-bankruptcy amounts; they are for your information only. Mail bankruptcy-related correspondence to 500 Technology Drive, Suite 550, Weldon Spring, MO 63304.

Late Payment Charge: A late payment charge equal to the lesser of a) one and one-half percent per month, or b) the maximum amount allowable by law in your state, may be applied to any past due invoice amount, as provided in your contract. The late penalty charge shall apply to any undisputed amount that is not paid within your contractual payment terms.

RAVENNA HIGH SCHOOL
Account Number: 496008020 X26

Invoice Date: 07/01/2022
Invoice Number: 4960080202206
Page: 3

verizon

Statement Of Account As Of 06/30/2022

Account Aging Summary

Current Balance	Amount 0-30 Days	Amount Over 30 Days	Amount Over 60 Days	Amount Over 90 Days
$66.28	$66.28	$0.00	$0.00	$0.00

Detail By Invoice

Date	Description	Total	
06/01/2022	Invoice #: 04960080202205	$97.57	
06/22/2022	Payment Received	-$97.57	
Total Amount Due for Invoice #: 4960080202205			$0.00
06/30/2022	Invoice #: 04960080202206	$66.28	
Total Amount Due for Invoice #: 4960080202206			$66.28
Total Amount Due for All Invoices			$66.28

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Tax and Surcharge Summary

Description	Total Tax
Long Distance, Data and Internet Taxes and Surcharges	
PROPERTY TAX RECOVERY CHARGE	$0.13
CARRIER COST RECOVERY CHARGE	$0.93
FEDERAL UNIVERSAL SERVICE FEE	$9.24
ADMINISTRATIVE EXPENSE FEE	$0.10
CARRIER ANNUAL REGULATORY CHARGE	$0.16
Total Long Distance, Data and Internet Taxes and Surcharges	$10.56
Total Taxes and Surcharges	$10.56

RAVENNA HIGH SCHOOL
Account Number: 496008020 X26

Invoice Date: 07/01/2022
Invoice Number: 4960080202206
Page: 5

verizon

Current Charges Summary

	Usage Charges	Recurring Charges	Non-Recurring Charges	Amount	Discounts	Sub-Total	Taxes	Total
Voice Services								
Outbound Long Distance	$31.42	$24.30	$0.00	$55.72	$0.00	$55.72	$10.56	$66.28
Total	$31.42	$24.30	$0.00	$55.72	$0.00	$55.72	$10.56	$66.28
Total	$31.42	$24.30	$0.00	$55.72	$0.00	$55.72	$10.56	$66.28

* Invoice is due and payable before 07/31/2022.
* Any portion of your total amount due not paid by that date is subject to a monthly service charge of 1.300%.

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Voice Services Summary

Outbound Long Distance Service Summary

Usage Charges For Service Period 05/09/2022 - 06/30/2022

Description	Calls	Minutes	Amount	Surcharge	Discount	Sub-Total	Taxes	Total
SPEC PRICING -SW OUT								
Switched Termination								
IntraLATA	111	156.1	$23.50	$0.00	$0.00	$23.50	$0.00	$23.50
Intrastate	14	36.8	$5.55	$0.00	$0.00	$5.55	$0.00	$5.55
Interstate	6	11.5	$2.37	$0.00	$0.00	$2.37	$1.09	$3.46
Total Usage Charges								$32.51

Monthly Recurring Charges For Service Period 06/01/2022 - 06/30/2022

Description	Quantity	Amount	Discount	Sub-Total	Taxes	Total
CAC Multi-Line Business	6	$24.30	$0.00	$24.30	$9.47	$33.77
Total Monthly Recurring Charges						$33.77

Total Outbound Long Distance Service	$66.28
Total Voice Service	$66.28

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Voice Services - Usage by Product Summary

Outbound Long Distance Usage by Number Description	Calls	Minutes	Sub-Total	Surcharge	Total
308 452 3172 FAX	11	16.5	$2.66	$0.00	$2.66
308 452 3202	6	3.7	$0.58	$0.00	$0.58
308 452 3240	2	0.2	$0.04	$0.00	$0.04
308 452 3249	9	13.3	$2.24	$0.00	$2.24
(308) 452-3313	5	17.7	$2.56	$0.00	$2.56
(308) 452-4146	9	16.0	$2.59	$0.00	$2.59
308 452 4175	89	137.0	$20.75	$0.00	$20.75
Total	131	204.4	$31.42	$0.00	$31.42

Note: Total does not include any applicable discounts, taxes, or tax related surcharges.

RAVENNA HIGH SCHOOL
Account Number: 496008020 X26

Invoice Date: 07/01/2022
Invoice Number: 4960080202206
Page: 8

verizon

Voice Services - Outbound Long Distance Call Detail

Called From: 308 452 3172 FAX

Type	Date	Time	Rate	Called To		Number	Minutes	Amount	Surcharge	Total
	05/11/2022	10:54 AM	D	OMAHA	NE	(402)955-4128	0.6	$0.09	$0.00	$0.09
	05/11/2022	12:52 PM	D	GRAND IS	NE	(308)385-6132	4.0	$0.60	$0.00	$0.60
	05/17/2022	09:03 AM	D	WOOD RIVER	NE	(308)583-2395	0.8	$0.12	$0.00	$0.12
	05/18/2022	01:10 PM	D	KEARNEY	NE	(308)698-8215	1.5	$0.23	$0.00	$0.23
	05/18/2022	01:12 PM	D	KEARNEY	NE	(308)698-8273	1.6	$0.24	$0.00	$0.24
	05/19/2022	01:03 PM	D	LINCOLN	NE	(402)742-2351	2.1	$0.32	$0.00	$0.32
	05/24/2022	12:13 PM	D	SHELTON	NE	(308)647-5517	1.8	$0.27	$0.00	$0.27
	06/02/2022	03:00 PM	D	KEARNEY	NE	(308)865-2769	0.9	$0.14	$0.00	$0.14
	06/28/2022	10:41 AM	D	PHOENIX	AZ	(602)337-3070	0.7	$0.14	$0.00	$0.14
	06/29/2022	10:10 AM	D	MOORESTOWN	NJ	(856)917-8300	0.4	$0.08	$0.00	$0.08
	06/29/2022	10:27 AM	D	MOORESTOWN	NJ	(856)917-8300	2.1	$0.43	$0.00	$0.43
Total for 308 452 3172 FAX.....							11	16.5	$2.66	$0.00	$2.66

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Voice Services - Outbound Long Distance Call Detail

Called From: 308 452 3202

Type	Date	Time	Rate	Called To		Number	Minutes	Amount	Surcharge	Total
	05/10/2022	08:56 AM	D	KEARNEY	NE	(308)440-9375	0.3	$0.05	$0.00	$0.05
	05/11/2022	03:39 PM	D	KEARNEY	NE	(308)627-8084	0.2	$0.03	$0.00	$0.03
	05/12/2022	02:00 PM	D	MINDEN	NE	(308)528-0505	0.7	$0.11	$0.00	$0.11
	05/13/2022	08:30 AM	D	KEARNEY	NE	(308)224-5711	0.9	$0.14	$0.00	$0.14
	05/18/2022	10:17 AM	D	KEARNEY	NE	(308)224-5711	0.9	$0.14	$0.00	$0.14
	05/23/2022	09:09 AM	D	HARVARD	NE	(402)772-0721	0.7	$0.11	$0.00	$0.11
Total for 308 452 3202.....						6	3.7	$0.58	$0.00	$0.58

RAVENNA HIGH SCHOOL
Account Number: 496008020 X26

Invoice Date: 07/01/2022
Invoice Number: 4960080202206
Page: 10

verizon

Voice Services - Outbound Long Distance Call Detail

Called From: 308 452 3240

Type	Date	Time	Rate	Called To		Number	Minutes	Amount	Surcharge	Total
	06/02/2022	09:03 AM	D	KEARNEY	NE	(308)440-6850	0.1	$0.02	$0.00	$0.02
	06/02/2022	09:05 AM	D	KEARNEY	NE	(308)440-6850	0.1	$0.02	$0.00	$0.02
Total for 308 452 3240.....						2	0.2	$0.04	$0.00	$0.04

RAVENNA HIGH SCHOOL
Account Number: 496008020 X26

Invoice Date: 07/01/2022
Invoice Number: 4960080202206
Page: 11

verizon

Voice Services - Outbound Long Distance Call Detail

Called From: 308 452 3249

Type	Date	Time	Rate	Called To		Number	Minutes	Amount	Surcharge	Total
	06/02/2022	09:02 AM	D	KEARNEY	NE	(308)440-6850	0.1	$0.02	$0.00	$0.02
	06/02/2022	09:06 AM	D	KEARNEY	NE	(308)708-0387	1.7	$0.26	$0.00	$0.26
	06/02/2022	09:11 AM	D	AURORA	NE	(402)604-0090	0.7	$0.11	$0.00	$0.11
	06/02/2022	11:34 AM	D	GRAND IS	NE	(308)398-7479	0.9	$0.14	$0.00	$0.14
	06/03/2022	09:39 AM	D	WOOD RIVER	NE	(308)583-2249	0.6	$0.09	$0.00	$0.09
	06/03/2022	10:57 AM	D	KEARNEY	NE	(308)234-2167	3.4	$0.51	$0.00	$0.51
	06/06/2022	10:55 AM	D	KEARNEY	NE	(308)708-0387	0.7	$0.11	$0.00	$0.11
	06/06/2022	02:18 PM	D	GRAND IS	NE	(308)382-9580	1.4	$0.21	$0.00	$0.21
	06/10/2022	10:34 AM	D	COUNCILBLF	IA	(712)323-0541	3.8	$0.79	$0.00	$0.79
Total for 308 452 3249.....						9	13.3	$2.24	$0.00	$2.24

RAVENNA HIGH SCHOOL
Account Number: 496008020 X26

Invoice Date: 07/01/2022
Invoice Number: 4960080202206
Page: 12

verizon

Voice Services - Outbound Long Distance Call Detail

Called From: (308) 452-3313

Type	Date	Time	Rate	Called To		Number	Minutes	Amount	Surcharge	Total
	05/09/2022	07:42 AM	N	KEARNEY	NE	(308)440-4725	3.6	$0.35	$0.00	$0.35
	05/10/2022	12:30 PM	D	KEARNEY	NE	(308)440-4725	2.5	$0.38	$0.00	$0.38
	05/16/2022	08:35 AM	D	LINCOLN	NE	(402)489-0386	8.3	$1.25	$0.00	$1.25
	06/02/2022	11:05 AM	D	GRAND IS	NE	(308)379-2709	1.9	$0.29	$0.00	$0.29
	06/13/2022	02:20 PM	D	ATLANTIC	IA	(712)249-1863	1.4	$0.29	$0.00	$0.29
Total for (308) 452-3313.....						5	17.7	$2.56	$0.00	$2.56

RAVENNA HIGH SCHOOL
Account Number: 496008020 X26

Invoice Date: 07/01/2022
Invoice Number: 4960080202206

verizon

Voice Services - Outbound Long Distance Call Detail

Called From: (308) 452-4146

Type	Date	Time	Rate	Called To		Number	Minutes	Amount	Surcharge	Total
	05/10/2022	02:26 PM	D	KEARNEY	NE	(308)237-5927	3.1	$0.47	$0.00	$0.47
	05/11/2022	09:47 AM	D	KEARNEY	NE	(308)237-5927	5.1	$0.77	$0.00	$0.77
	05/25/2022	04:35 PM	D	KEARNEY	NE	(308)708-0611	3.2	$0.48	$0.00	$0.48
	06/01/2022	05:28 PM	E	KEARNEY	NE	(308)293-1422	0.1	$0.01	$0.00	$0.01
	06/02/2022	08:57 AM	D	GRAND IS	NE	(308)390-2825	0.2	$0.03	$0.00	$0.03
	06/02/2022	08:58 AM	D	KEARNEY	NE	(308)293-1422	0.2	$0.03	$0.00	$0.03
	06/06/2022	11:46 AM	D	KEARNEY	NE	(308)293-1422	0.1	$0.02	$0.00	$0.02
	06/06/2022	11:49 AM	D	NORFOLK	NE	(402)302-2665	0.9	$0.14	$0.00	$0.14
	06/28/2022	03:07 PM	D	NORTHBROOK	IL	(847)508-5362	3.1	$0.64	$0.00	$0.64
Total for (308) 452-4146.....						9	16.0	$2.59	$0.00	$2.59

RAVENNA HIGH SCHOOL
Account Number: 496008020 X26

Invoice Date: 07/01/2022
Invoice Number: 4960080202206
Page: 14

verizon

Voice Services - Outbound Long Distance Call Detail

Called From: 308 452 4175

Type	Date	Time	Rate	Called To		Number	Minutes	Amount	Surcharge	Total
	05/09/2022	08:15 AM	D	KEARNEY	NE	(308)708-1585	0.5	$0.08	$0.00	$0.08
	05/09/2022	08:21 AM	D	GRAND IS	NE	(308)850-0824	0.7	$0.11	$0.00	$0.11
	05/09/2022	08:51 AM	D	KEARNEY	NE	(308)440-0856	0.2	$0.03	$0.00	$0.03
	05/09/2022	09:10 AM	D	KEARNEY	NE	(308)440-4725	1.2	$0.18	$0.00	$0.18
	05/09/2022	09:30 AM	D	SARGENT	NE	(308)215-1010	2.7	$0.41	$0.00	$0.41
	05/09/2022	09:42 AM	D	KEARNEY	NE	(308)238-8156	0.6	$0.09	$0.00	$0.09
	05/09/2022	10:02 AM	D	OMAHA	NE	(402)602-7496	0.5	$0.08	$0.00	$0.08
	05/09/2022	11:49 AM	D	GRAND IS	NE	(308)227-8517	1.5	$0.23	$0.00	$0.23
	05/09/2022	11:53 AM	D	GRAND IS	NE	(308)227-8517	1.3	$0.20	$0.00	$0.20
	05/10/2022	08:16 AM	D	KEARNEY	NE	(308)440-4725	3.2	$0.48	$0.00	$0.48
	05/10/2022	08:42 AM	D	LEXINGTON	NE	(308)746-2798	2.4	$0.36	$0.00	$0.36
	05/10/2022	08:56 AM	D	YORK	NE	(402)366-2548	0.5	$0.08	$0.00	$0.08
	05/10/2022	09:02 AM	D	KEARNEY	NE	(308)224-6940	0.7	$0.11	$0.00	$0.11
	05/10/2022	09:11 AM	D	KEARNEY	NE	(308)440-0856	0.3	$0.05	$0.00	$0.05
	05/10/2022	09:12 AM	D	HOLDREGE	NE	(308)991-6137	0.4	$0.06	$0.00	$0.06
	05/10/2022	09:22 AM	D	ST PAUL	NE	(308)750-0759	2.1	$0.32	$0.00	$0.32
	05/10/2022	10:30 AM	D	KEARNEY	NE	(308)440-1263	0.7	$0.11	$0.00	$0.11
	05/10/2022	10:32 AM	D	KEARNEY	NE	(308)293-3349	0.4	$0.06	$0.00	$0.06
	05/10/2022	10:37 AM	D	OMAHA	NE	(402)779-1820	0.9	$0.14	$0.00	$0.14
	05/10/2022	12:14 PM	D	KEARNEY	NE	(308)440-8620	0.7	$0.11	$0.00	$0.11
	05/10/2022	03:10 PM	D	ONEILL	NE	(402)340-4433	0.9	$0.14	$0.00	$0.14
	05/10/2022	03:19 PM	D	GRAND IS	NE	(308)380-8463	2.6	$0.39	$0.00	$0.39
	05/10/2022	03:55 PM	D	KEARNEY	NE	(308)440-4725	3.5	$0.53	$0.00	$0.53
	05/11/2022	07:47 AM	N	KEARNEY	NE	(308)224-6940	0.1	$0.01	$0.00	$0.01
	05/11/2022	08:23 AM	D	KEARNEY	NE	(308)224-6940	0.1	$0.02	$0.00	$0.02
	05/11/2022	08:34 AM	D	KEARNEY	NE	(308)238-8083	0.8	$0.12	$0.00	$0.12
	05/11/2022	08:36 AM	D	KEARNEY	NE	(308)708-0458	0.5	$0.08	$0.00	$0.08
	05/11/2022	08:43 AM	D	KEARNEY	NE	(308)708-1261	0.1	$0.02	$0.00	$0.02
	05/11/2022	09:14 AM	D	NO PLATTE	NE	(308)660-3842	0.6	$0.09	$0.00	$0.09
	05/11/2022	09:15 AM	D	GRAND IS	NE	(308)833-3307	1.0	$0.15	$0.00	$0.15
	05/11/2022	09:17 AM	D	KEARNEY	NE	(308)270-8602	0.7	$0.11	$0.00	$0.11
	05/11/2022	12:15 PM	D	GRAND IS	NE	(308)227-8517	0.6	$0.09	$0.00	$0.09
	05/11/2022	12:21 PM	D	GRAND IS	NE	(308)850-6799	3.7	$0.56	$0.00	$0.56
	05/11/2022	02:19 PM	D	GRAND IS	NE	(308)227-4619	0.9	$0.14	$0.00	$0.14
	05/11/2022	02:53 PM	D	KEARNEY	NE	(308)238-8515	0.1	$0.02	$0.00	$0.02
	05/11/2022	02:55 PM	D	MINDEN	NE	(308)528-0505	0.6	$0.09	$0.00	$0.09
	05/11/2022	02:56 PM	D	ST PAUL	NE	(308)750-5109	0.7	$0.11	$0.00	$0.11
	05/11/2022	03:07 PM	D	KEARNEY	NE	(308)251-0033	1.1	$0.17	$0.00	$0.17
	05/11/2022	03:15 PM	D	KEARNEY	NE	(308)440-7155	0.5	$0.08	$0.00	$0.08
	05/11/2022	03:26 PM	D	KEARNEY	NE	(308)238-8156	0.8	$0.12	$0.00	$0.12
	05/11/2022	03:39 PM	D	KEARNEY	NE	(308)238-8083	0.1	$0.02	$0.00	$0.02
	05/11/2022	03:40 PM	D	GRAND IS	NE	(308)833-0179	0.5	$0.08	$0.00	$0.08
	05/12/2022	07:57 AM	N	GRAND IS	NE	(308)833-0179	0.7	$0.07	$0.00	$0.07
	05/12/2022	08:03 AM	D	KEARNEY	NE	(308)627-8084	0.5	$0.08	$0.00	$0.08
	05/12/2022	08:37 AM	D	KEARNEY	NE	(308)708-1585	0.6	$0.09	$0.00	$0.09
	05/12/2022	11:21 AM	D	ST PAUL	NE	(308)750-5369	0.4	$0.06	$0.00	$0.06
	05/12/2022	01:07 PM	D	ST PAUL	NE	(308)750-5369	3.2	$0.48	$0.00	$0.48
	05/12/2022	01:11 PM	D	KEARNEY	NE	(308)224-0813	0.1	$0.02	$0.00	$0.02
	05/12/2022	01:57 PM	D	KEARNEY	NE	(308)238-8186	3.8	$0.57	$0.00	$0.57
	05/12/2022	02:24 PM	D	GRAND IS	NE	(308)833-0179	0.5	$0.08	$0.00	$0.08
	05/12/2022	02:54 PM	D	KEARNEY	NE	(308)440-0567	0.6	$0.09	$0.00	$0.09
	05/13/2022	08:24 AM	D	KEARNEY	NE	(308)627-0877	0.4	$0.06	$0.00	$0.06
	05/13/2022	08:29 AM	D	KEARNEY	NE	(308)293-0891	0.4	$0.06	$0.00	$0.06
	05/13/2022	08:31 AM	D	KEARNEY	NE	(308)238-8515	1.2	$0.18	$0.00	$0.18
	05/13/2022	08:33 AM	D	KEARNEY	NE	(308)293-4051	0.9	$0.14	$0.00	$0.14
	05/13/2022	09:43 AM	D	COLUMBUS	NE	(402)270-7218	2.0	$0.30	$0.00	$0.30
	05/13/2022	09:51 AM	D	KEARNEY	NE	(308)237-2521	2.2	$0.33	$0.00	$0.33
	05/13/2022	11:24 AM	D	KEARNEY	NE	(308)627-7386	0.7	$0.11	$0.00	$0.11
	05/13/2022	11:35 AM	D	KEARNEY	NE	(308)627-1520	0.7	$0.11	$0.00	$0.11
	05/13/2022	11:41 AM	D	KEARNEY	NE	(308)440-4725	1.2	$0.18	$0.00	$0.18
	05/16/2022	08:27 AM	D	AXTELL	NE	(308)743-2415	2.9	$0.44	$0.00	$0.44
	05/16/2022	09:35 AM	D	GRAND IS	NE	(308)391-0054	5.1	$0.77	$0.00	$0.77
	05/17/2022	07:47 AM	N	HASTINGS	NE	(402)469-2824	0.7	$0.07	$0.00	$0.07
	05/17/2022	08:34 AM	D	PLEASANTON	NE	(308)388-2041	10.6	$1.60	$0.00	$1.60
	05/17/2022	11:26 AM	D	AURORA	NE	(402)604-0090	17.5	$2.64	$0.00	$2.64
	05/17/2022	01:18 PM	D	ORD	NE	(308)730-1452	9.3	$1.41	$0.00	$1.41
	05/18/2022	09:38 AM	D	KEARNEY	NE	(308)293-0891	0.7	$0.11	$0.00	$0.11
	05/18/2022	09:40 AM	D	KEARNEY	NE	(308)238-8515	0.1	$0.02	$0.00	$0.02
	05/18/2022	02:36 PM	D	KEARNEY	NE	(308)440-7710	0.2	$0.03	$0.00	$0.03
	05/18/2022	03:06 PM	D	KEARNEY	NE	(308)440-7710	7.2	$1.09	$0.00	$1.09
	05/19/2022	10:24 AM	D	BROKEN BOW	NE	(308)872-1155	1.2	$0.18	$0.00	$0.18
	05/19/2022	02:21 PM	D	LITCHFIELD	NE	(308)446-2244	2.7	$0.41	$0.00	$0.41
	05/19/2022	02:25 PM	D	CAIRO	NE	(308)485-4258	1.2	$0.18	$0.00	$0.18

RAVENNA HIGH SCHOOL
Account Number: 496008020 X26

Invoice Date: 07/01/2022
Invoice Number: 4960080202206
Page: 15

verizon

Voice Services - Outbound Long Distance Call Detail

Type	Date	Time	Rate	Called To		Number		Minutes	Amount	Surcharge	Total
	05/19/2022	02:26 PM	D	CAIRO	NE	(308)485-4258		2.8	$0.42	$0.00	$0.42
	05/23/2022	09:09 AM	D	KEARNEY	NE	(308)293-6428		0.7	$0.11	$0.00	$0.11
	05/23/2022	09:12 AM	D	KEARNEY	NE	(308)293-2597		0.6	$0.09	$0.00	$0.09
	05/24/2022	08:35 AM	D	KEARNEY	NE	(308)224-6940		1.0	$0.15	$0.00	$0.15
	05/24/2022	09:19 AM	D	KEARNEY	NE	(308)293-4400		0.9	$0.14	$0.00	$0.14
	05/24/2022	03:13 PM	D	GRAND IS	NE	(308)380-2947		1.6	$0.24	$0.00	$0.24
	05/25/2022	10:30 AM	D	GRAND IS	NE	(308)391-0370		1.3	$0.20	$0.00	$0.20
	05/25/2022	10:40 AM	D	GRAND IS	NE	(308)380-7932		1.3	$0.20	$0.00	$0.20
	05/25/2022	10:42 AM	D	MCCOOK	NE	(308)737-7004		0.7	$0.11	$0.00	$0.11
	05/25/2022	10:45 AM	D	GRAND IS	NE	(308)833-3294		0.6	$0.09	$0.00	$0.09
	05/31/2022	07:40 AM	N	GRAND IS	NE	(308)382-4662		0.3	$0.03	$0.00	$0.03
	05/31/2022	11:33 AM	D	AURORA	NE	(402)604-0090		0.5	$0.08	$0.00	$0.08
	05/31/2022	01:25 PM	D	KEARNEY	NE	(308)708-0387		0.7	$0.11	$0.00	$0.11
	06/01/2022	09:31 AM	D	KEARNEY	NE	(308)708-1585		0.7	$0.11	$0.00	$0.11
	06/01/2022	09:33 AM	D	LEXINGTON	NE	(308)746-2798		0.9	$0.14	$0.00	$0.14
	06/01/2022	10:59 AM	D	KEARNEY	NE	(308)708-1585		0.9	$0.14	$0.00	$0.14
Total for 308 452 4175.....							89	137.0	$20.75	$0.00	$20.75
Total Outbound Long Distance Calls.....							131	204.4	$31.42	$0.00	$31.42

verizon

PO BOX 489
NEWARK, NJ 07101–0489

Manage Your Account	Account Number	Date Due
b2b.verizonwireless.com	783228944–00001	07/17/22
Change your address at http://sso.verizonenterprise.com	Invoice Number	9909719637

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

00017389
A306

Quick Bill Summary

May 26 – Jun 25

Previous Balance *(see back for details)*	$171.88
Payment – Thank You	–$171.88
Balance Forward	**$.00**
Monthly Charges	$165.80
Surcharges and Other Charges & Credits	$1.12
Taxes, Governmental Surcharges & Fees	$4.96
Total Current Charges	**$171.88**

Total Charges Due by July 17, 2022 **$171.88**

01 2510 382 001 000
01 2510 382 002 000

7.7.22

Pay from phone	Pay on the Web	Questions:
#PMT (#768)	At b2b.verizonwireless.com	1.800.922.0204 or *611 from your phone

verizon

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

Bill Date	June 25, 2022
Account Number	783228944–00001
Invoice Number	9909719637

Total Amount Due by July 17, 2022

Make check payable to Verizon Wireless.
Please return this remit slip with payment.

$171.88

$☐☐☐.☐☐

PO BOX 16810
NEWARK, NJ 07101–6810

99097196370107832289440000100000017188000000171889

verizon

Invoice Number	Account Number	Date Due	Page
9909719637	783228944–00001	07/17/22	2 of 7

Get Minutes Used	Get Data Used	Get Balance
#MIN + SEND	#DATA + SEND	#BAL + SEND

COLR700A 1154 5011 125 07 20220626 PG 1 OF 5
00017389 43460143.1 0-1

Payments

Payments, continued

Previous Balance	**$171.88**
Payment – Thank You	
Payment Received 06/22/22	–171.88
Total Payments	**–$171.88**
Balance Forward	**$.00**

Account Charges and Credits

Account Monthly Charges

MORE EVERY UNL TLK&TXT 15GB	06/26 – 07/25	110.00
22% Access Discount	06/26 – 07/25	–24.20
Subtotal		**$85.80**
Total Account Charges and Credits		**$85.80**

Written notations included with or on your payment will not be reviewed or honored. Please send correspondence to:
Verizon Wireless Attn: Correspondence Team PO Box 15069 Albany, NY 12212

Automatic Payment Enrollment for Account: 783228944-00001 RAVENNA PUBLIC SCHOOLS

By signing below, you authorize Verizon Wireless to electronically debit your bank account each month for the total balance due on your account. The check you send will be used to setup Automatic Payment. You will be notified each month of the date and amount of the debit 10 days in advance of the payment. You agree to receive all Auto Pay related communications electronically. I understand and accept these terms. This agreement does not alter the terms of your existing Customer Agreement. I agree that Verizon Wireless is not liable for erroneous bill statements or incorrect debits to my account. To withdraw your authorization you must call Verizon Wireless. Check with your bank for any charges.

1. Check this box. 2. Sign name in box below, as shown on the bill and date. 3. Return this slip with your payment. Do not send a voided check.

**Account's Plan for Shared Lines

MORE EVERY UNL TLK&TXT 15GB
$110.00 monthly charge
15 monthly GB allowance
$15.00 per GB after allowance
Beginning on 06/26/14:
22% Access Discount

Overview of Shared Usage

	Participating Lines as of 06/25/22	Lines Exceeding Allowance after Share	Shared Allowance	Shared Usage	Shared Billable	Rate	Cost
Voice	2	0	unlimited	1,299	0	$.00	$.00
Messaging	2	0	unlimited	941	0	$.00	$.00
Monthly Data Plan	2	0	15.000GB	6.465GB	0GB	$15/GB	$.00

Overview of Lines

	Account Charges and Credits	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Other Charges and Credits	Taxes, Governmental Surcharges and Fees	Third–Party Charges (includes Tax)	Total Charges
Account Plan and Charges (pg.2)**	$.00	$85.80	—	—	—	$.00	$.00	$85.80

Lines Charges	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Other Charges and Credits	Taxes, Governmental Surcharges and Fees	Third–Party Charges (includes Tax)	Total Charges
308–390–2825 Dave Huryta	5	$40.00	—	—	$.56	$2.48	—	$43.04
308–440–6084 Dan Cyboron	6	$40.00	—	—	$.56	$2.48	—	$43.04
Total Current Charges		**$.00**	**$165.80**	**$.00**	**$.00**	**$1.12**	**$4.96**	**$.00**	**$171.88**

Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
697	371	2.327GB	—	—	—
602	570	4.138GB	—	—	—

COLR700A 1154 5011 125 07 20220628 PG 2 OF 5
00017389 43460143.1 0-1

Summary for Dave Huryta: 308-390-2825

Your Plan

MORE EVERY UNL TLK&TXT 15GB
(see pg 3)

Have more questions about your charges? Get details for usage charges at b2b.verizonwireless.com.

Monthly Charges

Smartphone Line Access	06/26 – 07/25	40.00
		$40.00

Usage and Purchase Charges

Voice		**Allowance**	**Used**	**Billable**	**Cost**
Shared	*minutes*	unlimited	697	--	--
Total Voice					$.00

Messaging		**Allowance**	**Used**	**Billable**	**Cost**
Text, Picture & Video	*messages*	unlimited	371	--	--
Total Messaging					$.00

Data		**Allowance**	**Used**	**Billable**	**Cost**
Gigabyte Usage	*gigabytes*	15.000 (shared)	2.327	--	--
Total Data					$.00

Total Usage and Purchase Charges	**$.00**

Surcharges+	
Fed Universal Service Charge	.40
Regulatory Charge	.16
	$.56

Taxes, Governmental Surcharges and Fees+	
NE Telecom Relay Surcharge	.03
NE Universal Service	1.75
Enhance Wireless 911 Surcharge	.70
	$2.48

Total Current Charges for 308-390-2825	**$43.04**

+Percentage-based taxes, fees, and surcharges apply to charges for this line, including overage charges, plus this line's share of account charges.

Summary for Dan Cyboron: 308–440–6084

Your Plan

MORE EVERY UNL TLK&TXT 15GB
(see pg 3)

Have more questions about your charges? Get details for usage charges at b2b.verizonwireless.com.

Monthly Charges

Smartphone Line Access	06/26 – 07/25	40.00
		$40.00

Usage and Purchase Charges

Voice		**Allowance**	**Used**	**Billable**	**Cost**
Shared	*minutes*	unlimited	602	--	--
Total Voice					$.00

Messaging		**Allowance**	**Used**	**Billable**	**Cost**
Text, Picture & Video	*messages*	unlimited	570	--	--
Total Messaging					$.00

Data		**Allowance**	**Used**	**Billable**	**Cost**
Gigabyte Usage	*gigabytes*	15.000 (shared)	4.138	--	--
Total Data					$.00

Total Usage and Purchase Charges	**$.00**
Surcharges+	
Fed Universal Service Charge	.40
Regulatory Charge	.16
	$.56
Taxes, Governmental Surcharges and Fees+	
NE Telecom Relay Surcharge	.03
NE Universal Service	1.75
Enhance Wireless 911 Surcharge	.70
	$2.48
Total Current Charges for 308–440–6084	**$43.04**

+Percentage–based taxes, fees, and surcharges apply to charges for this line, including overage charges, plus this line's share of account charges.

Need-to-Know Information

Explanation of Surcharges

Surcharges include (i) a Regulatory Charge (which helps defray various government charges we pay including government number administration and license fees); (ii) a Federal Universal Service Charge (and, if applicable, a State Universal Service Charge) to recover charges imposed on us by the government to support universal service; and (iii) an Administrative Charge, which helps defray certain expenses we incur, including: charges we, or our agents, pay local telephone companies for delivering calls from our customers to their customers; fees and assessments on our network facilities and services; property taxes; and the costs we incur responding to regulatory obligations. **Please note that these are Verizon Wireless charges, not taxes. These charges, and what's included, are subject to change from time to time.**

More On Wireless Taxes And Surcharges

Your total charges for this month's bill cycle are $171.88.

This includes charges for one or more bundled Verizon service plans that include voice, messaging, data, or other services for which you pay a monthly plan charge.

This bill cycle, your fixed monthly plan charges were $190.00 (before applying any discounts or credits, and excluding other charges such as overage, late payment, taxes, Verizon surcharges, and equipment).

To accurately bill taxes and Verizon surcharges, we regularly look at past network usage by you and other customers with similar plans to allocate this fixed monthly plan charge among the services included in the bundle.

In this bill cycle, we have allocated this amount as follows: $12.17 for voice, $2.47 for messaging, $175.36 for data, and $0.00 for other services.

For more information, please go to vzw.com/taxesandsurcharges.

Wilke True Value
204 Grand Ave
Ravenna NE 68869
308-452-3831

STATEMENT

2207-304428 Pg 1 Of 2
Date 06/30/22 Acct: RPS

RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869	Job # 0 RAVENNA PUBLIC SCHOOLS	Total 915.59 Credits -15.35 Pay By 07/10/22 900.24 TOTAL PAID

Invoice Date		Document #	Reference	Amount		Balance
		Beginning Balance				1,198.39
05/11/22	Invoice	2205-012421		4.79	M	4.79
05/12/22	Invoice	2205-012578		522.24	M	522.24
06/01/22	Invoice	2206-015287		34.20	M	34.20
06/02/22	Invoice	2206-015431		6.05	M	6.05
06/03/22	Invoice	2206-015480		36.22	M	36.22
06/06/22	Invoice	2206-015948		7.73	EM	7.73
06/09/22	Invoice	2206-016295		38.33	V	38.33
06/09/22	Invoice	2206-016296		1.66	M	1.66
06/14/22	Invoice	2206-017007		0.52	M	0.52
06/20/22	Invoice	2206-017694		57.59	SM	57.59
06/20/22	Invoice	2206-017766		3.44	SM	3.44
06/24/22	Invoice	2206-018273		9.20	SM	9.20
06/29/22	Invoice	2206-018829		111.26	M	111.26
06/30/22	Invoice	2206-018993		74.68	SM	74.68
06/19/22	Payment	2206-303603	Check# 20563	-56.64		
06/19/22	Payment	2206-303603	Check# 41059	-14.25		
06/19/22	Payment	2206-303603	Check# 41058	-600.47		
06/19/22	Payment	2206-303603	Check# 41058	-15.35		0.00
		Ending Balance				915.59

B & D. G 7-8-22

Wilke True Value
204 Grand Ave
Ravenna NE 68869
308-452-3831

STATEMENT

2207-304428 Pg 2 Of 2
Date 06/30/22 Acct: RPS

RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869	Job # 0 RAVENNA PUBLIC SCHOOLS	Total 915.59 Credits -15.35 Pay By 07/10/22 900.24 TOTAL PAID

Invoice Date	Document #	Reference	Amount	Balance

Promo here

Current	380.88
30-Day	527.03
60 Day	0.00
90 Day	0.00
> 90	0.00
Finance Chrgs	7.68
Credits	-15.35
Balance	900.24

Account: RPS
Job # - 0 RAVENNA PUBLIC SCHOOLS
PO BOX 8400

Wilke True Value
204 Grand Ave
Ravenna NE 68869
308-452-3831

CUSTOMER COPY

INVOICE

2206-018829 PAGE 1 OF 1

SOLD TO	JOB ADDRESS
RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869	RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869 308-452-3249

Thank you for your business!

ACCOUNT	JOB
RPS	0
SOLD ON	6/29/2022 8:19:14 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	C02
CASHIER	LW
SALESPERSON	
ORDER ENTRY	

Quantity	UM	Item	Description	D	T	Price	Per	Amount
12	EACH	120957	PT2X 12OZ GLS BLU Paint		Y	7.1910	EACH	86.29
1	EACH	146299	2PK 1/4x1-1/4 Lynch Pin		Y	1.3559	EACH	1.36
2	EACH	191280	4-1/2 36G Flap Disc		Y	9.8112	EACH	19.62
1	CASE	262933	Niagara 24PK .5L Water		N	3.9900	CASE	3.99

01 2620 610001
002

Payment Method(s)

Charge to Acct 111.26

EXE 0.00% EXE: 05-627933	SubTotal	111.26
	Sales Tax	0.00
	Deposit	
Please Pay This Amount		111.26

Thank you for shopping Wilke's True Value!

Signature

Wilke True Value
204 Grand Ave
Ravenna NE 68869
308-452-3831

CUSTOMER COPY

INVOICE

2206-018993 PAGE 1 OF 1

SOLD TO	JOB ADDRESS
RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869	RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869 308-452-3249

Thank you for your business!

ACCOUNT	JOB
RPS	0
SOLD ON	6/30/2022 10:25:11 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	C01
CASHIER	MC
SALESPERSON	
ORDER ENTRY	

Quantity	UM	Item	Description	D	T	Price	Per	Amount
1	EACH	209541	TTB GAL Cate YEL Enamel		Y	53.0910	EACH	53.09
1	EACH	210565	6PC Purdy Paint Kit		Y	21.5910	EACH	21.59

012620 610 001

Payment Method(s)

Charge to Acct 74.68

EXE 0.00% EXE: 05-627933	SubTotal	74.68
	Sales Tax	0.00
	Deposit	
Please Pay This Amount		74.68

Thank you for shopping Wilke's True Value!

Shop

Signature

Wilke True Value
204 Grand Ave
Ravenna NE 68869
308-452-3831

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INVOICE

2206-017766 PAGE 1 OF 1

SOLD TO	JOB ADDRESS
RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869	RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869 308-452-3249

ACCOUNT	JOB
RPS	0
SOLD ON	6/20/2022 2:40:16 PM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	C01
CASHIER	MC
SALESPERSON	
ORDER ENTRY	

Thank you for your business!

Quantity	UM	Item	Description	D	T	Price	Per	Amount
1	EACH	133212	Scotch Lint Roller		Y	3.4440	EACH	3.44

01 2620 610 001

Payment Method(s)

Charge to Acct 3.44

EXE 0.00% EXE: 05-627933	SubTotal	3.44
	Sales Tax	0.00
	Deposit	
Please Pay This Amount		3.44

Thank you for shopping Wilke's True Value!

Signature

Wilke True Value
204 Grand Ave
Ravenna NE 68869
308-452-3831

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INVOICE

2206-018273 PAGE 1 OF 1

SOLD TO
RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869

JOB ADDRESS
RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869 308-452-3249

ACCOUNT	JOB
RPS	0
SOLD ON	6/24/2022 10:30:46 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	C02
CASHIER	LW
SALESPERSON	
ORDER ENTRY	

Thank you for your business!

Quantity	UM	Item	Description	D	T	Price	Per	Amount
2	EACH	187976	GT 17.5OZ Wasp Spray		Y	4.5984	EACH	9.20

012620 610 001

Payment Method(s)

Charge to Acct 9.20

EXE 0.00%
EXE: 05-627933

SubTotal	9.20
Sales Tax	0.00
Deposit	
Please Pay This Amount	9.20

Thank you for shopping Wilke's True Value!

Signature

Wilke True Value
204 Grand Ave
Ravenna NE 68869
308-452-3831

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INVOICE

2206-017694 PAGE 1 OF 1

SOLD TO	JOB ADDRESS
RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869	RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869 308-452-3249

ACCOUNT	JOB
RPS	0
SOLD ON	6/20/2022 9:03:03 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	C01
CASHIER	MC
SALESPERSON	
ORDER ENTRY	

Thank you for your business!

Quantity	UM	Item	Description	D	T	Price	Per	Amount
1	EACH	859964	WA GAL Sat NTRL Base		Y	57.5910	EACH	57.59

812620 610001

Payment Method(s)

Charge to Acct 57.59

EXE 0.00%
EXE: 05-627933

SubTotal	57.59
Sales Tax	0.00
Deposit	
Please Pay This Amount	57.59

Thank you for shopping Wilke's True Value!

Signature

Wilke True Value
204 Grand Ave
Ravenna NE 68869
308-452-3831

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INVOICE

2206-017007 PAGE 1 OF 1

SOLD TO	JOB ADDRESS
RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869	RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869 308-452-3249

ACCOUNT	JOB
RPS	0
SOLD ON	6/14/2022 1:11:17 PM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	C01
CASHIER	MC
SALESPERSON	
ORDER ENTRY	

Thank you for your business!

Quantity	UM	Item	Description	D	T	Price	Per	Amount
4	EACH	SP18	FASTENERS .18		Y	0.1296	EACH	0.52

012620 610 001
002

Payment Method(s)

Charge to Acct 0.52

EXE 0.00%
EXE: 05-627933

SubTotal	0.52
Sales Tax	0.00
Deposit	
Please Pay This Amount	0.52

Thank you for shopping Wilke's True Value!

Signature

Wilke True Value
204 Grand Ave
Ravenna NE 68869
308-452-3831

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INVOICE

2206-016295 PAGE 1 OF 1

SOLD TO	JOB ADDRESS
RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869	RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869 308-452-3249

ACCOUNT	JOB
RPS	0
SOLD ON	6/9/2022 9:23:38 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	C02
CASHIER	LW
SALESPERSON	
ORDER ENTRY	

Thank you for your business!

Quantity	UM	Item	Description	D	T	Price	Per	Amount
1	EACH	156752	32x40x.100 Acry Sheet		Y	38.3306	EACH	38.33

01 2710 610 000

Payment Method(s)

Charge to Acct 38.33

EXE 0.00% EXE: 05-627933	SubTotal	38.33
	Sales Tax	0.00
	Deposit	
Please Pay This Amount		38.33

Thank you for shopping Wilke's True Value!

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Wilke True Value
204 Grand Ave
Ravenna NE 68869
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INVOICE

2206-016296 PAGE 1 OF 1

SOLD TO
RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869

JOB ADDRESS
RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869 308-452-3249

ACCOUNT	JOB
RPS	0
SOLD ON	6/9/2022 9:24:26 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	C02
CASHIER	LW
SALESPERSON	
ORDER ENTRY	

Thank you for your business!

Quantity	UM	Item	Description	D	T	Price	Per	Amount
1	EACH	255707	2" #3 SQ PWR Bit		Y	1.6632	EACH	1.66

01 2620 610 001
002

Payment Method(s)

Charge to Acct 1.66

EXE 0.00% EXE: 05-627933	SubTotal Sales Tax Deposit	1.66 0.00
Please Pay This Amount		1.66

Thank you for shopping Wilke's True Value!

Signature

Wilke True Value
204 Grand Ave
Ravenna NE 68869
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INVOICE

2206-015948 PAGE 1 OF 1

SOLD TO	JOB ADDRESS
RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869	RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869 308-452-3249

ACCOUNT	JOB
RPS	0
SOLD ON	6/6/2022 4:38:08 PM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	C01
CASHIER	MC
SALESPERSON	
ORDER ENTRY	

Thank you for your business!

Quantity	UM	Item	Description	D	T	Price	Per	Amount
1	EACH	499746	3.5QT Pail Ready Mix		Y	7.7308	EACH	7.73

012620610002

Payment Method(s)

Charge to Acct 7.73

EXE 0.00% EXE: 05-627933	SubTotal	7.73
	Sales Tax	0.00
	Deposit	
Please Pay This Amount		7.73

Thank you for shopping Wilke's True Value!

Signature

Wilke True Value
204 Grand Ave
Ravenna NE 68869
308-452-3831

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INVOICE

2206-015480 PAGE 1 OF 1

SOLD TO	JOB ADDRESS
RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869	RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869 308-452-3249

ACCOUNT	JOB
RPS	0
SOLD ON	6/3/2022 9:38:28 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	C02
CASHIER	LW
SALESPERSON	
ORDER ENTRY	

Thank you for your business!

Quantity	*UM*	*Item*	*Description*	*D*	*T*	*Price*	*Per*	*Amount*
2	EACH	357723	1/2" WHT Cap Threaded		Y	0.8400	EACH	1.68
2	EACH	366572	26'-38' Gear Driv Rotor		Y	17.2704	EACH	34.54

012620610001
002

Payment Method(s)

Charge to Acct 36.22

EXE 0.00% EXE: 05-627933	SubTotal Sales Tax Deposit	36.22 0.00
Please Pay This Amount		36.22

Thank you for shopping Wilke's True Value!

Signature

Wilke True Value
204 Grand Ave
Ravenna NE 68869
308-452-3831

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INVOICE

2206-015431 PAGE 1 OF 1

SOLD TO	JOB ADDRESS
RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869	RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869 308-452-3249

Thank you for your business!

ACCOUNT	JOB
RPS	0
SOLD ON	6/2/2022 4:20:03 PM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	C02
CASHIER	LW
SALESPERSON	
ORDER ENTRY	

Quantity	UM	Item	Description	D	T	Price	Per	Amount
9	EACH	358010	3/4" WHT T Cap		Y	0.6720	EACH	6.05

01 2620 61000 1 002

Payment Method(s)

Charge to Acct 6.05

EXE 0.00%
EXE: 05-627933

SubTotal	6.05
Sales Tax	0.00
Deposit	
Please Pay This Amount	6.05

Thank you for shopping Wilke's True Value!

Signature

Wilke True Value
204 Grand Ave
Ravenna NE 68869
308-452-3831

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INVOICE

2206-015287 PAGE 1 OF 1

SOLD TO	JOB ADDRESS
RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869	RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869 308-452-3249

ACCOUNT	JOB
RPS	0
SOLD ON	6/1/2022 4:40:28 PM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	C01
CASHIER	MC
SALESPERSON	
ORDER ENTRY	

Thank you for your business!

Quantity	*UM*	*Item*	*Description*	*D*	*T*	*Price*	*Per*	*Amount*
1	EACH	860004	WA QT SG NTRL Base		Y	24.2910	EACH	24.29
8	EACH	SP33	SPECIALTIES .33		Y	0.2376	EACH	1.90
8	EACH	SP139	NUT BOLT OR WASHER1.39		Y	1.0008	EACH	8.01

012620610 001
002

Payment Method(s)

Charge to Acct 34.20

EXE 0.00%
EXE: 05-627933

SubTotal	34.20
Sales Tax	0.00
Deposit	
Please Pay This Amount	34.20

Thank you for shopping Wilke's True Value!

Signature

Wilke True Value
204 Grand Ave
Ravenna NE 68869
308-452-3831

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INVOICE

2205-012421 PAGE 1 OF 1

SOLD TO	JOB ADDRESS
RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869	RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869 308-452-3249

ACCOUNT	JOB
RPS	0
SOLD ON	5/11/2022 8:51:12 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	C02
CASHIER	LW
SALESPERSON	
ORDER ENTRY	

Thank you for your business!

Quantity	*UM*	*Item*	*Description*	*D*	*T*	*Price*	*Per*	*Amount*
1	EACH	819815	GT Y Shut Off Connector		Y	4.7904	EACH	4.79

01762061O 001
002

Payment Method(s)

Charge to Acct 4.79

EXE 0.00% EXE: 05-627933	SubTotal Sales Tax Deposit	4.79 0.00
Please Pay This Amount		4.79

Thank you for shopping Wilke's True Value!

Signature

Wilke True Value
204 Grand Ave
Ravenna NE 68869
308-452-3831

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INVOICE

2205-012578 PAGE 1 OF 1

SOLD TO	JOB ADDRESS
RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869	RAVENNA PUBLIC SCHOOLS PO BOX 8400 Ravenna NE 68869 308-452-3249

ACCOUNT	JOB
RPS	0
SOLD ON	5/12/2022 9:43:07 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	C02
CASHIER	LW
SALESPERSON	
ORDER ENTRY	

Thank you for your business!

Quantity	UM	Item	Description	D	T	Price	Per	Amount
2	EACH	J6620	JIRDON TUFF TURF 50#		Y	261.1200	EACH	522.24

012620610 001 002

Payment Method(s)

Charge to Acct 522.24

EXE 0.00%
EXE: 05-627933

SubTotal	522.24
Sales Tax	0.00
Deposit	
Please Pay This Amount	522.24

Thank you for shopping Wilke's True Value!

RP01

Signature

Board of Education Regular Meeting

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

Monday, June 13, 2022 7:00 PM

Misti Fiddelke: Present
Ryan Osten: Absent
Tara Schirmer: Present
Dawn Standage: Present
Marc Vacek: Present
Mike Voelker: Present
Ryan Osten: Present @ 8:42

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

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

3. The Pledge of Allegiance

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

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

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

7. Financial Report

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

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

8.2. Discuss, consider, and take all necessary action to declaring various items as surplus(tables, chairs, filing cabinet, book cases). Picture attached.

8.3. Notice of Meeting Publication: The notice for this board meeting was published in the June 8th edition of the Ravenna News

9. Request to Address the Board and Correspondence

10. Board Report & Year One Goals Meeting Pulse

11. Information and Action Items

11.1. Discuss, consider, and take all action necessary in considering a request to plant trees in honor of former RPS board member Tim Lewandowski. Passed with a motion by Mike Voelker and a second by Dawn Standage.

12. Discussion Items

12.1. Discuss, consider, and take all action necessary to give the board an update on the work of Wilkins group on the facilities study, and master facilities plan. Presentation from First National Bank of Omaha @ 7:00 pm

12.2. Discuss, consider, and take all action necessary in reviewing the RPS 2021-2022 safe return to school plan, considering any and all community input

12.3. Discuss, consider, and take all action necessary for the superintendent's second of two required evaluations during the first year of employment.(Possible Executive Session)
Motion to go into executive session at 8:47 pm. Passed with a motion by Dawn Standage and a second by Ryan Osten.

12.4. Discuss, consider, and take all action to developing a regular systemized communication strategy to parents and community members.

12.5. Discuss, consider, and take all action to explore different avenues to improve communication through parent / teacher conferences.

13. Elementary Principal's Report

14. Secondary Principal's Report

15. Superintendent's Report

16. Positive Comments

17. Adjournment
Motion to adjourn at 10:50 PM. Passed with a motion by Ryan Osten and a second by Marc Vacek.

TEACHER'S CONTRACT

For Class II, III, & VI Schools and Class I Schools with a Superintendent

THIS CONTRACT made by and between the School District of Ravenna, District No. 69, in the County of Buffalo, in the State of Nebraska, hereinafter referred to as the District, and Trent Benjamin, a legally qualified teacher, hereinafter referred to as Teacher.
WITNESSETH: That the Board of Education of the District hereby agrees to employ the Teacher above named in the schools of the District for a school year, which shall begin on or about August 8th, 2022 and end on or about May 18th, 2023, and shall consist of 182 days of service and that the Teacher hereby agrees to accept such employment at a salary of $58,725(pending Superintendent review) and under the following conditions.

FIRST: The salary of the Teacher shall be payable in twelve equal installments. The first installment shall be payable on the 20th day of September, 2022, and the remaining installments shall be payable on the 20th day of each month thereafter.

SECOND: The teacher hereby agrees to be governed by the policies of the Board of Education of the District and that the teaching duties to be performed by him/her under this contract shall be subject to assignment of the Superintendent of the District with the approval of the Board of Education of the District; and further agrees to devote full time, during days of school to his/her position in all respects, to diligently and faithfully perform the assigned duties as Teacher to the best of his/her professional ability.

THIRD: In addition to the teaching duties set forth herein, the Teacher may be assigned such "extra duty" assignments as defined from time to time by the parties of this agreement which shall be upon such terms and conditions and at such additional stated rate of compensation as the Teacher and the District may from time to time agree upon.

FOURTH: This contract may be cancelled or amended by a majority of the members of the school board during the school year for any of the following reasons: (a) upon cancellation, termination, revocation or suspension of the teacher's certificate by the State Board of Education; (b) breach of any of the material provisions of this contract; (c) for any reason set forth in this contract; (d) incompetency; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality, or (i) physical or mental incapacity. Cancellation or amendment under this contract shall be governed by the provisions of 79-12,110, R.R.S. (1982 Supp.)

FIFTH: That upon termination of this contract for just cause, or upon the release of the Teacher from this contract, the compensation paid or to be paid hereunder shall be an amount which bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to 185 days of service. Any, unearned fractional portion of an installment paid but not earned prior to termination of the contract shall be refunded by the Teacher.

SIXTH: There shall be no penalty for release or resignation by the Teacher from this contract; provided no resignation shall become effective until the close of the school year unless accepted by the Board of Education of the District and the Board shall fix the time at which the resignation is to take effect.

SEVENTH: This contract shall conform to the regulations governing deductions from the above stated compensation with reference to Withholding Tax, Social Security and Teacher's Retirement. Other deductions may be withheld as agreed to by the parties to this contract.

EIGHTH: The Teacher hereby affirms that he/she is not under contract with another School Board or Board of Education within this State covering a part or all of the same time of performance as is contemplated by this agreement. The Teacher further affirms that at the beginning of the term of this contract he/she holds or will hold a valid Nebraska Teaching Certificate. It is understood and agreed that this contract is not valid until the Teacher's Certificate, as herein listed, is registered in the office of the Superintendent of Schools in this County and that the Teacher shall not be compensated for any services performed prior to the date of registration of this certificate.

NINTH: Terms and conditions set forth in this agreement shall be subject to such wages and conditions of employment as may, from time to time, be mutually agreed upon by and between the Board and teachers or a duly recognized collective bargaining agent for said teachers, and said agreement, when reduced to writing, and executed by the parties, shall be deemed to be included herein by reference and shall become a part hereof.

TENTH: Hereafter, this contract may be continued by a separate, annual written "Renewal Agreement" which shall incorporate all the provisions hereof by reference, except as stated on such Renewal Agreement. Renewal Agreements or renewal contracts must be executed by the Teacher and delivered to the Superintendent of Schools or the Secretary of the Board of Education of the District within fifteen (15) calendar days of receipt thereof from the district. Said Renewal Agreement or renewal contract shall not be offered to the Teacher prior to March 15th. Contract renewal, amendment, termination or cancellation shall also be subject to the requirements of Sections 79-12,111 through 79-12,114 R.R.S. (1982 Supp) and any other applicable state statutes.

ELEVENTH: The failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the district on or before Friday, June 17th, 2022 shall constitute a rejection by the teacher of the offer of employment.

TWELFTH: Other Contract Terms:
Salary Schedule Placement___Lane G Step 8(pending Superintendent review)____

Executed this 16th day of June, 2022.

_____Teacher

School District of Ravenna, District #69, County of Buffalo, State of Nebraska
Executed this _____ day of _____, 20___

President:_____

Secretary:_____

June 17, 2022

Who may be interested

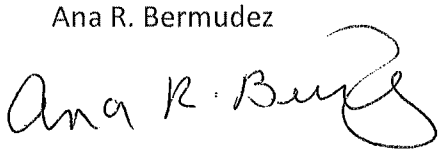
This letter is for submitting my letter of resignation. This decision responds to personal reasons, so I appreciate all the learning and experiences that enriched my training, product of the time I worked here.

I will always wish the best for the company and for each of my coworkers.

Without more to add and waiting for the reasons stated above to be understood.

Sincerely,

Ana R. Bermudez



chrome
DELL
ThinkPad
cisco
deflecto

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.

Year One Board Goals

1) We will continually strive to improve our facilities by;
developing and deploying a fiscally responsibile plan to improve the facilities for the educational benefit of our students. (drainage west end of track, storage, locker room, paving parking lot, ditch and arch ways-west football field entry gates, ag building/youth center, roof evaluation)
improving and creating a safe traffic flow for the elementary school.
Developing and deploying a strategy to get our external landscaping reflecting the quality of our school.
2) We will improve the quality of our food service so that more kids will eat school lunch, while living within our financial limitations by;
developing an improvement plan for the food service program
developing and implementing an employee improvement process
3) We will continue to develop the board by;
increasing understanding around student performance measures. (Target, Measurements & Interventions)
conduct an annual board retreat.
Bring in NASB/outside resource to help us address a strategic issue.
Providing a mentoring program for new board members.
4) We will continue to establish timely, accurate and effective communication to all stakeholders by;

performing a quarterly audit of the district website.
developing a regular systemized communication strategy to parents and community members.
developing a 1.5 to 10 minute bi-annual video communication to all stakeholders. (video agenda established, 2 done)
explore different avenues to improve communication through parent / teacher conferences.
explore communication applications for smart phones.

Who Is Responsible	Completed Date
Brad	
Paul	
Brad/Tara	
Brad	
Brad	
Paul/Cannon	
Misti	
Brad	
Misti	

Paul/Dave
Brad/Dawn
Brad/Dave
Misti
Ryan/Dave - Complete

5018
Parent and Guardian Involvement In Education Practices

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

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.

    a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
    b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
    c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NeSA assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

    a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.

3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.

   a. Building principals may excuse a student from any single school experience at the parent's written request.

   b. When appropriate, alternative experiences will be provided for the student by the school.

4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.

5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.

   a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

   b. State Assessments

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

   c. National Assessment of Educational Progress

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

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

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

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.

   a. The principal must approve all surveys intended to gather information from students before they are administered to students.

   b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: August 14, 2017
Revised on: _____
Reviewed on: July 13, 2020

5057
Parental Involvement In the Title I Program

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

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

1. An annual meeting to which all parents of participating children will be invited. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, type and extent of participation, parental input in educational decisions, coordination and integration with other district programs, and evaluations of progress. This information may be included in the annual Title I Individual Education Plan (IEP) for the student.

3. Opportunities for parent involvement activities, such as training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference. The goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

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

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

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

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

Adopted on: October 10, 2016
Revised on: _____
Reviewed on: July 13, 2020

Ravenna Public Schools

Brad Kjar <brad.kjar@ravennabluejays.org>

Parent Involvement Policy Review

1 message

Paul Anderson <paul.anderson@ravennabluejays.org> Mon, Jul 12, 2021 at
To: Brad Kjar <brad.kjar@ravennabluejays.org>

Paul Anderson <paul.anderson@ravennabluejays.org> Fri, Jul 9, 12:16 PM (3 days ago)
to Myra, myra14_6

Myra,

Thanks again for reviewing our Parent Involvement Policy. Please let us know if you have anything you'd like to add.

See Attached

Thanks,

Paul Anderson
Elementary Principal
Ravenna Public Schools

MYRA k 9:55 AM (2 minutes ago)
to me

Looks good. Myra

Sent from Mail for Windows 10

5057 Parental Involvement In the Title I Program.docx
18K

5045
Student Fees

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

A. Definitions.

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

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

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

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Extracurricular Activities.

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

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

- Student activity card $25.00
  Covers admission to all extracurricular events

- Student participation fee $50.00
  Required of all students who participate in athletics and/or other extracurricular activities

- Future Business Leaders of America $50.00

- DECA $50.00

- National Honor Society $50.00

- Cheerleading, Drill Team, Flag Corps — Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be $500.

- Football — Students must provide their own football

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

6. Post-Secondary Education Costs.

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

7. Transportation Costs.

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

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

8. Copies of Student Files or Records.

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

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

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

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

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

10. Participation in Summer School or Night School.

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

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

11. Charges for Food Consumed by Students.

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

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

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

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

12. Charges for Musical Extracurricular Activities.

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

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

13. Contributions for Junior and Senior Class Extracurricular Activities.

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

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

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

G. Student Fee Fund.

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

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

5054
Student Bullying

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

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

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

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

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

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

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

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

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

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

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

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

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

5001
Compulsory Attendance and Excessive Absenteeism

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

Attendance Officer

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

Excused Absences

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

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

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

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

Excessive Absenteeism

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

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

Adopted on: October 10, 2016
Revised on: _____
Reviewed on: July 13, 2020

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

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

RAVENNA PUBLIC SCHOOLS

STUDENT HANDBOOK

2022-2023 Edition

Ravenna Public Schools
41750 Carthage Road
Ravenna, NE 68869

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

Table of Contents

Section One – School Basics

Intent of Handbook.....9
Notice of Discrimination.....10
Mission Statement.....11
Attendance.....12
Loss of Credit.....16
Band.....16
Bills.....16
Books & Supplies.....17
Bulletin Boards.....17
Bullying.....18
Cafeteria.....18
Candy - Pop.....19
Cell Phones.....19
Child Abuse and Neglect.....20
Class Dismissal.....21
Classroom Behavior.....21
Closed Campus.....21
Coats & Boots.....21
College Visits.....22
Communicable Diseases.....22
Communicating with Parents.....22
Complaint Procedures.....23
Computer Network Use by Students.....28
Conferences.....32
Contact Information.....32
Contraband.....32
Damage to School Property.....32
Dances.....33
Dating Violence.....33
Discrimination & Harassment.....34
Dress Code.....35
Driving & Parking.....36

Drones and Unmanned Aircraft.....37
Drug Free Schools.....37
Emergency Contact Information.....38
Evacuations.....38
Eye Exams.....38
Field Trips.....38
First- Aid.....39
Food Service Programs.....39
Fundraisers.....41
Head Lice.....41
Health Problems.....42
Homebound Instruction.....42
Homeless Children.....42
Illness or Injury at School.....43
Immunizations.....43
Initiations and Hazing.....44
Lockers and Other School Property.....44
Lost and Found.....44
Medications.....45
Media Center.....45
Memorials.....46
Parent Involvement.....46
Parties.....47
Personal Hygiene.....47
Personal Items.....48
Physical Education.....48
Physical Exams.....48
Pictures.....48
Playground Rules.....48
Police Questioning and Apprehension.....49
Protection of Student Rights.....49
Public Display of Affection.....50
Rights of Custodial and Noncustodial Parents.....50
Secret Organizations.....51
School Day.....51

Self-Management of Diabetes or Asthma/Anaphylaxis.....51
Sexual Harassment.....51
Smoking and Tobacco.....51
Sniffer (Drug) Dogs.....52
Standardized Testing.....52
Student Assistance.....52
Student Fee Policy.....52
Student Illness.....58
Student Government.....58
Student Records.....59
Student Class Requirements.....62
Tardies.....63
Telephone Calls.....64
Threat Assessment and Response.....64
Transportation Services.....67
Video Surveillance and Photographs.....70
Weather-Related School Closing.....71
Withdrawal from School.....71
Work Permits.....72

Section Two – Academic Information

Academic Dishonesty.....72
Certificate of Attendance.....72
Class Rank.....72
Correspondence and Online Courses.....73
Credit for Non-Academic Work.....73
Grades.....73
Graduation Awards.....74
Graduation Requirements.....74
Homework.....76
Honor Roll.....76
Report Cards.....78

Study Halls.....78

Section Three – Student Discipline

General Discipline Philosophy.....80
Forms of School Discipline.....81
After School Sessions and Detentions.....82
Jay Time.....82
In-School Suspension.....82
Emergency Exclusion.....83
Short-Term Suspension.....83
Weapons and/or Firearms.....84
Long-Term Suspension.....85
Expulsion.....86
Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment.....87
Due Process Afforded to Students Facing Long-term Suspension or Expulsion.....91

Section Four

Staff Directory.....94
Board of Education.....94
Administration.....94
Teaching Staff.....94
Para Professionals.....95
Support Staff.....95
- **Office Staff.....95**
- **Child Nutrition Program.....95**
- **Custodial.....95**
- **Transportation.....95**

Title IX.....97
School Calendar.....123
Forms.....124

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 19th, 2022.

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,

Bradley D. Kjar

Mr. Bradley D. Kjar – 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: Bradley D. Kjar
Title: Superintendent
Address: 41750 Carthage Road, Ravenna, NE 68869
Telephone: 308-452-3249
E-mail: brad.kjar@ravennabluejays.org

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

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

MISSION STATEMENT

FAMILY – COMMUNITY – SCHOOL

Preparing Students Today to Succeed Tomorrow

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

Attendance Officer

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

Excused Absences

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

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

Excessive Absenteeism

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

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

Absences due to illness

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

Planned absences

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

Students are obligated to:

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

Parents are obligated to:

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

Pregnant and Parenting Students

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

Make up allowance

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

Loss of Credit

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

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

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

Band

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

Bills

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

When students purchase items of significant value, such as class rings and letter

jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

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

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

Bulletin Boards

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

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

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

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

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

Bullying

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

The disciplinary consequences for bullying will depend on the severity, frequency,

duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

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

Bullying Investigations

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

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

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

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

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

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

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

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

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

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

Child Abuse and Neglect

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

Class Dismissal

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

Classroom Behavior

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

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

Teachers will establish classroom conduct rules which students must obey.

Closed Campus

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

Coats and Boots

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

Elementary students may choose to wear 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. Page 31 of 133 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.
22. Hooded Sweatshirts must be worn with the hoods down while in the building.

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

Driving and Parking Personal Vehicles

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

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to 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 7:40 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced price breakfast. The school district charges students K-6 $2.00, 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 to any student (regular price or reduced price) who is delinquent in his/her payments until such time as the family account is brought current. When the account is delinquent, there will be an optional offering, or the student may bring lunch from home. The opportunity to order second entrees will be denied to free-priced students if their family account is delinquent until the account is brought current.

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

Notice of Non-discrimination

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex,

disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaintfilingcust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

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

This institution is an equal opportunity provider.

Fundraiser

All fundraising activities shall require authorization by an administrator.

Head Lice

Students found to have 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 conditions are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

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

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

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

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

Illness or Injury at school

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact

parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

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

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

Provisional Enrollment.

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

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

Initiations and Hazing

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

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be

conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

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

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

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

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

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

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day

per book may be charged for overdue books. Each student is responsible for any fine which accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

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

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

Parental Involvement

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

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

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

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

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

provided in a timely manner.

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

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

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

Parties

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

Personal Hygiene

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

Personal Items

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

Physical Education

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

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had

a physical examination within six months prior to the date of entering school.

Pictures

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

Playground Rules

Students must follow these rules to keep the playground safe: 1. Students must obey the playground supervisor at all times. 2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.

3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. 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 starting at 7:40 a.m. Students are to leave school grounds within 15 minutes after dismissal, unless they are under the direct supervision of a staff member or parent. **There will be no supervision provided by the school before or after these times**. Parents must make arrangements for their children to leave school promptly at the end of the day.

Self-Management of Diabetes or Asthma/Anaphylaxis

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

Sexual Harassment

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

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

Hostile environment harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature by another students, a school employee, or a third party are sufficiently severe, persistent, or pervasive to limit a student's ability to

participate in or benefit from an educational program or activity or create a hostile or abusive educational environment.

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

· Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of a student's participation in an education program or activity.

· Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's participation in an education program or activity.

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

Sexual harassment may include but not be limited to:

· Unwelcome verbal harassment of a sexual nature or abuse. · Unwelcome pressure for sexual activity.

· Unwelcome sexually motivated or inappropriate patting, pinching, or physical contact.

· Unwelcome sexual behaviors or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status.

· Unwelcome behavior, verbal or written words or symbols directed at an individual because of gender.

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

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

Whether a particular action or incident constitutes a violation of this policy 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.

Sniffer (Drug) Dogs

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

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

Standardized Testing

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

Student Assistance

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances,

please contact your child's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT) or MTSS Team (Multi-Tier System of Supports). The SAT & MTSS can explore possibilities and strategies that will best meet the educational needs of your child.

Student Fee Policy

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

Definitions.

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

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

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

Listing of Fees Charged by this District.

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

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

3. **Personal or Consumable Items**. The district does not provide students with

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

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

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

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

- Event admission is $5.00 for adult, $4.00 for student, and $3.00 for any junior high game. Admission pass prices are $25.00 for student, $40.00 for adult, and $120.00 for family (covers admission to all home extracurricular events; away events and certain conference and district events are not covered by the activity card). Family passes include yourself, spouse, children in elementary and high school, and foster or adopted children. Family passes do not include college aged children or girlfriend/boyfriend and their children.
- 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 choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. **Copies of Student Files or Records**. The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 5 cents per page for reproduction of student records.

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

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

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

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

Tardiness

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

- 5-1st period tardies will result in one day of in-school suspension.
- If a student reports to school late and is unexcused by their parent, that also constitutes a tardy. Example:
- 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 the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

Credit for Non-Academic Work

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

Correspondence and Online Courses

The district will not be liable for the costs of correspondence or online courses,

unless otherwise approved by the board of education.

Eligibility Grades 7-12

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

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

Grades

Students will receive letter grades for their academic core classes. A+ 98-100 Superior 4.00 B+ 90-92Excellent 3.50 A 95-97Superior 4.00 B 88-89Excellent 3.00
A- 93-94Superior 3.75 B- 85-87Excellent 2.75

C+ 82-84Average 2.50 D+ 75-77 Needs Additional Help 1.50 C 80-81Average 2.50 D 72-74 Needs Additional Help 1.00 C- 78-80Average 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.

Student Class Requirements

REQUIREMENTS FOR JUNIOR HIGH STUDENTS

Junior High students will have to pass a minimum of 110 credits or a minimum amount of credits approved by the school administration during their 7th and 8th grade years to move on to high school. This would include 60 units from core classes and 50 units from electives or satisfy their IEP.
Any Junior High student that fails a core class (Math, Science, Social Studies, or English) both semesters will be required to attend Summer school during June in order to continue to develop their basic knowledge of the curricular material in that subject area.

HIGH SCHOOL GRADUATION REQUIREMENTS

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

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

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

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

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

Graduation Awards

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement.
The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in curriculum course work completed in grades nine through twelve. These students will receive their awards during commencement exercises.

Homework

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

Each student is expected to spend some time preparing for studies outside of

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

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Honor Roll

Roll of Excellence: Average that falls between 97.00 and 100.00. No grade below a 70.00. Roll of Honor: Average that falls between 93.00 and 96.9999. No grade below a 70.00.

Honor Days Rewards

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

1. At the end of each semester, students who reach the "Roll of Excellence" honor roll will earn one day of release time from school.

2. At the end of the semester, students who make the "Roll of Honor" will earn ½ day of release time from school.

3. Students earning release time must request and fill out the release form, signed by their parents, and file it with the principal designating the day or ½ day they plan to be gone from school. Students must take release time in ½ or full days; four periods constitute ½ day. The form must be returned to the principal prior to taking the Honor Day or the absences will be counted as an "unexcused absence". Students may not use an honor day if they are failing a class. All grades must be passing.

4. All work must be made up before students can take release time. Once the work is handed in, the teachers will then sign the release form.

5. Students will not be counted absent during release time. 6. Students may only earn two full days of release time per year and can only carry over a maximum of one release day into the next school year.

7. Students who are over the attendance limit for a semester cannot use

honor days.

Mid-Term Graduation

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

The Board of Education, upon receiving administrative recommendation, may grant midterm exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted midterm exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Report Cards

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

Study Halls

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

1. Students must sit in an assigned seat when coming into the room.
2. Students must get a tardy slip if late for study hall.
3. Roll shall be taken and recorded.
4. The study hall must be quiet.
5. Students must have studies to work on or material to read with them upon arrival.
6. Students shall not talk or whisper except with the teacher's permission.
7. Students wishing to study together may do so with the teacher's permission.
8. Sleeping will not be allowed.
9. Students shall not have their feet on the furniture nor re-arrange the furniture.
10. No more than one student at a time may go to the restroom, unless an emergency arises.
11. Students shall not leave unless in possession of a student pass from a teacher.
12. Study hall teachers may issue a student a pass to see another teacher. Students are encouraged to pre-arrange visits to classroom teachers during study hall by securing a pass from the teacher they wish

to see during the study hall, before reporting to study hall. 13. A student pass may be issued to a student to go to the administration or guidance offices if it is necessary.
14. No food, pop, or candy is allowed in study halls.
15. No online computer games unless it is an educational program approved by the instructor or administration. 16. Ear buds may be worn with the permission of the supervising instructor only. iPods and other music devices are prohibited.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

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

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

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

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

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

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

After School Sessions and Detentions

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

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

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

conflict with an after-school session is responsible for working it out with the teacher.

- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

Jay Time

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

In-School Suspension

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

Emergency Exclusion

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

Short-Term Suspension

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

1. Conduct constituting grounds for expulsion as hereinafter set forth; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a

determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: all assignments due during the time of suspension will be finished/completed upon reentry to school.

Weapons and/or Firearms

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

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

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

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

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

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

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

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

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

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

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

Long-Term Suspension

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

Expulsion

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

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault

of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. Engaging in any other activity forbidden by the law of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
    a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
    b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
    c. Violating school bus rules as set by the school district or district staff;
    d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
    e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
    f. Possession of pornography;
    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

Michael Voelker..... Member

Ryan Osten..... Member

Marc Vacek..... Member

Administrative Staff:

Mr. Bradley D. Kjar..... Superintendent

Mr. Cannon Blauvelt.....High School Principal

Mr. Paul Anderson ..... Elementary Principal

Teaching Staff:

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

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

Para Professionals

Brenda Adams	Angie Barent	Colleen Cornelius
Michelle Dethlefs	Brittney Lutz	Julie McGuigan
Sue Nissen	Julie Otte	Krissy Reisbeck
JoEllen Russell	Millisa Schroll	Tali Schroll
MacKenzie Stubbs	Amy Styren	Stephanie Yost

Office Staff

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

Shari Spaulding..... HS/Sup/AD Secretary/Activity Fund

Lacey Rager.....Elem Secretary/Lunch Fund

School Nurse

Karalee Fiddelke

Technology

Dave Huryta

School Nutrition Program

Lynda Endecott - Manager	Nancy Chizek
Chris Bruning	Joana Velez
Pearl Sklenar	

Custodians

Dan Cyboron (head)	Marcie Gross	Kristi Hagge

Transportation/Groundskeeper Department

Todd VanWinkle

Bus Drivers

Cheryl Deines	Peg Dethlefs
Richard Douglas	Lenay Palser
Gary Psota	Heidi Downer

Title IX Policy

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

Title IX Coordinator

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

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

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

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

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

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

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

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

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

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

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

activity;

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

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

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

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

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

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

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

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

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

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 basedon 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 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. 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 subsections5.3.2 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, 34C.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

2022-2023 SCHOOL CALENDAR

08 – School Board Meeting
08– Teacher PD Day
09 – Teacher PD Day
10 – Teacher PD Day
11 – First Day of School

AUGUST '22

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

05 – Labor Day, No School
12- School Board Meeting
21 – Parent/Teacher Conf (4-8pm)
2:00 Dismissal
23 – Parent/Teacher (8 -11 am))
No School for Students

SEPTEMBER '22

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

10 – School Board Meeting
21 -Teacher PD Day,
No School for Students
24 – Fall Break, No School

OCTOBER '22

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 – Veterans Day
14 – School Board Meeting
23 – Noon Dismissal
24 – Thanksgiving, No School
25- Thanksgiving, No School

NOVEMBER '22

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

02 – Teacher PD Day,
No School for Students
12 – School Board Meeting
21-Noon Dismissal
22-30 – Winter Break, No School

DECEMBER '22

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

02 – Winter Break, No School
03- Teacher PD Day
No School for students
09 – School Board Meeting
16 – MLK Day, No School

JANUARY '23

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '23

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

10 – PD Day for Teachers
No School for Students
13 – No School
13 – School Board Meeting

MARCH '23

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

08- Spring Break, No School
09 – Spring Break, No School
10 - Spring Break, No School
13 – School Board Meeting
16 – Parent/Teacher Conf 4-8 pm
2:00 pm Dismissal
17 – Teacher PD Day
No School for Students

APRIL '23

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

07 – Easter Break, No School
10 – Easter Break, No School
10 – School Board Meeting
11 – Teacher PD Day
No School for Students
13 – RHS Track Meet, Noon
Dismissal

MAY '23

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

08- School Board Meeting
13 – Graduation
17 – Last Day of School, Noon
18 – Teacher Work Day

Teacher Days = 185
Student Days = 174

JUNE '23

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY '23

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SECTION FIVE

FORMS

This section contains forms which students and their parents must complete and return to the school office **NO LATER THAN August 19th, 2022**.

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 19th, 2022.

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

STUDENT CENSUS SHEET

(PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL)

Student's Name (Print) _____ Student Grade _____

Place of Birth _____ Male _____ Female _____

Date of Birth_____ Social Security Number_____

Dad's Name_____ Mom's Name_____

Cell # (Dad's) _____ Can Receive Text Messages? Yes _____ No _____

Cell # (Mom's) _____ Can Receive Text Messages? Yes _____ No _____

Cell # (Student) _____ Can Receive Text Messages? Yes _____ No _____

E-mail address _____

Home Address_____ Town_____

Name of Last School Attended _____
(School) (Address) (City) (State) (Zip)

Parents/Guardian Work (Dad's) (Mom's)

Place _____ _____

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

Ravenna Public Schools

Brad Kiar, Superintendent
Angie Drahota, Guidance Counselor
Tony Schirmer, Activities Director

Cannon Blauvelt, Secondary Principal
Paul Anderson, Elementary Principal

Box 8400
41750 Carthage Rd
Ravenna, NE 68869

308-452-3249 high school
308-452-3202, elementary school
308-452-3172 fax

ravennabluejays.org

CONSENT TO PERFORM RANDOM DRUG TESTING
2022-23

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 2022-2023 **Student Name: _____**
Parent Permission to use Standing Orders
Medications and Treatments **Grade: _____**

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

_____ **Tylenol (Acetaminophen)** Liquid dose according to age/weight for 11 years old and younger -325mg tabs each – Dosage 2 tablets for 12 years old and older
May be given every 4 hours as needed for headache, toothache, earache or other pain.

_____ **Advil/Motrin (Ibuprofen)** Liquid dosage according to age/weight for children 3-11 years old 200 mg tabs – dosage 1 or 2 tablets for students 12 years or older
May be given every 4 hours as needed for headache, toothache, earache, menstrual cramps, orthopedic injuries or other pain.

_____ **Benadryl (Diphenhydramine)** Liquid or tablet dose according to age and weight
May be given every 6 hours as needed for allergic reactions.

_____ **Tums** Dosage 1 or 2 tablets every 4 hours as needed for indigestion, upset stomach, nausea or bloating.

_____ **Cough Drops** 1 lozenge every 2 hours as needed for cough, irritation, pain, sore mouth, or sore throat.

_____ **Bacitracin/Triple Antibiotic/Burn Cream** as needed for superficial wounds/abrasions to prevent infection.

_____ **Hydrocortisone cream or Benadryl (Diphenhydramine) cream/spray** to affected area every 2 hours as needed for itching.

_____ **Visine/Artificial Tears** 1-2 drops per eye for redness or itching related to allergies or dryness.

_____ **Orajel (oral pain relief gel)** every 4 hours for sore mouth, toothache, and irritation from orthodontic appliances.

_____ **Barrier Creams, lotions and other skin protectants** – Examples Vaseline, Aquaphor, lip balms

I understand a new form needs to be filled out and signed for every school year.
I understand that my child will only be able to receive these medications subject to the availability of the school nurse.
I understand that First Aid and nursing care for illness and accidents will be provided.

Signature: _____ Date: _____

ADMINISTRATION OF OVER THE COUNTER OR PRESCRIPTION MEDICATION TO STUDENTS

PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTIONMEDICATIONS 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 follows 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 healthcare 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

2022-23

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
2022-23

Table of Contents

Introduction4

Section One: General Information About The Activities Program4

Academic Eligibility5

Admission5

Attendance at Practices and Contests5

Closings5

Colors6

Complaint Procedures6

Concussion Awareness6

Dances7

Electronic Communication8

Equipment8

Fundraising9

Individual Training Rules and Rules of Conduct9

Initiations and Hazing9

Injuries9

Insurance10

Lettering Requirement10

Mascot13

Practices13

Reimbursement13

Secret Organizations14

Student Manager, Helpers, or Activity Aids14

Sunday and Wednesday Night Activities14

Transportation15

Weight Room15

Section Two: Available Activities16

AcaDeca16

Athletic Teams16

Band16

Cheer Squad16

Dance Team16

Drama Club16
Future Business Leaders of America (FBLA)17
Future Farmers of America (FFA)17
SkillsUSA17
National Honor Society (NHS)17
Robotics17
Science Olympiad17
Student Council18
Speech18
STAR18
Student Publications18
Vocal Music18
Quiz Bowl18
Section Three: Nebraska State Activity Association Rules19
Eligibility19
NSAA Sportsmanship Rules21
Section Four: Code of Conduct22
Standard of Conduct22
Coach and Sponsor Rules22
Prohibited Conduct22
Discipline24
Evaluation, Counseling, and Treatment24
Reporting of Incident25
Discipline Procedures25
Consequences25
Review of Coach's Decision26
Misrepresentations26
Questions26
Assistance26
A Parent's Guide to Concussions27
Authorization and Acknowledgement31

Extracurricular Drug Testing
Program.....32

Introduction

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

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

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

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

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

SECTION ONE:
GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

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

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

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

Admission

Event admission is $5.00 for adult, $4.00 for student, and $3.00 for any junior high game. Admission pass prices are $25.00 for student, $40.00 for adult, and $120.00 for family (covers admission to all home extracurricular events; away events and certain conference and district events are not covered by the activity card). Family passes include yourself, spouse, children in elementary and high school, and foster or adopted children. Family passes do not include college aged children or girlfriend/boyfriend and their children.

Eligibility Grades 7-12

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

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading
3. Music competition, performances (except Christmas and Spring concerts), and clinics

4. Ineligible students are not allowed to attend extracurricular activities unless they are a participant in the activity
5. Other activities deemed appropriate by the principal

Attendance at Practices and Contests

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

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

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

Closings

All activities will be 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 the district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: http://www.ravennabluejays.org.

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that

the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury

- Heads UP Concussions in Youth Sports
- *Concussion in Sports—What You Need to Know
- Sports Safety International
- ConcussionWise
- ACTive™ Athletic Concussion Training for Coaches; and

*Currently used by Ravenna Public Schools

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

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

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

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

a. the date and approximate time of the injury suffered by the student,

b. the signs and symptoms of a concussion or brain injury that were observed, and
c. any actions taken to treat the student.

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

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

Dances

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

Junior High/Middle School Dances

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

High School Dances

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

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. Students who are academically ineligible will not be allowed to attend school dances.

Electronic Communication

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

Equipment

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

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

Football:

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

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

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

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

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

Golf (Boys & Girls):

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

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

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

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

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

Instrumental and Vocal Music:

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

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

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

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

Play Production:

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

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

Speech:

-Compete in at least four tournaments.

-Practice with his or her coach once a week.

-Be recommended to letter by their coach.

Student Managers:

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

Track:

An athlete must:

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

-Finish the season with the track team.

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

Volleyball:

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

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

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

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

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

Wrestling:

An athlete must:

-Place in the top 3 in a tournament containing 8 or more teams (OR)
-Score at least 6 team points in Dual Meets (OR)
-Wrestle at least ½ of all varsity matches throughout the year (OR)
-Be a senior and wrestled all 4 years
-Coach's discretion can be used in determining lettering requirements

Mascot

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

Practices

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

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

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

Reimbursement

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

Reimbursement for "extended" stays at national/state/district level competition and for students attending such events who did not qualify for the competition at such events will be handled in the following manner. If an activity sponsor would like to take students to competition who did not qualify to compete, for the purpose of "program development" or "rewarding" the student for participation in the activities program, they may do so, but they must use money from their activity fund to do so. As an example, if a student did not qualify to go wrestle at the state wrestling meet, and the coach still wants to take that student along to the state meet, the fees (room, lodging, entry fee to event) associated with that will be taken from the wrestling activity account. If an activity sponsor wants to arrive "early" or "stay late" at a competition that his/her team or individual competitor has qualified for, they may do that with administrative approval and provided that they have the money in their activity account to pay for the "extended stay". An example of this would be state basketball. If the team plays at 2:00 on Thursday, they could easily leave Thursday morning and make it to the game. However, if the coach would like to go down the night before (Wednesday), the coach would need to have that money in their activity account to pay for the meals and lodging associated with the Wednesday night stay. Furthermore, if the team were to get "beat out" on Thursday and wish to stay and have the student athletes experience the rest of the tournament play on Friday and Saturday for the purpose of "program development" or "reward," the money for such an "extended stay" would come out of the basketball activity fund for the hotel, meals, entry free for the event associated with the extended stay. In essence, general fund money will support the activity participants and sponsors with the necessary food, lodging, and entry fees needed to compete for the time they are qualified/required to compete. However, any "extended" time they stay at the event will be the financial responsibility of that activity sponsor's activity account, which is energized through charitable donations and fundraising, not tax revenue. If the funds required for the "extended stay" are not available at the time of the request for the "extended stay," it will not be approved by the administration.

Secret Organizations

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

Student Manager, Helpers, or Activity Aids

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

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices

will be organized so that all participants are showered, dressed and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

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

Transportation

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

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

Weight Room

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

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

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

SECTION TWO:
AVAILABLE ACTIVITIES

AcaDeca

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

Athletic Teams

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

Band

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

Cheer Squad

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests.

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, goodwill and better understanding with other schools. The organization, operation and scope of the student government shall be administered by the superintendent or designee.

Speech

Students compete in 12 different categories of competition. These include debate, current events speaking, and several theater type acting events.

STAR

STAR stands for Students Teaching About Responsibilities. STAR is a group of student leaders selected from grades 7-12, who elect to promote positive leadership in the school and in the community.

Student Publications

The yearbook is published by the Journalism class along with the help of its teacher. The annual is financed by funds raised from the sale of the books.

Vocal Music

Vocal Music provides students with the opportunity to learn the essentials of vocal music performance. Various forms of vocal music are performed. Students have the opportunity to participate in swing choir and show choir competitions throughout the course of the year.

Quiz Bowl

Quiz Bowl is a game in which two teams compete head-to-head to answer questions from all areas of knowledge including history, literature, science, fine arts, current events, sports, and popular culture.

SECTION THREE:
NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at http://nsaahome.org/yearbook.php. A summary of the major rules governing student eligibility and participation is given below. The established NSAA Constitution & Bylaws overrule any conflicting or inaccurate information presented below. Contact the principal, activities director, or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a bonafide student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his/her review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eight, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
9. **Student eligibility related to domicile can be attained in the following manners**:
    a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until

the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

b. If the parents moved during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.

c. If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.

d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile**.

10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2022-23 school year prior to May 1, 2022; 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, 2022. 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, 2022, 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, use, distribution, or being at parties in the presence of alcohol, illicit drugs, tobacco/nicotine, or controlled substances, or any lookalike or imitations thereof, without parental supervision, or being under the influence of alcohol, illicit drugs, tobacco/nicotine, or controlled substances, or any lookalike or imitations thereof. "Lookalike

or imitations" means substances such as K2 and products like electronic cigarettes, vapor pens, etc. (Note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).

6. Hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.
7. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.
8. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing.
9. Violating any school policy or a coach’s or activity sponsor’s training rules or rules of conduct.
10. Dressing or grooming in a manner which is (A) dangerous to the student’s health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially

disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.

11. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
12. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited during the school year and while students are participating in school-sponsored events during summer months, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year. Summer months means the period commencing after the last of spring sports practice, events, or attendance at school for a given school year until the first day of fall sports practice.

Discipline - Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Evaluation, Counseling, and Treatment - Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's discretion. Based upon the results of that evaluation, the

student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident - Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures - Prior to any disciplinary action under this activities code, the following procedures shall be followed:

1. The coach or activity sponsor shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.

2. The student and his/her parent or guardian shall be given oral or written notice of the information obtained as a result of the investigation and provided an opportunity to confer with the coach or sponsor and building principal or activities director regarding the incident and any resulting disciplinary action.

3. The coach or activity sponsor shall make a decision regarding disciplinary action after steps 1 and 2 have been followed and shall report to and consult with the principal regarding the decision.

4. The student or the student's parents will be given written notice of the disciplinary action taken within a reasonable amount of time by the activity sponsor.

Consequences

First Offense: 10-day activity suspension and a minimum of 1 event/competition suspension.

Second Offense Within One-Calendar Year: 20-day activity suspension and a minimum of 2 event/competition suspension.

Third Offense Within One-Calendar Year: Suspension from all activities for one calendar year from the date of the third offense.

Guidance & Examples Regarding Application of Consequences.

a) The period of activity suspension begins the day the consequence is decided upon and imposed by the AD/Principal and shall be counted in calendar days, not school days.

b) The student may practice/participate, but not compete during the period of activity suspension, at the sponsor's discretion.

c) The student may attend competition, but not compete, during the activity suspension, at the activity sponsor's discretion.

d) The student may not participate in any competition during the suspension period, even if the participant has satisfied the number of event/competition suspension(s) s/he is required to meet to fulfill the activity suspension requirements.

e) If a student is not restricted from participating in an activity event/competition during the activity suspension, due to an absence of activity events/competitions during the period of suspension, the student is then required to be restricted from the next event/competition for which they are eligible that occurs outside of the activity suspension time frame.

f) Activity sponsors are allowed to develop disciplinary consequences specific to their activity that restrict event/competition participation based on their specific activity guidelines, provided they are in the sponsor's specific activities by-laws or handbook. As a result, the student may receive an additional event/competition suspension, due to the specific by-laws or handbook of an activity. This additional event/competition suspension can only be applied by the activity sponsor with administrative approval and with the understanding that the parent and student have due process rights to contest such suspension to the administration. As an example, if a student in FFA is at a summer, school-sponsored FFA activity and earns a 10-day activity suspension, and the corresponding 1 minimum event/competition suspension, the student's activity suspension would begin the first day of fall practice and end 10 days thereafter. Even if the student were to be suspended from 1 event/competition during the 10-day suspension that was not an FFA event/competition, the FFA Sponsor could still suspend the student from 1 or more FFA event/competition, provided such suspension was provided for in the FFA Handbook or FFA By-Laws.

Review of Coach's Decision - A student or the student's parents may, within 5 school days of the notice of disciplinary action from the coach or activity sponsor, notify the principal/AD in writing of their request for a review of the coach or activity sponsor's determination. The principal/AD or his or her designee shall review the situation and render a decision within 3 school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations - Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions - Any parent or student who has questions about board policy, this code, training rules or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance - Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and

resources that may be available to help avoid misconduct that may result in discipline under this policy.

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to "diagnose" a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child's physician, explain what has happened, and follow the physician's instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent's doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices**. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.
Step 2: Running in the gym or on the field. No helmet or other equipment.
Step 3: Non-contact training drills in full equipment. Weight training can begin.
Step 4: Full contact practice or training.
Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a "CT scan" or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no "magic number" of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete's risk for further and potentially more serious concussions. The decision to "retire" from sports is a decision best reached following a complete evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I've read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of "chronic encephalopathy" in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from A Parent's Guide to Concussion in Sports, National Federation of High School Associations.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

2022-23

Many forms of athletic competition result in violent physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

_____
Signature of Parent

_____ _____
Printed Name of Parent Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the activities handbook, including the code of conduct. **This means that I may not possess, use or be at parties in the presence of alcohol, tobacco/nicotine, illicit drugs, or controlled substances at any time during the school term unless I am accompanied by a parent.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

_____
Signature of Student

_____ _____
Printed Name of Student Date

I understand that my student is obligated by this handbook, including the statements above.

_____
Signature of Parent

_____ _____
Printed Name of Parent Date

5068
Extracurricular Drug Testing Program

The Ravenna Public School district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of tobacco/nicotine, alcohol, illegal drugs, and misused prescription drugs.

1. Purpose of Random Drug Testing

a. The school district has recognized that observed and suspected drug, alcohol, and nicotine/tobacco use and abuse has increased among the student population, including students participating in extracurricular activities.

b. The school district seeks to provide safe, substance-free schools.

c. The school district seeks to deter the use of illegal and prohibited drugs, alcohol, and nicotine/tobacco among students.

d. The school district recognizes that students who use illegal and prohibited substances pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.

e. The school district finds that drug, alcohol, and nicotine/tobacco use among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs, alcohol and nicotine/tobacco.

0. Notice. Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student and activities handbooks.

0. Drug Testing Coordinator. The Drug Testing Coordinator shall be the Secondary Principal, Activities Director, or his or her designee unless otherwise indicated.

0. Extracurricular Activities. This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district which includes but is not necessarily limited to the following:

Band	One Act Play
Basketball	Quiz Bowl
Cheer	School Dances
Cross Country	Show Choir
Dance Team	Skills USA
DECA	Speech
FBLA	Spring Play
Flag Corp	Student Council
Football	Track
Golf	Volleyball
Musicals	Wrestling

0. Students Who Are Required to Submit to Drug Testing

a. Grades. All students in grades 7-12 who participate in any extracurricular activity are part of the pool subject to random drug testing.

b. Consent. A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.

c. Selection Pool Eligibility. Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except students who quit during the season.

Random testing will be completed a minimum of 3 times per year or as determined by the DTC. Each selection pool will consist of:

Three *students from 7th and 8th grades*
Six *students from 9th through 12th grades*

d. Withdrawal. Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any

activity that is subject to drug testing for the remainder of the school year. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.

0. Drugs. Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs, alcohol, and nicotine/tobacco present in their system. For the purpose of this policy, "drugs" means:

a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*

b. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;

c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).

d. Any tobacco or other substance which introduces nicotine and other tobacco-related substances into the body, including alternative nicotine products ingested in any way, such as by use of an e-cig, vape pen, or Juul.

0. Testing Procedures

a. Student Selection. All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.

b. Reasonable Suspicion Testing. In addition to random drug testing, a student is subject to drug testing at any time when the Drug Testing Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Testing Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable. Reasonable suspicion testing may be used during school sponsored summer activities and camps.

c. Parental Request. Students who do not participate in extracurricular activities may be added to the random drug screening

master list upon parental request. Parent(s)/guardian's may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.

d. **Type of Test.** The school district reserves the right to utilize breath, saliva, hair, urinalysis, or any other reliably recognized testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester). Other testing will be confirmed via industry-recognized processes and equipment.

e. **Collection Site.** The Drug Testing Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.

f. **Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.

g. **Drugs.** Students may be randomly tested for any drugs, including but not limited to nicotine, alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, and any prescription drug that was obtained without proper authorization.

h. **Results.** The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be

certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

i. **Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. In the event of a positive test a split specimen will be tested at a second nationally certified laboratory from a list provided by the MRO. The school district will cover the cost associated with testing the split specimen. The student will remain eligible pending the results of the split specimen test. If the test is confirmed positive the student will begin any consequences associated with testing positive on the day the school district receives notice of the confirmed positive test.

0. Negative Tests. Students and their parents will receive verbal or written notice when the student's test result is negative.

0. Consequences for Testing Positive. Whenever the test results indicate the presence of drugs, Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (**All offenses are cumulative in grades 7-8. Offenses that occur in grades 7-8 shall not count as offenses in grades 9-12. All offenses are cumulative in grades 9-12)**:

a. First Offense

.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

.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

.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

.The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

0. Refusal to Test. A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for one calendar year.

0. Tampering. Tampering is the use of any agent or technique which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Testing Coordinator determines that a student tampered with a drug test, the student shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for one calendar year.

0. Maintenance of Records. All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under

no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

0. Appeal. The school district will rely solely upon the opinion of the MRO to determine whether the positive test result was the result of the consumption of a drug. There shall be no appeal of the test result to any school administrator or the board of education.

0. Severability. If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

Adopted on: May 11, 2018
Revised on: June 10, 2019 Reviewed on: June 10, 2019

Ravenna Public Schools

Brad Kiar, Superintendent
Angie Drahota, Guidance Counselor
Tony Schirmer, Activities Director

Cannon Blauvelt, Secondary Principal
Paul Anderson, Elementary Principal

Box 8400
41750 Carthage Rd
Ravenna, NE 68869

308-452-3249 high school
308-452-3202, elementary school
308-452-3172 fax

ravennabluejays.org

CONSENT TO PERFORM RANDOM DRUG TESTING
2022-23

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

Brad Kiar, Superintendent
Angie Drahota, Guidance Counselor
Tony Schirmer, Activities Director

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Box 8400
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ravennabluejays.org

WITHDRAWAL OF STUDENT FROM ACTIVITY
2022-23 SCHOOL YEAR

I understand that by signing this form I am rescinding my permission for random drug, alcohol, and nicotine/tobacco screening and no longer wish to participate in any extracurricular activity. I further understand that I am forfeiting my privilege to participate in athletics and/or extracurricular activities for the remainder of this school year.
I hereby rescind my consent to the administration of the drug screening and forfeit all participation in extracurricular activities for the remainder of the school year at Ravenna Public Schools.

Student's Printed Name: _____
Signature: _____
Date: _____

Parent/Guardian's Printed Name: _____
Signature: _____
Date: _____

Ravenna Public School
Staff Handbook
2022-2023



Rules and Regulations

TABLE OF CONTENTS

Nondiscrimination in Education Programs & Activities.....6

Drug-Free Workplace Requirements.....7

Policies and Procedures Regarding All Staff

Accidents and Injuries.....8
Activity Accounts and Fundraising.....8
Activities Entry Fees for Staff & Family of Staff.....8
Agents, Salesmen & Other Business Representatives.....8
Announcements & Circulars.....8
Bell Schedules.....9
Board Policies.....10
Child Abuse.....11
Complaint Procedure.....11
Computers & the Internet: Acceptable Use by Staff.....16
Contact Information.....18
Copyright and Fair Use.....18
Corporal Punishment.....18
Crisis Response Team.....18
Disability Leave.....19
Discrimination and Harassment.....19
Drug Testing of Drivers.....19
Dress Code.....19
Electronic Communications While Driving.....20
Employee Assistance Program.....21
Expenses.....21
Family and Medical Leave.....21
In-School Communication.....22
Intellectual Property.....22
Jury and Witness Duty Leaves.....22
Keys.....22
Maintenance & Cleaning Request Forms.....23
Meal Program.....23
Military Leaves of Absences.....23
Milk Expression.....23
News and Press Releases.....23
Obligations Related to American Civics Instruction.....24
Outside Employment.....24
Personal Vehicles.....24
Political Activities.....24

Professional Boundaries Between Staff and Students.....25
Professional Growth.....25
Purchasing.....26
Recordings of Students and Classrooms.....26
Records and Reports.....26
School Calendar.....27
School Property.....27
Security.....27
Smoking on School Premises or at School Activities.....28
Social Media Usage by Staff.....28
Solicitation and Distribution of Merchandise.....28
Staff Room.....28
Student Interviews.....28
Telephones.....28
Threat Assessment and Responses.....29
Ticket Taking.....30
Transportation Request Forms.....30
Visitors.....30
Wage and Salary Payments.....31
Weather-Related Closings.....31
Workplace Searches.....32

Policies and Procedures Regarding Certified Staff

Absences.....33
Academic Dishonesty.....34
Assemblies.....34
Assignment Notebooks.....34
Assignment of Teachers.....34
Certificates, Teacher Contracts, Salary Information.....35
Check-out Forms.....35
Classroom Management and Student Discipline.....35
Classroom Sanitation.....36
Coaching Supplies.....37
Collection of Student Money.....37
Community Involvement.....37
Computer Lab.....37
Disclosure of Staff Qualifications.....38
Display of Classroom Work in the School & the Community.....38
Duties of Certified Staff.....39
Eligibility Grades 7-12.....39
Extracurricular Activities.....40
Evacuations.....40

Evaluations....42
Faculty Meetings....42
Field Trip Request Forms....42
Grading Policy....42
Guest Lectures....45
Hall Duty....45
Homework Policy....45
Infinite Campus....45
Instructional Materials....45
Lesson Plans....46
Media Center....46
Paraeducators....46
Parent/Teacher Communication....47
Parking....47
Parties....47
Planning Time....47
Private Tutoring....48
Pupils' Records....48
Rights of Certified & Probationary Teachers....48
School Day....49
Sponsors....49
Student Activities....49
Student Aides....50
Student Attendance....50
Student Attire....51
Student Illness....51
Student Medication....51
Student Searches....51
Substitute Teaching During Planning Periods....52
Teaching Controversial Issues....52
Textbooks....52

Policies and Procedures Regarding Classified Staff

At-Will Employment....53
Bereavement Leave....53
Holidays....53
Hours....53
Overtime and Compensatory Time....53
Internet Usage....54
Insurance/Health Benefits....54
Personal Leave....57
Reporting When School is Closed....57

Sick Leave.....57
Vacation.....58
Employee Protection.....58

Staff Directory.....60

Acknowledgment of Receipt.....63

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: Bradley D. Kjar
Title: Superintendent
Address: 41750 Carthage Road, Ravenna, NE 68869
Telephone: 308-452-3249
E-mail: brad.kjar@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

2021-2022 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 2021-2022 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 2021-2022			
	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 2021-2022			
	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 2021-2022			
	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 2021-2022			
	3 minute passing periods		
	1st Bell	10:00	
	1st Period	10:03 - 10:28	25
	3rd Period	10:31 - 10:56	25
	4th Period	10:59 - 11:24	25
	5th Period	11:27 - 11:51	25
Lunch	6th Period	11:54 - 1:04	40
	7th Period	1:07 - 1:32	25
	8th Period	1:35 - 2:01	26
	9th Period	2:04 - 2:30	26
1st Lunch	11:51 - 12:21	2nd Lunch	12:34 - 1:04

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration**.

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the

following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.

2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.

3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.

4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Children

Children of staff members should not interfere with the assigned duties of staff members during the contract day. If you need to interact with your child during the school day please contact the appropriate office. Children of staff members are not allowed to come to work with staff members without administrative approval. Children of staff members are allowed to be in the building before or after school provided that the staff member is providing adequate supervision of their children.

Complaint Procedure

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

below:

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if 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 days after the administrator or Title IX/504 coordinator received the complaint.

4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.

a) This appeal must be in writing.

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

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

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

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

5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.

   a) This appeal must be in writing.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504

Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

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

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for keeping up to date with current education issues, for conducting personal research to enhance management, teaching and learning skills, and as a means of communication. The following procedures and guidelines are intended to ensure appropriate use of the Internet by the school's faculty and staff.

1. **Acceptable Use**
   a) Staff shall be restricted to use the Internet to conduct research for instructional purposes.

   b) Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.

   c) Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.

   d) Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

Unacceptable Use

a) Staff shall not access obscene or pornographic material.

b) Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

c) Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

d) The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.

e) Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

2. **Methods of Enforcement**

   a) The school district monitors all e-mail and other Internet communications, as well as Internet usage and patterns of Internet usage. The school district owns the computer system, and staff members have no right of privacy to any Internet communications or other electronic files. As with any school property, electronic files on the system are subject to search and inspection at any time.

   b) The school district uses a technology protection measure that blocks access to some sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

   c) Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for staff research. The system administrator may override the technology protection measure that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

   d) School officials will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

3. **Violations**

Staff members who violate the school policy or rules regarding computer and Internet usage face:

a) Cancellation, non-renewal or termination of employment;
b) The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member; and
c) Other discipline that the school administration and/or the school board deem appropriate.

When appropriate, law enforcement agencies may be involved in investigating and prosecuting wrongdoing by a staff member.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at https://www.copyright.gov/circs/circ21.pdf and *Copyright for Students* found at https://www.whoishostingthis.com/resources/student-copyright/. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: http://www.loc.gov/teachers/usingprimarysources/copyright.html.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any reasons which may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Bradley D. Kjar at (308) 452-3249, brad.kjar@ravennabluejays.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Tony Schirmer at (308) 452-3249, tony.schirmer@ravennabluejays.org, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Bradley D. Kjar at (308) 452-3249, brad.kjar@ravennabluejays.org, or in person at school. Employees may report discrimination or harassment to any staff member who will then

forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Drivers of School Vehicles

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Dress Code

The attire worn by staff members conveys an important image to students and the general public.

Certified staff, paraeducators and office staff should generally dress in business casual attire.

Classroom staff may not wear the following types of clothing during the traditional school day from 7:50 a.m. to 3:50 p.m., when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- Exercise or athletic attire, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic practices, activity practices, or when allowed by the administration.
- Any clothing which is immodest and may distract other employees or students in the learning environment.

The building principal may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days").

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related worked based upon employees' duties and responsibilities.

Employee Assistance Program (EAP)

The school district recognizes that its staff may need some help at times in dealing with personal difficulties and that problems in their personal lives can affect their job performance. To help staff face and deal with personal difficulties, the district offers an Employee Assistance Program through Wholeness Healing Center. This voluntary, cost-free program is intended to assist staff in obtaining help to resolve problems in a confidential manner. However, staff must remember that they bear the responsibility to seek assistance and to resolve the problem.

The Employee Assistance Program can address a wide range of problems. Family, marital, legal, medical, drug and emotional problems are all covered, although some limitations do apply. All full-time staff are eligible to participate in the Program at no cost to the employee.

Wholeness Healing Center Employee Assistance Program programs provide confidential, short-term counseling for staff, their dependents and household members at no cost.

Expenses

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense and credit card reimbursable fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available or if the use of a personal vehicle and corresponding travel reimbursement by the employee were not previously approved by the administration.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and

to such property

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision.

Maintenance & Cleaning Request Forms

Staff members should report maintenance and cleaning issues as soon as they need or see a maintenance or cleaning problem to the superintendent or the head of maintenance.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase 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.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

Every six years, permanent certificated employees shall give evidence of professional growth. Permanent certificate employees shall earn 30 professional growth points every six-year cycle. Six semester hours of college credit shall be accepted as evidence of professional growth, and shall be equivalent to 30 points, with each semester hour representing 5 professional growth points.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the district bookkeeper so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact

the district bookkeeper. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the superintendent as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office or the superintendent.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed

by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends, are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

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

Sniffer (Drug) Dogs

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

1. Lockers may be sniffed by sniffer dogs at any time.

2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.

3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.

4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds, except as approved by the administration.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

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

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

2. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concerns person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable and useful.

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

report the results of his/her investigation to the student's individualized education plan team.

3. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the activities director of who will be taking their place.

Transportation Request Forms

Staff members must communicate transportation requests via email, phone, or direct contact as soon as they know they need school-provided transportation to allow the transportation coordinator adequate time to schedule drivers and vehicles.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building. Visitors must comply with the following guidelines:

- If a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- Children under the age of 10 years must be accompanied by a parent or guardian
- All visitors must have the prior approval of the principal or superintendent
- Salespeople and other such agents will not be allowed to solicit staff members during school hours.
- Visitors must wear the visitor's badge supplied by the building office.

Wage and Salary Payments

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on the NTV Website at: https://nebraska.tv/weather/closings. The district's messaging system will also be used to inform students and parents via text and automated call.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at

any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave.

1. **Sick Leave**

   Certified staff members who are too ill to perform their teaching duties must contact their building principal before 6:00 a.m.

2. **Personal Leave**

   Certified staff who wish to take personal leave must submit a leave request to the superintendent far enough in advance of the proposed leave to secure a substitute teacher. Building principals and the superintendent may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may take personal leave adjacent to a school break, with administrative approval.

3. **Professional Leave**

   The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. **Substitute Folders**

   Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must

contain:

a.) the current seating chart for each class;
b.) the daily routine followed by each class;
c.) all schedules (fire drill procedures, lunch schedule, etc.);
d.) a copy of this handbook; and
e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

5. Short-Term Abscence

Staff members that will be absent for a short period of time at the start or end of the contract day need to inform their building administrator, office manager, and sign out. This leave time is calculated yearly by the district office.

Academic Dishonesty

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

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

a. social security number,
b. retirement number,
c. withholding form W-4, and
d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may close the door to their rooms for safety and security purposes.

Classroom teachers should have well-defined behavioral expectations that have been taught to students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more

information.

Teachers may remove a student from the classroom for failure to comply with established behavioral expectations. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without a pass from the student's teacher from the previous period or the office.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff

should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out requisition inventory forms or inventory requests to the activities director during the spring requisition period.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Ravenna Public Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students until full and proper payment is secured by the activity sponsor.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Computer Lab

Elementary students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during class unless they have made prior arrangements with the lab coordinator/elementary media para.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to obtain information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
- Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the office or the commons area to display student work or during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
b) Attending such education conferences as are required by law or administrative directives.
c) Attending school assemblies unless excused by the principal.
d) Instructing pupils in the proper use of equipment and instructional supplies.
e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
i) Turning in all monies collected to the main office by the end of the school day.
j) Clearing all class meetings or trips through the principal's office.
k) Participating in Student Assistance Teams pursuant to board policy.
l) Assisting with the administration of standardized testing as assigned by the administration.
m) Provide homebound instruction as assigned by the administration.
n) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. There is a two week grace period at the start of each quarter. Following the grace period the eligibility report will be run each

Tuesday at approximately 11:00 am. The eligibility period runs from Tuesday to the following Tuesday. Ineligible students, will at the discretion of the sponsor, be allowed to participate in practice. Activities affected by the eligibility rule are:

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

Extracurricular Activities

All staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the high school office. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities. Practices or events on Sunday must have prior approval of the superintendent.

Certain activities require time to be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non-school sponsors must be approved by the administration. If cars are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help insure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff must cease the activity in which they are engaged immediately and leave the building at once, following these regulations:

a) Students nearest the windows will close them before leaving.
b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
    1) hold up a Green Card (all students accounted for)
    2) hold up a Red Card (missing student (s) listed)
    3) hold up a Yellow Card (extra students listed)

The signal to return to the school building will be an announcement over the intercom. An announcement to return into the building will be issued upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated shelters areas in the building. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff must cease the activity in which they are engaged immediately and leave the building at once, following these regulations:

a) All students and staff should proceed to their designated shelter area.
b) Once in the designated shelter area, each teacher must account for every student in the class.
c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. **Protocol for all Evacuations**

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

1) Take the class roster;
2) Lock the classroom door after all occupants have exited the room;
3) Keep the class together and move promptly in an orderly fashion; and
4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are provided to all certificated staff annually.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Requests

Certified staff who wish to take students off school property during the instructional day must get permission to do so from the building principal, prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

Grades are given as a letter or percentage as requested by the building principal. Incompletes may be given with the permission of the building principal.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

Students will receive letter grades for their academic core classes.

A+	98-100	Superior 4.00	B+	90-92	Excellent 3.50
A	95-97	Superior 4.00	B	88-89	Excellent 3.00
A-	93-94	Superior 3.75	B-	85-87	Excellent 2.75
C+	82-84	Average 2.50	D+	75-77	Needs Additional Help 1.50
C	80-81	Average 2.50	D	72-74	Needs Additional Help 1.00
C-	78-80	Average 1.75	D-	70-71	Needs Additional Help .75

F	0-69	Failure of Subject 0.00	Incomplete 0.00
NG	No Grade		P - Pass 0.00

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

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

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from

school attendance until the classroom assignments are completed to the teacher's satisfaction.

Report Cards

A= Excellent
B= Above Average
C= Average
D= Below Average
F= Failing
S= Satisfactory Progress
U= Unsatisfactory Progress

In Kindergarten & 1st Grade, students will receive standards-based grades in designated curricular and non-curricular areas. Elementary teachers should report student progress on grade reports using the following system:

Kindergarten & 1st Grade

Work Habits
Behavior/Attitude
Math
Writing
Reading Mastery
Art
P.E.
Music

Performance Level Indicators

E-Excellent
S-Satisfactory
I-Improving
U-Unsatisfactory
NA-Not Expected at This Time

In the elementary grades 2nd-6th, students will receive letter grades only in designated "core" curricular subjects. Elementary teachers should report student progress on grade reports using the following system:

2nd Grade – 4th Grade	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. Secondary teachers are expected to be hallway monitors between each class period.

Homework Policy

Homework is an important part of student learning. When parents, teachers and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Infinite Campus

All teachers/classroom aides will be required to use Infinite Campus. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with Infinite Campus.

Certified staff who have trouble/problems with Infinite Campus, should contact Shari Spaulding.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members

online. Digital media may be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete comprehensive and updated lesson plans and post them to their teacher webpage on a weekly basis, at a minimum. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching

responsibilities. Paras should not contact parents regarding student issues. All parental contact should be facilitated through the classroom teacher. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraeducators are to work only on their assigned work days and within their assigned work day. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a planner where necessary as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parking

Staff members have the South and North parking lot reserved for them. **Students are not to park their cars in the staff lots.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the superintendent or designee.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued following the end of the quarter. Teachers must have final grades reported within two days after the end of the 1st, 2nd, & 3rd quarters. Teachers must have final grades reported for the 4th quarter before checking out for the summer.
    a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
    b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
    c) Each classroom teacher is responsible for distribution of class cards on time.

d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 7:40 a.m. and 3:40 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours. Student aides must be approved by the secondary principal.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

No staff members other than the school nurse or unlicensed assistive personnel who have passed a "medication administration competency assessment" that meets the requirements in NDE Rule 59 may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

The school nurse and unlicensed assistive personnel are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap, and directions for administering the medication.

After receiving the medication, the school nurse and unlicensed assistive personnel should lock the medication in a cabinet or place it in an area

where access is restricted to the school nurse.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. Any compensation for this duty is pursuant to the current Negotiated Agreement.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

A maximum of five sick leave days may be used each year as bereavement leave to allow a classified staff member to attend the funeral of a friend or relative not in the immediate family.

Holidays

Employees will receive paid time off on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve Day, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who

accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy, unless they are an "exempt" status according to the FLSA (Fair Labor Standards Act).

Insurance / Health Benefits

Full-time year-round employees will be provided with health care coverage and single dental coverage. School-term employees that work at least 30 hours per week will be provided single health care and single dental coverage equal to the fraction of the year in which they are employed. The additional costs shall be borne by the employee.

Workman's compensation coverage for employees will be provided by the school district. Other insurance benefits provided at the employee's cost include long-term disability, vision, and family dental. The school district will provide employees working at least 30 hours per week with $20,000 of life insurance benefits. The employee can purchase additional life insurance benefits at their expense.

School term employees who are hired to do summer custodial work are provided with single health and single dental insurance coverage by the district.

Internet Usage

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.

2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.

3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.

4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.

2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.

5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. **Any violation of school policy and rules may result in that staff member facing:**

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;

2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;

3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Full "Dock Days" Leave

Classified staff members are entitled to up to 10 "dock days" of additional leave in excess of the leave provided in this handbook, so long as their leave is otherwise qualifying under another leave provision in this agreement and they have complied with all of the requirements of that provision for taking the leave. Dock day leave will be taken at a reduction of a prorated amountof the staff member's total salary and benefit cost per day. This provision shall not apply, and the staff member is not allowed to take dock day leave, if the staff member is eligible for any other type of leave, including but not limited to leaves such as those provided in this agreement, the FMLA, and/or short or long term disability.

Personal Leave

Classified employees will receive up to 3 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. One-half or one day of unused personal leave will be

carried over to the following year. Therefore, staff can accumulate three personal days.

Reporting When School is Closed

When school is closed due to inclement weather, classified staff should report to work unless they are asked not to do so by the superintendent.

Sick Leave

Year-round employees shall be provided sick leave of ten days per year that may accumulate year to year up to 40 days. A doctor's note may be required after five consecutive days of absence. Full-time school term employees (9 or 10 months of service) will be provided with a prorated number of sick leave days per year that is based on their number of months of service and the total number of days provided annually to year-round employees. As an example, if year-round employees are provided with 10 sick leave days annually, and a full-time school term employee works 9 months of the year, the full-time school term employee would receive 75% (9/12 months) of 10 sick leave days, or 7.5 sick leave days. Sick leave days may accumulate year to year up to 30 days for full-time school term employees. A day's sick leave will be equal to the number of hours normally worked by the employee, not to exceed 8 hours.

Sick leave will be allowed to use for the employee or employee's immediate family: (spouse, children, parents).

A maximum of five sick leave days may be used each year as bereavement leave to allow a staff member to attend the funeral of a friend or relative not in the immediate family.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with the superintendent for vacation information.

Full-time year round employees will be entitled to an annual vacation with full pay in accord with the following provisions. After six months of employment, employees will receive 5 days of vacation for the first year. After two years of employment (based on anniversary date) the employee will earn 10 days per year. As of the fifth year of employment (fiscal year), the employee will accrue one additional day of vacation for each year of service up to a maximum total of 15 days per year.

Employee Protection

Assault Disability: Upon determination of the board that an employee has been physically disabled because of an assault on his/her person arising out of and/or in the course of employment, the board will grant the injured employee leave of absence with contract pay for a period not to exceed one year.

Workers Compensation: The assaulted injured employee shall immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Personal Property: Employees whose personal property (including but not limited to eye glasses, hearing aids, dentures, watches, or articles of clothing) is damaged in an assault on his/her person arising out of and in the course of his/her employment may apply for reimbursement of costs, of repairs, or replacement. If an item is damaged beyond repair, actual value at the time of damage may be reimbursed.

STAFF DIRECTORY

Members of the Board of Education:

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

Administrative Staff:

Bradley D. Kjar.....Superintendent
Cannon Blauvelt.....High School Principal
Paul Anderson.....Elementary Principal

Teaching Staff:

Michelle Abels.....Grade One
Lisa Anderson.....Speech Path
Trent Benjamin.....School Librarian
Dan Bolling.....Phys Education, Elem
Brandy Brodersen.....Special Education
Brook Bult.....Grade Four
Cody Chilewski.....Ag Education
Kaleb Christensen.....Science

Libby Clark.....Art
Tiffani Drabek.....Grade Three
Angie Drahota.....Counselor, K-12
Barbara Ellis.....HS Music/Band
Tanner Ellis.....Business
Haley Gadeken.....Grade Five
James Habe.....Grade Six
Paige Havranek.....English, Journalism
Jody Hutsell.....Speech Path
Tiffany Jacobsen.....Social Studies
Erin Jarvi.....Grade Three
Kelley Jarzynka.....Science
Heidi Kjar.....English
Justin Lammers.....Skilled & Technical Science
Katie Lewandowski.....Grade Two
Julie Maulsby.....English, Reading
Noah Maulsby.....Phys Education, HS
Adam Mingus.....Math
Caley Mingus.....Kindergarten
Kinsley Musil.....Behavior Interventionist
Sherry Nelson.....Grade Six
Melodie Nozicka.....Grade Five
Allan Osburn.....Special Education
Jenna Pritchard.....Grade Four
Sonya Rasmussen.....Life Skills
Michelle Riens.....Grade Two
Trey Rossman.....Social Studies
Tony Schirmer.....Math
Kirby Sheets.....Grade One
Scott Stecklein.....Science, Health
Abby Steele.....Kindergarten
Kayla Wiarda.....Preschool
Korina Wick.....Instructional Coach
Cindy Wilke.....Special Education
Alison Yendra.....Spanish
Teresa Zinnel.....Special Education
Shelbi Zinnell.....Elem Music/Office Staff

Nurse:
Karalee Fiddelke.....School Nurse

Para Staff:

Angie Barent, Colleen Cornelius, Michelle Dethlefs, Brittney Lutz, Julie McGuigan, Julie Otte (elementary librarian), Krissy Reisbeck, JoEllen Russell, Talisha Schroll, Millissa Schroll, MacKenzie Stubbs, Amy Styren, Stephanie Yost

Office Staff:

Hilary Bolling..... Payroll/Bookkeeper
Shari Spaulding.....HS/Sup Secretary/Activities Fund
Lacey Rager.....Elem Secretary/Lunch Fund

Technical Support:

Dave Huryta.....Tech Support K-12

Child Nutrition Program:

Lynda Endecott.....Cafeteria Manager
Nancy Chizek..... Assistant Cook
Pearl Sklenar.....Assistant Cook
Chris Bruning.....Assistant Cook
Joanna Velez.....Assistant Cook
Marcie Gross.....Point of Sale

Custodians:

Dan Cyboron.....Head of Maint/Cust
Kristi Hagge..... Secondary Custodian
Marcie Gross..... Elementary Custodian

Transportation Department:

Todd VanWinkle..... Transportation Director
Cheryl Deines.....Route Driver
Peg Dethlefs.....Route Driver
Richard Douglas.....Route Driver
Heidi Downer.....Route Driver
Gary Psota.....Route Driver
Jason Abels.....Activity Driver
Lenay Palser.....Activity Driver

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Ravenna School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

_____ _____

Print & Signature Date

Ravenna Public Schools

Return to School Plan 2022-23

UPDATED 7/8/2022

RAVENNA PUBLIC SCHOOLS Mission Statement:

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

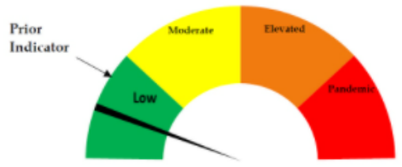
Ravenna Public Schools intends to be prepared to meet the health and safety needs of its students and staff during the 2022-23 school year, in light of the COVID-19 pandemic. This framework is structured to allow the district to be responsive to the current health climate and to articulate expectations 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.

Ravenna Public Schools recommends that all students and staff follow the C.D.C. guidance for COVID-19 prevention in K-12 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

EXAMPLE



Risk Dial for COVID-19
Two Rivers Public Health
Published Jun 17, 2021

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. Ravenna Public Schools administration 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 may 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 when necessary. 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 and make a final decision on the operational zone for Ravenna Public Schools.

At this time Ravenna Public Schools plans to start school in the Green Operational Zone.

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 Directed Health Measures that limit the school building capacity • A vaccine for the virus is available • Masks are not required. Per CDC guidance they are recommended for unvaccinated.	• 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 • Masks are not required. Per CDC guidance they are recommended for unvaccinated.	• 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 • Masks are required	• 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 are encouraged to 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.	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:	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.	• Daily temperature checks are required for all essential personnel upon entry into the building.

	Staff Temperature Check: ● Staff are expected to 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. 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.	● 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. 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 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. ● 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	● 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.

			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. ○ 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 spacing will be encouraged 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 adhere to all recommended safety measures while serving meals	● Breakfast/Lunch in cafeteria, provided adequate social distancing can be provided. If more space is required, high school gym space will be used. ● 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	● "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.	● Schedules will be modified to ensure adequate spacing on the playground at one time. ● Cleaning and sanitizing of playground equipment may be completed daily. ● Balls, jump ropes, and common play equipment are available, provided items are sanitized use by each recess group.	● 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. ● Balls, jump ropes, and common play equipment are available, provided items are sanitized use by each recess group. ● 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	● All specialist teachers transition to classrooms.	

		music, art, PE and media will be allowed.		
Handwashing/Hand Sanitizer	• PK-6 teachers schedule handwashing and use of hand sanitizer. • 7-12 hand washing is encouraged 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 • 7-12--Regular transitions with encouraged social distancing in hallway areas.	• PK-6 students transition normally and specialists come to classrooms, whenever feasible. When it is 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-6 students transition and all specialists come to classrooms. • 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 7:40 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 report to their 1st period classroom or the cafeteria until the start of school • 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	PK--6th Grade	PK--6	• Students will report based on the instructional	

students	• Students will enter the building when doors open at 7:40 and report to the cafeteria or gym social distancing is encouraged Ravenna JR./SR. High • Students will enter the building when the doors open at 7:40 and report to their first period classroom or cafeteria until the bell rings for 1st period class	• Students may be required to wear a mask to enter the building. • 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 may be required to wear a mask to enter the building. • 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	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. 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 and to sign into the building. • Ravenna Public Schools will not require a mask • Non-Ravenna Public Schools event guidelines (community use) are at the discretion of the event sponsors. • Parents will 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 may be required at indoor activities. Masks are required for entry to outdoor activities and strongly encouraged. Attendees at outdoor activities can remove masks, provided they can socially distance. Wearing masks and maintaining social distancing at all events at all times is strongly encouraged. • Non-Ravenna Public Schools event guidelines (community use) are at the discretion of the event sponsors.	• Masks are required at indoor activities. Masks are required for entry to outdoor activities and strongly encouraged. Attendees at outdoor activities can remove masks, provided they can socially distance. Wearing masks and maintaining social distancing at all events at all times is strongly encouraged.	• No campus access available beyond required personnel.
Facemasks	• Facemask will not be required, but may be worn	• Facemasks and/or shields may be provided and may be required to be used by staff and students on	• Students and staff must wear a mask to enter the building for temperature screening upon	• Facemasks will be worn by all who enter the building.

		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) are required, unless a doctor's note is provided indicating the symptoms are due to some other medical condition. ● Facemasks may be 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.	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 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 as much as is feasible ● 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	● 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.	

		cleaning each day. • Assemblies of 50 or more students are not permitted.		
Transportation	• Regular transportation schedule and practices. • Parents are encouraged 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 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. • 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.	• 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 allowed on the bus. • Students are encouraged to use hand sanitizer upon entering the bus. • Facemasks may be 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 may be 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.	• 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 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.	• All district transportation is suspended.
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. • Masks may be required at indoor activities. Masks are required for entry to outdoor activities and strongly encouraged. Attendees at outdoor activities can remove masks, provided they can socially distance. Wearing masks and maintaining	• Cancellations and postponements of activities and athletics are possible. Activities and athletics will be conducted in accordance with NSAA guidelines and DHM guidelines. • Masks are required at indoor activities. Masks are required for entry to outdoor activities and strongly encouraged. Attendees at outdoor activities can remove masks, provided they can	• Cancellations and postponements of activities and athletics are likely. Any activities and athletics will be conducted in accordance with NSAA guidelines and DHM guidelines.

		social distancing at all events at all times is encouraged.	socially distance. Wearing masks and maintaining social distancing at all events at all times is strongly encouraged. • 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.	
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 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).	• 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 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).	• 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-Friday. • If district health measures (DHM's) require limited occupancy of classrooms spaces (50% 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).	• Students will not be permitted on campus and remote learning will be provided by the school following the regular school calendar.
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 &	• Continue universal supports offered to all	• Continue universal supports offered to all students	• Continue universal supports offered to all	• Continue to reach out to students through

Social/Emotional Health	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.	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 for emotional or psychological support.	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.	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.
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. • Updates will be sent out by school district administration via the school's messaging system regarding the school's "risk dial operational zone" and accompanying information to parents, students, and staff.	• 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 may 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 will follow medical guidance of their physician and/or Two Rivers Health Department • 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 will follow medical guidance of their physician and/or Two Rivers Health Department • 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 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 will follow medical guidance of their physician and/or Two Rivers Health Department • 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 will follow medical guidance of their physician and/or Two Rivers Health Department • 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 staff member will follow medical guidance of their physician and/or Two Rivers Health Department • 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	**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 keep everyone as safe as possible.
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 Friday** **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.

[DISTRICT LETTERHEAD]

[DATE]

[NAME OF REQUESTER]
[ADDRESS]
[EMAIL ADDRESS (if sent electronically)]

Dear [NAME OF REQUESTER],

On [DATE], the district received your request to review [INSERT REQUESTED MATERIAL]. After considering your concerns and reviewing the material, we have made the following determination.

[EXPLAIN DETERMINATION: Remain in circulation; removed from circulation; remain in circulation with restrictions (only accessible by students of a certain age, grade, etc.)].

[*OPTIONAL*: INCLUDE RATIONALE. For requests based on sensitive topics like religion, sex, gender, etc., we recommend receiving legal advice.]

There is no appeal from this review. The district does not place restrictions on students who can access library materials on an individual basis. Some materials are limited generally based on age, grade level, and expected student ability. If you do not want your student to access any particular material, please discuss that with your student and set that expectation as the parent or guardian. If your student has checked out a book or material you do not approve, I am happy to work with you and your student's teacher to return that material and check out something else.

Sincerely,

[NAME],
Superintendent

Library Material Review Request Form

Only a patron of the district or parent of a current student may request review of a library material. Prior to submitting a request, please review the board's policy on Selection and Review of Library Materials. The policy is located on the district's website, or you can request a copy via email from the superintendent.

Name:_____ **Phone**:_____

Address:_____

Written requests to review library materials will not be considered unless the requester identifies the specific material in question and first discusses their concern with the appropriate administrator as required by board policy. Please list the date of the conversation with the administrator:_____

Title of Material:_____

Author/Publisher:_____

Type of Material (book, magazine, video, etc.):_____

Reason for Requesting Review (attach additional page if necessary):

_____
_____
_____
_____

Please list the specific portion of the material you find objectionable, including specific page references, sections, volumes, etc.:

_____
_____
_____

Signature:_____

For District Use Only

Date Received:_____

Received By:_____

Reviewed on:_____

Date Determination Sent to Requester:_____

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 identify yourself, including an address and the name of any organization you represent. The board may waive the address requirement to protect the security of the individual.

- **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.

6037
Selection and Review of Library Media

The board approves curriculum and curriculum-related materials for the district with input from administrators and staff. Those processes are covered in other board policies. Staff members seeking to procure materials for use during instruction must follow board policy, practices, and directives. Those items are not covered by this policy.

The district procures library books and other media available to students that are not part of a specific class or curriculum. For purposes of this policy, those will be called library materials. This policy addresses the selection and review of library materials, regardless of their source. This policy applies regardless of whether library materials are purchased using district funds, donated, or shared at no cost to the district.

No Right to Materials. The board supports having excellent educational opportunities for students, including availability of library materials used to enrich the educational experience. However, the board and administration are responsible for considering materials based on a variety of factors and legal obligations. There is no right to force any material to be included or excluded. Staff requesting library materials do so only within the course and scope of their employment with the district.

Selection Process. The selection and approval of new library materials must comply with the district's general requisition, donation, and budgeting requirements. To ensure materials selected are appropriate for the district's students and consistent with the district's legal obligations, the following process applies to selection of library materials.

[OPTION 1: PRINCIPAL OR SUPERINTENDENT REVIEW] The school librarian, media specialist, or any individual requesting library materials is responsible for submitting the request in writing to the building principal or to superintendent if there is no principal assigned to the building. The request must include the following

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;
3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/or supports student development and learning;

6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

The building principal or superintendent will review the library material request and inform the requester whether the material will be accepted or denied. Materials which require expenditure of district funds will be processed consistently with the district's purchasing and procurement policies and practices. There is no appeal from this determination.

[OPTION 2: COMMITTEE REVIEW] The superintendent will establish a library material review committee on an as-needed basis, consisting of at least one administrator, one teacher, and the librarian or media specialist. If the district has no assigned librarian or media specialist, then the committee will include two administrators and a teacher. The superintendent may appoint any teacher he or she deems appropriate based on availability and expertise related to the requested materials.

The school librarian, media specialist, or any individual requesting inclusion of library materials is responsible for submitting the request in writing to the library material review committee. The request must include the following

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;
3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/o supports student development and learning;
6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

The committee will review the requested materials within the timeframe established by the superintendent. In the event the committee does not agree on a particular request, the administrator makes the final determination. There is no appeal from this determination.

[OPTION 3: BOARD COMMITTEE REVIEW—DISCOURAGED, BUT LAWFUL]. The school librarian, media specialist, or any individual requesting library materials is responsible for submitting the request in writing to the superintendent. The superintendent will review the request(s) with the curriculum committee of the board, who will make a recommendation to the board for approval or denial of the request.

The request must include the following:

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;
3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/o supports student development and learning;
6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

There is no appeal from the determination of the board.

Requested Review of Library Materials. A concerned parent of a current student or patron living within the school district boundaries may request the review of a specific library material (*i.e.*, a specific book, magazine, etc.) or portion of a specific library material. The parent or patron must first discuss their concern with the building principal and explain their concern regarding the library material. If there is no principal assigned to that building, the parent or patron should discuss their concern with the superintendent. The board believes most concerns will be resolved in this manner.

[OPTION 1: SUPERINTENDENT REVIEW] If the parent or patron is dissatisfied after the informal review and discussion with the relevant administrator, they may request a review in writing. To request a review, the individual must

complete the Library Material Review Request form and submit it to the superintendent.

The superintendent will review the request within a reasonable time after receiving it. The superintendent may consult with the school's librarian or media specialist, staff, and legal counsel at his or her discretion. The superintendent may decide to remove the material, keep the material, restrict access to the material to students based on age or grade level, or make any other determination the superintendent deems appropriate. The superintendent's decision regarding the review will be communicated to the requester in writing.

The decision of the superintendent is final, and the board will not hear any appeal regarding the review of library material.

[OPTION 2: BOARD COMMITTEE REVIEW] If the parent or patron is unsatisfied after the informal review and discussion with the relevant administrator, they may request a review in writing. To request a review, the individual must complete the Library Material Review Request form and submit it to the superintendent.

The superintendent will review the request with the board curriculum committee within a reasonable time after receiving it. The committee may consult with or seek input from the school's librarian or media specialist, staff, and legal counsel at its discretion. The committee will make a recommendation to the board to remove the material, keep the material, restrict access to the material to students based on age or grade level, or make any other determination or recommendation the committee deems appropriate. The board will review the request, consider the committee's recommendation, and make a determination regarding the requested review. The decision regarding the review will be communicated to the requester in writing by the superintendent.

The decision of the board is final, and there is no appeal regarding the review of library material.

Additional Rules for Library Media Review. Unless the superintendent decides otherwise, the library material will remain in circulation while a review is pending. Unless otherwise required by law, no library material will be reviewed again within 4 years after a requested review is completed. Any parent or patron requesting review of multiple library materials may only request a maximum of 5 materials to be reviewed at one time, and a new request cannot be submitted until the prior review is completed and notice of the determination is provided to the requesting party. Nothing in this policy

prohibits the superintendent or their designee from reviewing library material outside of the review process contained in this policy and taking any action the superintendent or their designee deems appropriate.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6021
District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at https://www.education.ne.gov/sped/service-agencies/.

2. Those Nebraska providers located within 100 [**NOTE TO BE DELETED**: insert mileage that is appropriate to your district's geographic location.] miles of the building of the district where the child attends when driving by ordinary public roadways, except [include here any exceptions to these criteria necessary for specific assessments which the district would not obtain within the indicated area. Based on feedback from ESU Special Education Directors statewide, these exceptions might include the following: vision-related evaluations (___ miles); evaluations for severe autism spectrum disorder (___ miles); evaluations for severe psychiatric disorders (_____ miles); evaluations for significant or atypical orthopedic disorders (_____ miles); threat assessments (___ miles); profound hearing impairments (_____ miles). You should specifically identify such assessments after consulting with your special education or educational service unit staff, and include those and their relevant mileage range. If no assessments would require a deviation from this area, simply conclude this paragraph after the word "roadways."]

3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.

4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.

5. Evaluations must be conducted by a provider that is authorized,

available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. Evaluators must make available to the district any documents or records created in relation to the evaluation, including evaluation and assessment protocols and responses, when the district determines in its sole discretion that such documentation is necessary in order to permit meaningful parental participation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.

6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be considered eligible for special education and related services, the nature of special education and related services recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.

7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.

8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or substantially similar evaluation.

All special education evaluations, including those independently obtained at the district's expense, must be obtained in a manner consistent with the criteria set forth above, unless state or federal law requires waiver of one or more criteria in order to accommodate unique circumstances.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5012
Testing and Assessment Program

I. Basic Testing and Assessment Program

The school district will use a basic testing and assessment program to evaluate the outcome of the educational program and to provide information needed in working with individuals. The program will be supplemented by such individual and supplementary tests as the needs of the educational program and the district indicate. The superintendent and designees will coordinate the program from Kindergarten through twelfth grade to provide continuity. Teachers are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. Teachers should consult with relevant board policies and district protocols assessment administration and security.

II. ~~Use and Dissemination of Test Results~~Accountability Reporting

At the board of education's regular July meeting, or as soon after as a report can be completed, the superintendent of schools shall provide an annual written report as required by NDE Rule 10. The report shall be presented to the board and made available to the public. The report must ~~consisting~~ contain the elements required by Rule 10, including but not limited to: student academic performance as reported to NDE (demographics, achievement, educational input characteristics, as defined in section 005.02 of Rule 10); school system demographics; school improvement goals and progress; and financial information about the school district. Building level results will be reported only to appropriate staff for review, ~~and~~ goal setting, and intervention as needed.

~~of the results of the district's performance program including but not limited to: standardized norm-referenced assessments, criterion-referenced assessments, student performance, school system demographics, financial information, a follow-up study of graduates, and a learning climate survey. This report shall be made available to all patrons of the district. Building level results will be reported only to appropriate staff for review and goal setting.~~

This report shall not include any individual test scores or assessment, but individual student test scores or assessment results will be reported to the student's parents or legal guardian(s). If the school has fewer than ten students in the grades being reported, or if reporting would allow for the

identification of students because they all had comparable scores, no public reports of student performance are provided for those grades.

A comprehensive evaluation of the district shall be conducted at least once every five years using instruments and guides approved by ~~the Department of Education~~NDE.

Adopted on: _____
Revised on: _____
Reviewed on: _____

4064
Transporting Students in Employee Vehicles

[NOTE TO BE DELETED: PICK ONE OF THE OPTIONS BELOW IF YOU ADOPT THIS POLICY, AND DELETE THE OTHER]

[Option 1] With the permission of the superintendent, school employees may transport students in the employee's personal vehicle even if those students do not live within the employee's household. School employees who transport students in their personal vehicles and those children do not live within the employee's household must comply with the board's policies on pupil transportation and school vehicle use, including Pupil Transportation Driver Qualification Criteria.

[Option 2] School employees shall not use their personal vehicle to transport students except for those students who reside in the employee's own household or if an emergency exists. If an emergency occurs, the employee will contact the administration and parents whenever practicable before providing the emergency transportation.

4056
Resignation of Certificated Staff

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Unless otherwise required by law or contract, the following resignation requirements apply.

SELECT **ONE** OF THE FOLLOWING PARAGRAPHS

~~As a general matter, the board will not release certificated staff members from their contractual obligations. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.~~

~~OR~~

Staff members who submit their resignations to the board of education by the earlier of (a) April 15th ~~[**insert whatever date your district uses**]~~ or (b) the date designated in a written request of the school board or the administrators to accept employment for the next school year pursuant to section 79-829 (provided that such acceptance date may not be earlier than March 15th of each year) will be released from the next school year's contract ~~so long as the board is able to obtain the services of a suitable replacement~~. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

OR

Staff members who submit their resignations to the board of education after _____ but before _____ [**insert whatever date your district uses**] will be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement. Suitability determinations will be made solely by the district and will be based upon, but not limited to, experience, quality, availability of adequate candidates, effect on extracurricular programs, class offerings, and effect on students. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

Adopted on: _____
Revised on: _____
Reviewed on: _____

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—

Commented [C1]: The 2022 Reauthorization of the Violence Against Women Act ("VAWA") recodified the definition of **dating violence** at 12291(a)(11). This revision makes the statutory reference more general but still consistent with both the (now outdated) regulations and the new statute.

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~~ under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim ~~shares a child in common~~services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

Commented [C2]: The 2022 VAWA recodified the definition of **domestic violence** at 12291(a)(12). This revision makes the statutory reference more general but still consistent with both the (now outdated) regulations and the new statute.

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. 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~~ ;

2.6.5.3. shares a child in common with the victim; or

~~2.6.5.~~2.6.5.4. commits acts against ~~an~~a youth or adult ~~or youth~~ victim who is protected from ~~that person's~~those acts under the family or domestic ~~or family~~ violence laws of the jurisdiction.

Commented [C3]: *See* 2022 Updates to VAWA.

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—

Commented [C4]: The 2022 VAWA recodified the definition of **stalking** at 12291(a)(36). This revision makes the statutory reference more general but still consistent with both the (now outdated) regulations and the new statute.

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 [**NOTE TO BE DELETED:** Update this policy number if your general complaint procedure is numbered differently from 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 5.6.2.

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 formal 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. **Determination Regarding Responsibility**

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

~~5.7.~~5.6.2. **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.

Commented [C5]: This section was moved from a stand-alone section 5.6 (that was wedged in between the investigation and decision-making process) and placed under the decision-making umbrella. The change is intended to clarify that the decision-maker will facilitate the written exchange of questions and helps avoid situation where the decision-maker fails to facilitate such an exchange.

~~5.8.5.7. **Determination Regarding Responsibility**~~

~~5.8.1.~~5.7.1. ~~**Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).~~

~~5.8.2.~~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:

~~5.8.2.1.~~5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

~~5.8.2.2.~~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;

~~5.8.2.3.~~5.7.2.3. Findings of fact supporting the determination;

~~5.8.2.4.~~5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

~~5.8.2.5.~~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

~~5.8.2.6.~~5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

~~5.8.3.~~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.

~~5.8.4.~~5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

~~5.9.~~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.

~~5.9.1.~~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 [**NOTE TO BE DELETED:** We recommend 10 calendar days to remain consistent with the other timeframes in the Title IX regulations. However, make sure this timeline is at least as long as any timelines for review or appeal in any general complaint procedure or grievance procedure] 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.

~~5.9.2.~~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:

~~5.9.2.1.~~5.8.2.1. Procedural irregularity that affected the outcome of the matter;

~~5.9.2.2.~~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

~~5.9.2.3.~~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.

~~5.9.3.~~5.8.3. As to all appeals, the district will:

~~5.9.3.1.~~5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

~~5.9.3.2.~~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;

~~5.9.3.3.~~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.

~~5.9.3.4.~~5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

~~5.9.3.5.~~5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

~~5.9.3.6.~~5.8.3.6. Provide the written decision simultaneously to both parties.

~~5.10.~~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:

~~5.10.1.~~5.9.1. Provides to the parties a written notice disclosing:

~~5.10.1.1.~~5.9.1.1. The allegations;

~~5.10.1.2.~~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;

~~5.10.1.3.~~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

~~5.10.1.4.~~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;

~~5.10.2.~~5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

~~5.10.3.~~5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

~~5.11.~~5.10. **Recordkeeping**.

~~5.11.1.~~5.10.1. The district will maintain for a period of seven years records of:

~~5.11.1.1.~~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;

~~5.11.1.2.~~5.10.1.2. Any appeal and the result therefrom;

~~5.11.1.3.~~5.10.1.3. Any informal resolution and the result therefrom; and

~~5.11.1.4.~~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.

~~5.11.2.~~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.

3012
School Meal Program and Meal Charges

Meal Program. The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent. Families may apply for free or reduced-price school meals at any time during the school year.

Payment Options. Families may pay for school lunches using cash, check, credit card, or ACH payment. Electronic or e-fund payments are also available through a link on the school district's website.

Meal Charge Policy. The district will notify students and their families of the policy for **Charged Meals**, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is: [NOTE TO BE DELETED: THE BOARD SHOULD SELECT ONE OF THE FOLLOWING AND DELETE THE REST.]

OPTION A

If a student has no funds available to pay for a meal, no food will be provided.

OPTION B

If a student has no funds available to pay for a meal, the student will be

permitted to charge up to five meals. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

OPTION C

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

OPTION D

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five limited "courtesy meals," such as a plain sandwich. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to $10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed $10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between $10,000 and $250,000 (Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than $10,000 and less than $250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over $250,000

a) Sealed Bids (Formal Advertising)

For purchases over $250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of $250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. **Noncompetitive Proposals (Sole Sourcing)**

a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1) The item is available only from a single source;

2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or

4) After solicitation of a number of sources, competition is determined inadequate.

b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.

c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds $250,000.

5. **Competitive Proposals.**

a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

2) Proposals must be solicited from an adequate number of qualified sources; and

3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over $25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of $25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or $5,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or $5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

    a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and

    b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be

supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of $5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

I. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

J. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

V. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to $500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

(1) Are verifiable from the non-Federal entity's records;
(2) Are not included as contributions for any other Federal award;
(3) Are necessary and reasonable for accomplishment of project or program objectives;
(4) Are allowable under subpart E (Cost Principles) of this part;
(5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
(6) Are provided for in the approved budget when required by the Federal awarding agency; and
(7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

(1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
(2) Be incorporated into official records;
(3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;

(4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
(5) Comply with the established accounting policies and practices of the District and
(6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

~~VI.~~VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

    a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

    b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final

Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds $109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in

connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under $250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to $10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed $10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between $10,000 and $250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than $10,000 and less than $250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between $109,000 and $249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of $109,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between $109,000 and $250,000.

IV. Construction Projects with an Anticipated Cost Over $250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of $250,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;

2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

4. The contract will be awarded to the lowest responsive and

responsible bidder.

a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.

b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.

c) Any or all bids may be rejected if there is a sound documented reason.

5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their

representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will

take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over $25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Construction Records for Projects Financed with Federal Funds

a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of

construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Contracts covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to

budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to $500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must

consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

(1) Are verifiable from the non-Federal entity's records;
(2) Are not included as contributions for any other Federal award;
(3) Are necessary and reasonable for accomplishment of project or program objectives;
(4) Are allowable under subpart E (Cost Principles) of this part;
(5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements

of other Federal programs;

(6) Are provided for in the approved budget when required by the Federal awarding agency; and

(7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-

.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in

accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2010
Preparation for Board Meetings

The superintendent will create the agenda and board packet in consultation with the board president. The materials will be sent or delivered to each board member in advance of the meeting. Members of the public have no entitlement to place an item on the board's agenda, but may address the board during the next meeting at which the board receives public comment. The agenda shall be placed on the district's website at least 24 hours before the school board meeting and shall remain available on the website for at least six months.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2008
Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

    a. The board shall hold its regular meetings on or before the third Monday of each month.

    b. Special and emergency meetings may be called as provided by law.

    c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public. Notice of regular and special meetings shall be published in a newspaper of general circulation within the district and, if available, on the newspaper's website. Newspapers of general circulation in the district include, but are not necessarily limited to, the _____ or the Omaha World-Herald. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.

b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.

c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and ~~may~~ shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: _____
Revised on: _____
Reviewed on: _____

KAREN A. HAASE NE, SD, IA, WY
STEVE WILLIAMS NE
BOBBY TRUHE NE, SD
SARA HENTO NE, SD

COADY H. PRUETT NE, CO
JORDAN JOHNSON NE
TYLER COVERDALE SD
SHARI RUSSELL, Paralegal

M E M O R A N D U M

TO: KSB Policy Service Subscribers

FROM: KSB School Law

DATE: May 25, 2022

RE: Annual Policy Updates

Attached are the 2022 KSB School Law policy updates. Below, we discuss the policy changes, the changes to our standard forms, and some issues that are raised by certain laws that do not necessarily require a policy change but do present new obligations or things to keep in mind as you enter the 2022-23 school year. We have broken these down into 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

Keep in mind that most bills that were enacted into law go into effect three months after the legislature adjourns. This year the Unicameral adjourned on April 20th, so the effective date of most bills will be July 21, 2022. However, if a bill includes a specific effective date or an emergency clause, it goes into effect on the stated date or when passed and approved according to law.

To assist subscribers in implementing these policy changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Thursday, June 9, 2022, at 10:00 a.m. Central Time**. In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies and other considerations. We have included the link to the ZOOM conference in the cover e-mail that transmitted these updates. We will also record the webinar and will post it on the KSB School Law website in the Policy Updates section.

Please feel free to contact us if you have any additional questions or if you would like to have a policy customized or "tweaked" to meet your individual circumstances.

Policy Changes

REVISION OF POLICY 2008: Meetings

Last session the Unicameral passed LB 83. Beginning July 31, 2022, school boards must place their meeting minutes on the school district website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes must be available on the website for at least six months.

This change is required.

REVISION OF POLICY 2010: Preparation for Board Meetings

Last session the Unicameral passed LB 83. Beginning July 31, 2022, school boards must place their agendas on the district's website at least 24 hours before the school board meeting and leave them there for at least six months.

This change is required.

REVISION OF POLICIES
3003.1 Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds AND
3004.1 Fiscal Management for Purchasing and Procurement Using Federal Dollars

During a recent round of federal fiscal review, NDE determined that it wants even more information in your federal purchasing/procurement policies and procedures. We have added new sections to both policies to address these concerns.

These changes are required.

REVISION OF POLICY 3012: School Meal Program and Meal Charges

NDE recently conducted an administrative review of a policy subscriber's participation in the National School Lunch Program. During that review, NDE determined that the school's policy did not include a notice that households can apply for benefits at any time during the school year or any information about the school's online payment system. Of course, no law or regulation requires that such information be included in your meal charge policy. However, KSB decided to add this information to the policy to address these concerns. Please review the "Payment Options" paragraph and modify it as necessary so that it accurately reflects the payment options your district accepts.

These changes are "required."

REVISION OF POLICY 3057: Title IX Policy

These revisions include updates to the definition of "domestic violence" in order to be consistent with the recently re-authorized federal Violence Against Women Act (effective October 1, 2022). These revisions also account for changes to the statutory reference at which other definitions (dating violence and stalking) will be codified in the U.S. Code.

Finally, this revision clarifies the step in the process at which the Title IX decision-maker facilitates the written exchange of questions between the parties (i.e., after an investigation and before a written determination of responsibility is issued).

All of these changes will also need to be included in your handbooks.

These changes are required.

REVISION OF POLICY 4056: Resignation of Certificated Staff

This policy addresses the process for certificated staff to provide their resignation as early as possible to allow the district to find suitable replacements. Please note there are two paragraphs to choose from. Please make sure to select one.

The first option is our recommended option. We revised this option to make clear if you give a teacher a written request (whether it is a renewal

agreement, a new contract, or something else) with an acceptance date no earlier than March 15th, the return of that written request "locks in" that teacher for the following school year. They do not get to resign until April 15th or some later date.

Philosophically, we prefer not to release teachers after the April 15th deadline since the teachers' union would never agree to extend the notice deadline to teachers. However, this is a matter for the board to decide, so we still provide the second option which also defines "suitable replacement." You should be sure to check your negotiated agreement to be sure that there is not a provision in that document that gives teachers the right to resign late. If there is, you should revise this policy (or call us to revise it) to ensure that it is consistent with your negotiated agreement (or, better yet, negotiate out the later deadline in your negotiated agreement!).

This policy is not required but is highly recommended.

NEW POLICY 4064: Transporting Students in Employee Vehicles

While our policy service has several policies regarding transportation, none of them address employees transporting students in their personal vehicles. We drafted this policy at the request of a service subscriber. This policy provides two options for transportation. The first permits employees to transport students who do not live in the employee's household as long as the employee complies with board policy and NDE's pupil transportation requirements (including training). The second permits employees to transport only students who live within the employee's household and in emergency situations.

This policy is optional.

REVISION OF POLICY 5012: Testing and Assessment Program

NDE Rule 10 has always required each school to complete an annual report covering the required elements in sections 005 and 010 from Rule 10. The items reported in section 005 of Rule 10 must be submitted to NDE by June 30. Section 010 then requires these items, plus some additional items, to be included in an annual report and shared with the board and made available to the public. Rule 10 also requires a policy covering the annual report. These proposed changes align the policy with Rule 10.

These changes are required.

6021: District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations

Over the last year, there has been a dramatic increase in Rule 51 complaints and requests for evaluation protocols and raw evaluative data. Many evaluators in Nebraska do not retain this information after their final report is completed. However, in certain circumstances, courts and administrative agencies enforcing the IDEA have determined that access to such records is necessary in order to permit meaningful parental participation. As a result, we've updated our evaluation criteria to require evaluators to retain and provide that information when the LEA determines it is necessary to do so.

This change is recommended.

NEW POLICY 6037: Selection and Review of Library Materials

It's no secret over the past several months that library media and materials have come under scrutiny in many districts. As we promised many of you, this is KSB's attempt to propose a policy with options for you and your board to consider. Ask, and ye shall receive!

We want to be clear that this policy is *optional*. Many districts have functioned for decades without a policy covering the procurement and review/challenges to library materials. However, we also know that in times of political pressure, it may help to have a process laid out for how materials are selected and then later challenged by concerned individuals. Within the policy, we have laid out 3 options for the selection of library materials and 2 options for review of those materials when someone has a concern. We also place limits on who can make such a request, how many items can be challenged at once, and how often items can be challenged.

Most importantly, we want to make clear that this policy applies only to library materials. Core curricular materials and curriculum-related supplements are not intended to be covered by this policy. Those are covered elsewhere, such as in your parent involvement policy, and parent and patron rights to access those materials are governed by state and

federal law. We also do not want patrons or parents to believe they can challenge actual curriculum materials--in most cases, they can review but cannot opt-out or ask for those to be removed. That is true regardless of the reason for their objection--religious, political, or otherwise.

This policy is entirely optional, and it contains options if you do choose to implement it.

Form Changes

Public Comment Rules (2000 Series Forms)

We have updated our public comment rules to reflect the requirement that anyone speaking during public comment provide their name, address, and the name of any organization they represent.

These form changes are required.

Library Materials Forms (6000 Series Forms)

We have included two new forms in the 6000 series to address the process for requested review of library materials. The first is a review request form which you can provide to parents and patrons who want to request a review of library material. The second is a sample letter you can use to provide your review determination to the requester after the review is completed.

When parents or patrons request a review of library material, there may be legal implications. Requests could touch upon the First Amendment, Title IX, IDEA, Section 504, Title VI, and many others. If you plan to provide an explanation for your determination, we strongly suggest that you work with your district's attorney on crafting the response.

Please note that unless you adopt new policy 6037 (Selection and Review of Library Materials), you should not include these forms on your website or make them available to the public.

This form is required, but only if the board adopts new policy 6037. The board does not need to approve the form.

Other Issues To Consider

LB 29: Juneteenth National Independence Day

LB 29 creates Juneteenth National Independence Day as a state holiday. This bill passed with an emergency clause, meaning Juneteenth will be recognized in 2022. We recommend reviewing your negotiated agreement, staff agreements, policies, and handbooks to determine how holidays are addressed. If you list "all federal" or "all state and federal holidays," that could lead to different results. Similarly, if your contracts list specific holidays, Juneteenth would need to be listed if the board wants it included.

LB 780: Child Labor and Employment Certificates

Current law requires students under the age of 16 to obtain an employment certificate signed by the superintendent of the school the student attends. LB 780 transfers this responsibility to the principal or any person authorized by the principal in writing. If the school doesn't have a principal, then any person authorized by the superintendent may sign the certificate.

LB 852: Behavioral Health Points of Contact and Mental Health First Aid Training

Behavioral Health Points of Contact

On or before August 1, 2023, each school district must designate one or more behavioral health points of contact for each school building or other division as determined by the school district. A behavioral health point of contact may be an administrator, a school nurse, a school psychologist, or another designated person affiliated with such school building or other division. Each behavioral health point of contact must have knowledge of community behavioral health service providers and other resources available for students and families. The school district must report the designated behavior health points of contact to NDE before each school year.

On or before August 1 of each year (beginning in 2023), NDE must provide each school district with a registry of state and local behavioral health resources available to work with students and families.

Each behavioral health point of contact must coordinate access to community behavioral health services for students and families and facilitate access to services during the school day at the school the student attends. Such facilitation must be approved by the student's parent or guardian unless the student is 18 years of age or married.

Mental Health First Aid Training

LB 852 also directs NDE to establish a mental health first aid training program for teachers and other school and ESU employees to be paid for by grant funds. The training must be provided by trainers who are certified by a national organization for behavioral health and must cover specifically listed topics. The Unicameral intends that this training will be funded with lottery funds.

LB 888: Standards for the Holocaust and Other Acts of Genocide

LB 888 requires the State Board of Education to adopt measurable academic content standards for education on the Holocaust and other acts of genocide as recognized by Congress or the United Nations as of January 1, 2022. Expect changes to Rule 10 in the near future.

LB 906: Vaccine Exemptions

LB 906 requires all employers, including school districts and ESUs, to allow for an exception to any COVID-19 vaccination requirement. The exception will apply to anyone who submits a form developed by the Nebraska Department of Health and Human Services. The form contains exemptions for medical contraindication/medical necessity and for a conflict with the person’s sincerely held religious belief, practice, or observance. Anyone claiming the medical exemption must also submit a signed written statement from a health care practitioner. An employer may require an employee granted an exemption under this law to: (a) be periodically tested for COVID-19 at the employer's expense; and (b) wear or use personal protective equipment provided by the employer.

LB 908: Virtual Conferencing

LB 908 amends the Open Meetings Act to allow any public body, including school districts, to hold a meeting of limited scope by virtual conference if:

- The purpose of the virtual meeting is to discuss items that are scheduled to be discussed or acted upon at a subsequent non-virtual open meeting of the public body;
- No action is taken by the public body at the virtual meeting;
- Reasonable advance publicized notice is published in a newspaper of general circulation within the school district's jurisdiction and, if available, on the newspaper's website, and including providing access to a dial-in number or link to the virtual conference; and
- In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used.

LB 1057: Change Provisions Relating to Class III School Districts

Current law provides the conditions under which a Class III school district may continue to operate when its fall school district membership or ADM falls below *35* students in *grades 9 through 12*. LB 1057 amends section 79-499 to provide the conditions under which a Class III school district may continue to operate when its fall school district membership or ADM falls below *45* students in *grades kindergarten through 12*.

LB 1057 also adds another wrinkle to school closures. If a Class III school district is the only public school district in the county and it falls below the threshold attendance numbers, the district holds an election of its voters to determine if the district should continue operating. LB 1057 adds a requirement that if such a vote is successful, the board must hold a public hearing and then vote whether to continue to operate the school district every four years thereafter. If either the vote of the people or the vote of the board fails, the district will be dissolved.

LB 1112: Adopt the Computer Science and Technology Education Act

Beginning with school year 2024-25, each school district, in consultation with the State Department of Education, must include computer science and technology education in the instructional program of its elementary and middle schools, as appropriate, and beginning in school year 2026-27, require each student attending a public school to complete at least one five-credit high school course or the equivalent of a one-semester high school course in computer science and technology prior to graduation. The computer science and technology education course offered by a school district may be made available in a traditional classroom setting, a blended-learning environment, or an online-based or other technology-based format that is tailored to meet the needs of each participating student.

On or before December 1, 2025, and on or before December 1 of each year thereafter, in order to promote and support computer science and technology education, each school district must provide an annual computer science and technology education status report to its school board and the State Department of Education, including, but not limited to, student progress in computer science and technology courses and other district-determined measures of computer science and technology education progress from the previous school year.

The State Board of Education is also required to adopt measurable academic content standards for computer science and technology education under the mathematics, science, or career and technical education standards.

Special Education Procedures

The current policy service special education procedures are compliant and do not need to be updated. If you undergo a Rule 51 audit and a representative of the Department of Education takes the position that these procedures are not compliant, you should contact one of us.

NDE does have a new technical assistance document out that lists the **required** procedures and then mixes in their minimum **suggested** procedures as well. As you know, we are reluctant to tie our subscribers down with a bunch of specific processes because if you adopt specific procedures and don’t follow them perfectly, you'll have a Rule 51 violation even if you didn't actually violate the rule.

We are in the process of working with NDE to create a set of "best practices" resources that we are comfortable providing to districts. That additional resource will not be required but we are hopeful that the additional resource will be useful. We will keep our policy service subscribers updated on this resource as we develop it.

We have added our most recent special education procedures to this year's updates so that you can be sure to have the most current version.

Department of Education Regulation Updates:
Title IX and Section 504

In March, the U.S. Department of Education's Office for Civil Rights announced that it has drafted proposed amendments to Title IX and has sent them to the Office of Information and Regulatory Affairs (OIRA) for internal review. Submission of the Notice of Proposed Rulemaking (NPRM) is the first formal step in the federal regulation revision process. The most recent communication from OCR indicates that these draft regulations will be released in June of 2022 (which we anticipate will include revisions to the Title IX regulations which were finalized in August of 2020). Unfortunately, the Department of Education has not yet shared a draft of those proposed changes. We will track these developments closely and will keep you updated on any changes to the Title IX regulations. Given the steps involved in federal rulemaking, it is extremely unlikely that these changes will be effective when the 2022-23 school year begins, although we may have to update our Title IX policy and procedure during the next school year.

The U.S. Department of Education has also announced that it intends to "strengthen" Section 504's regulations. As with the Title IX regulations, it will be months before any draft regulations are issued. We will also track these regulations when they are issued and will keep our subscribers updated on them.

LB 644 and Joint Tax Hearings

Last year, the Unicameral approved LB 644. You've no doubt heard about this bill by now. In short summary, it requires certain political subdivisions (including schools, but *excluding* ESUs) to participate in a joint public tax hearing with other political subdivisions in lieu of individual tax request hearings for each covered entity that exceeds its allowable growth

percentage. There are numerous deadlines, submission requirements, and obligations on covered political subdivisions.

While this law generally changes tax request hearings, it does not eliminate other obligations including the publication of budget statements, budget hearings, and board meetings at which you must approve the budget statement and tax resolution. We have worked with several school districts to plan for and set out a timeline of events to ensure all obligations are met. We would be happy to work with your district on that planning.

We will be talking a lot about LB 644 and the joint hearing requirements in the coming weeks and months. What we have learned is that many of the key dates for each district will depend mostly on how your county plans to process these requirements. We are working with representatives from other affected political subdivisions, including county officials who have substantial obligations under the new law. If you have not already done so, we strongly recommend that you communicate with your county officials in the county in which your district office is located.

CONCLUSION

It is all too easy to adopt policies that look good, but that do not actually reflect how the school operates or assist the school in accomplishing its goals. Every year we stress that it is very important to us to give you a working, useful set of policies and a continuing ***policy service***. For our Complete Service subscribers, there is no additional charge for revisions to our policies or consultation about them. Please don't hesitate to contact any one of us with questions about the updates or other policies. Our group e-mail address is ksb@ksbschoollaw.com.

MIDWEST TENNIS + TRACK
22 South Main Street • PO Box 161 • Denison, IA 51442
P 712.263.3554 • F 712.263.5110 • E info@midwesttennisandtrack.com

DATE: June 27, 2022

SUBMITTED TO: Brad Kjar, Superintendent

ORGANIZATION: Ravenna Public Schools
ADDRESS: 41750 Carthage Road | Ravenna, NE 68869

PROJECT NAME: Ravenna High School Track Maintenance Coating
ADDRESS: 41750 Carthage Road | Ravenna, NE 68869

REVOLUTION™ POLYTOP-R MAINTENANCE COATING TRACK SYSTEM

SCOPE OF SERVICES

AREA: 4,856 SY (TRACK, HIGH JUMP, LONG JUMP)

PROCEDURES:

A. Clean and prepare the track surface.
B. Patch any loose and thin areas.
C. Locate and repair any cracks.
D. Spray-application of a primer coat.
E. Hand-application of 0.5mm – 1.5mm rubber.
F. Spray-application of a polyresin spray coating.
G. Two (2) coat spray-application of a high performance aliphatic black structural spray top coating
H. Layout and paint lane lines and event markings as per NFSHSA standards. (Shot put and discus pad line painting not included)

WE HEREBY PROPOSE TO FURNISH MATERIALS AND LABOR IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS FOR THE SUM OF:

Sixty-two Thousand Eight Hundred Sixty-six Dollars and Zero Cents ($62,866.00)

NOTE:

- Proposal valid for 45 days. Surfacing installation to be completed in August, 2022 or later.
- Proposal does not include sales taxes. Owner shall provide an Iowa Sales Tax Exemption Certificate and Designated Exempt Entity Iowa Construction Sales Tax Exemption Certificate upon signed acceptance of proposal.
- Owner must provide proper staging/access to construction area.

Design Build • Project Management • Running Track Construction • Tennis Court Construction
Track Maintenance & Repair • Tennis Court Maintenance & Repair
MEMBER AMERICAN SPORTS BUILDERS ASSOCIATION

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- The site shall be restricted from the public and athletes during construction. Only authorized personnel from MTT Co. and the Owner shall be allowed on site.
- MTT Co. is not responsible for damage to existing substandard or damaged surfaces at staging area. No surface restoration has been included.
- Performance bonding has not been included.

TERMS:
Progress payments for materials and work completed; balance due 30 days upon completion of project.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon accidents or delays beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

MIDWEST TENNIS & TRACK COMPANY

Authorized Signature

Paul Launderville, Vice President
Printed Signature, Title

ACCEPTANCE OF PROPOSAL:
The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature

Printed Signature, Title

School/Organization Name

Date of Acceptance

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DATE: June 27, 2022

SUBMITTED TO: Brad Kjar, Superintendent

ORGANIZATION: Ravenna Public Schools
ADDRESS: 41750 Carthage Road | Ravenna, NE 68869

PROJECT NAME: Ravenna High School Track Resurfacing
ADDRESS: 41750 Carthage Road | Ravenna, NE 68869

REVOLUTION™ BASE MAT TRACK SYSTEM

SCOPE OF SERVICES

AREA: 4,856 SY (TRACK, HIGH JUMP, LONG JUMP)

PROCEDURES:

A. Removal and disposal of existing surface
B. Clean and prepare the asphalt base
C. Locate and fill all cracks
D. Application of polyurethane primer coat
E. Application of ½" black Revolution™ polyurethane surfacing
F. Layout and paint all lane lines and event markings as per NFSHSA and State standards. Shot put and discus pad line painting not included

WE HEREBY PROPOSE TO FURNISH MATERIALS AND LABOR IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS FOR THE SUM OF:

One Hundred Forty-four Thousand Nine Hundred Dollars and Zero Cents ($144,900.00)

Approximate amount of crack sealing included 100 L.F.

Unit price per pound for labor and two-component polyurethane leveling materials: $6.75/lb.

FIVE YEAR WARRANTY

NOTE:

- Proposal valid for 45 days. Surfacing installation to be completed in August, 2022 or later.
- Proposal does not include sales tax. Owner shall provide appropriate sales tax exemption certificates upon return of signed proposal.
- MTT Co. will utilize light-duty equipment (12,000 lb max) to remove the existing track surfacing. If it is found during the removal operations that the existing asphalt base is unsuitable, MTT Co. will immediately stop operations and alert the Owner. If required, replacement of the unsuitable/unstable asphalt base is not included within the proposal and shall be added to the contract price upon written approval of Owner.
- If additional asphalt cracks are found upon removal of the existing surface, the total amount of crack sealing shall be used/added to the contract price upon written approval of

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the Owner and shall be based upon the price/lineal foot listed within the proposal. Price for application of single component polyurethane sealant for additional crack repair shall be $6.25/LF; price for application of 12" wide Mirafi MTK for additional crack repair shall be $8.25/LF.

- The price to repair water pockets (birdbaths) within the existing asphalt/concrete base is not included. It is unknown if water pockets are present within the existing track and/or high jump areas.
- Owner must provide proper staging/access to construction area.
- The site shall be restricted from the public and athletes during construction. Only authorized personnel from MTT Co. and the Owner shall be allowed on site.
- MTT Co. is not responsible for damage to existing substandard or damaged surfaces at staging are. No surface restoration has been included.
- Performance bonding has not been included.

TERMS:

Progress payments for materials and work completed; balance due 30 days upon completion of project.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon accidents or delays beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

MIDWEST TENNIS & TRACK COMPANY

Authorized Signature

Paul Launderville, Vice President
Printed Signature, Title

ACCEPTANCE OF PROPOSAL:

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature

Printed Signature, Title

School/Organization Name

Date of Acceptance